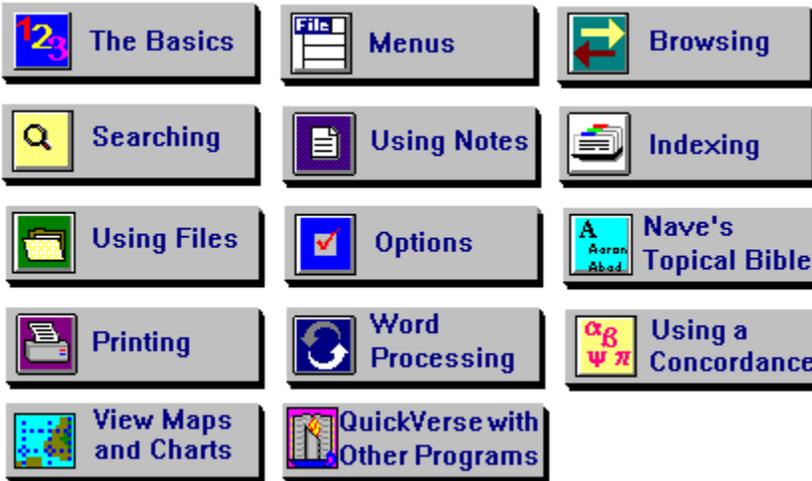


## QuickVerse for Windows Help Contents



Welcome to the **QuickVerse for Windows** online help system. Here you'll find information on operating the program and instructions for using all of **QuickVerse's** menu options and screen elements. The help system has been divided into different topics to make using it as easy as possible. Each general topic is represented by one of the buttons below. You can move to an area by clicking its button. The topics are interconnected and linked so that you can move quickly from one area directly to another by clicking icons or underlined words.



## Menus

<b>F</b> ile	<b>E</b> dit	<b>B</b> rowse	<b>S</b> earch	<b>N</b> otes	<b>I</b> ndex	<b>F</b> onts	<b>O</b> ptions	<b>W</b> indows	<b>H</b> elp
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Use the information in this section to learn how to use the options on the **QuickVerse Menu Bar** and **Icon Bar** located at the top of the **QuickVerse window**. The menu bar at the top of the **QuickVerse** window offers the selections shown. To open a menu and view its items, click and drag on an option, or use the menu's **pickletter**. For many menu options, there is also an **icon bar** button which you can use to perform the same function. Use the method most convenient for you.

**File**--Open, close, or create a file to which you can add verses in ASCII format. After adding verses to a file, you can then open the file in a word processing program. You can also print individual or groups of verses by selecting Print from the File menu.

**Edit**--Use standard editing commands to cut, copy, and paste text.

**Browse**--Browse through the Bible's text by verse, chapter, or book. Also, insert bookmarks or go quickly to the verses of your choice.

**Search**--Search the Bible using a variety of options. You can also access Parsons Technology's **PC Bible Atlas**, **Holman Bible Dictionary**, **Bible Illustrator for Windows**, or **QuickVerse Library** if you've purchased and installed these (or compatible) programs.

**Notes**--Attach your own comments to any book, chapter, verse, or word in the Bible.

**Index** Create a topical index of related verses.

**Fonts**--Choose a font to use for the text in the Bible window, in your notes, and text that you print. You can also designate the color of text for the words of Christ and verse references.

**Options**--Designate various program settings, including display options, translation options, word processor settings, and desktop details.

**Windows**--Open, close, and arrange windows to access the one you need. You can also access the dictionary for a concordance such as Strong's or the NASC.

**Help**--Access online help topics to assist you with using the program.

See also:

[\*\*Bible Illustrator for Windows\*\*](#)

[Icon Bar](#)

[Pop-up Menus](#)

## Basic Information



Welcome to **QuickVerse for Windows**! If you're a new **QuickVerse** user, you'll soon find that using the program can add a whole new dimension to your reading of the Scriptures, and we think you'll soon discover a new level of enjoyment of the Bible. If you've used **QuickVerse** before, you'll enjoy the enhancements and additions to this powerful new version of **QuickVerse for Windows**.

This program offers something for everyone. Children and adults alike can learn to use it quickly and effectively. **QuickVerse**'s mouse compatibility can make the program easy for school-age children to use, encouraging them read the Bible or find their favorite Sunday School memory verses while they have fun using the computer at the same time. Adults can delve deeper into the Scriptures using **QuickVerse**'s fast and powerful searching and indexing functions. Whatever your needs, whatever your age, the **QuickVerse** Bible package can be of value to you. If you've never worked with the Bible on a computer, don't worry--the ease of the Microsoft Windows interface will have you navigating the program in no time.

This section of the online help system contains general information to help you use **QuickVerse for Windows**. Click on a topic below for help getting started:

[Opening a Translation](#)

[Using a Mouse](#)

[Operating Buttons](#)

[Screen Elements](#)

[Data Entry Procedures](#)

[Using Shortcut Keys](#)

[Using the Icon Bar](#)

[Exiting the Program](#)

[New \*\*QuickVerse\*\* Features](#)

[Product Registration](#)

[Getting Technical Support](#)

[Ideas for Using \*\*QuickVerse\*\*](#)

[Add-on Products for \*\*QuickVerse\*\*](#)

[Readme File](#)

## Searching



Searching for words and passages is easy with **QuickVerse**. You can search the entire Bible, particular books and chapters, or a previously created index. This section provides you with information that will show you the powerful search capabilities in **QuickVerse**.

**QuickVerse** gives you two methods for searching:

- \* Use the Search item in the Search menu or click the  button on the [icon bar](#) to open the Search window in which you can specify complete search details.
- \* Choose [Quick Search](#) from the Search menu or click the  button on the icon bar to find all occurrences of a highlighted word or phrase in the [Bible window](#).

When **QuickVerse** completes a search, it will list the verses matching your criteria. For example, if you search for a phrase in only Matthew through Revelation, **QuickVerse** won't list any verses from the Old Testament.

For more details on searching, see:

[Performing a Search](#)

[The Search Dialog Box](#)

[Phrase Searches](#)

[Combining Fields to Narrow Searches](#)

[Viewing Search Verses](#)

[Search Tips](#)

[Boolean Operators](#)

[Wild Card Searches](#)

[Complex Search Examples](#)

[Reference Searches](#)

[Returning to the Previous Search](#)

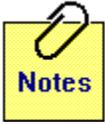
[Copying Search Verses](#)

[Nave's Topic Searches](#)

[Using the Word List](#)

[Using the Book List](#)

## Using Notes



The Notes feature allows you to add comments to the Bible text, just as you probably write comments in the margin of your printed Bible next to particular verses and passages. You can attach notes to a single word or an entire verse, chapter, or book. Before adding notes, you must first open a note file. A note file stores all your notes for a translation. You can create one note file to store all your notes, or create a separate note file for each topic you address.

See these topics for further instructions on using Notes:

[Creating and Opening Note Files](#)

[Attaching a Note](#)

[Using Existing Notes](#)

[Creating Cross References](#)

[Formatting Notes](#)

[Using Book and Chapter Notes](#)

[Modifying Notes](#)

[Read Only Notes](#)

[Optimizing Note Files](#)

[Printing Notes](#)

[Using the KJV Word Study](#)

[Using the NASB Word Study](#)

[Closing Notes](#)

## Browsing



Once you have opened a [Bible translation](#), you can maximize the [Bible window](#) so it fills the whole [desktop](#). Click the Maximize button in the upper right corner of the Bible window to enlarge the window. Click the Restore button to return the window to its previous size.

The Bible window contains the translation you selected, beginning with Gen 1:1. The default display mode lists the book, chapter and verse for the first verse in each book. The chapter and verse are listed at the beginning of each chapter, and only the verse number is listed for each subsequent verse in a chapter. The title bar of the Bible window always provides the book and chapter number for your location in the text. Change the display mode using the instructions in the [Display Options](#) topic.

Use your cursor keys or the scroll bar to scroll through verses. Italics indicate words added by the translator. In the New Testament, you'll see red text. This signifies the words of Jesus. You can change the way text is displayed using the [Options](#) and [Fonts](#) menus.

You can also use the Browse functions in **QuickVerse** to move quickly through the Bible to find the book, chapter, and verses you want to review. **QuickVerse** allows you to move to the previous or next book, verse, or chapter in the Bible, set bookmarks, go directly to the verse you select, and view a list of verses you've accessed in your Bible study.

On the [scroll bar](#), you can click or hold the up and down arrows to scroll one line at a time. Click above or below the elevator box to move up or down one page at a time. Drag the elevator box to move quickly to another place in the Bible, watching the status bar for an indication of where the elevator bar will take you when you release it.

On the keyboard, use the up and down arrow keys to move one line at a time, and the **PgUp** and **PgDn** keys to move one page at a time. The **Home** key will take you to Gen 1:1 and the **End** key will take you to Rev 22:21.

You can also choose from these Browse menu options to maneuver through the Bible's text:

[Go To Verse](#)

[Bookmarks](#)

[Previous or Next Verse](#)

[Previous or Next Chapter](#)

[Previous or Next Book](#)

[Reference Trail](#)

[Previous Reference](#)

## Indexing



**QuickVerse's** indexing feature allows you to create your own topical indexes for storing related verses. The topical index is simply a list of verse references that can be recalled by **QuickVerse**. The verses can be searched, viewed, copied to the [clipboard](#), placed in a text file, or printed. The size of an index or the number you create is limited only by the amount of disk space available.

Because verses in an index are not tied to a specific translation, you can save verses from different translations together in an index. When you print the verses in an index, they print based on the translation in the active window. This is also true if you copy the verses from the index to a text file or the clipboard. Indexes provide a useful tool for saving search results and printing all matching verses for various translations.

See also:

[Opening a New or Existing Index](#)

[Adding Verses to an Index](#)

[Viewing Verses in an Index](#)

[Editing an Index](#)

[Duplicating and Merging Indexes](#)

[Closing an Index](#)

[Searching with an Index](#)

[Complex Index Searches](#)

## Options



This section introduces you to the options you have for setting up **QuickVerse** to suit your preferences. Using **QuickVerse** Options, you can

- \* Apply text attributes such as boldface, italics, and underlining.
- \* Change the directories for your text, index, and note files.
- \* Specify directories for additional **QuickVerse** translations.
- \* Arrange, save, and restore the desktop.
- \* Set other important options.

For more information, see:

[Display Options](#)

[Directories](#)

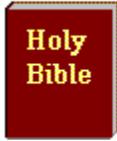
[Translations](#)

[Arranging the Desktop](#)

[Font and Color Selection](#)

[Using Other Applications with \*\*QuickVerse\*\*](#)

## Using Nave's Topical Bible



**Nave's Topical Bible** is similar to a **QuickVerse** index file. Arranged as an alphabetical outline, each topic and subtopic is like a mini-index with related verses from throughout the Bible. Searching **Nave's** is often more extensive and complete than searching for a word or phrase. For example, if you perform a word search for marriage, the search turns up only 19 verses. However, if you search for the **Nave's** Topic marriage, you find 369 verses on the topic, because the concept is discussed using words other than marriage. In addition, you can use **Nave's** in these ways:

**To perform complex searches.** Used in combination with the **Phrase** and **Reference** fields, **Nave's** provides a more extensive, comprehensive search.

**As a source of sermon outlines.** Browse through **Nave's** topics and subtopics. Because **Nave's** is organized in outline form, it is an indispensable source for creating sermon or lesson outlines.

**As a Bible dictionary.** Refer to **Nave's** if you find an unfamiliar word or phrase in the Bible. The descriptive text on each topic and subtopic often provides enough information to define the word.

**For character studies.** Most major Bible characters have detailed outlines of their lives presented as subtopics under their names.

For more information on using **Nave's**, see:

[Accessing Nave's](#)

[Searching with Nave's](#)

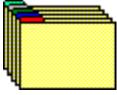
[Creating New Nave's Topics and Subtopics](#)

[Modifying Topics and Subtopics](#)

[Deleting Topics and Subtopics](#)

[Copying Nave's Topics](#)

## Using Files



**QuickVerse**'s text file capability allows you to save verses in a text file for use with other programs, such as a word processor. A text file is similar to an index file: you can create new files; open and close existing files; and assign verses, a passage, or verses in a search list to files and notes. You can also transfer all verses from an open index to the file. Unlike an index, however, a text file is in a format compatible with word processors. It is external to **QuickVerse** and cannot be used in a search, nor can it be manipulated inside **QuickVerse**.

For more information, see  
[Opening and Creating Files](#)  
[Setting File Options](#)  
[Saving Verses to Files](#)  
[Closing Files](#)

## New QuickVerse Features



These are some of the features you'll enjoy in this new version of **QuickVerse for Windows**:

**View, copy, and print the graphics** in **QuickVerse** add-on Study Bibles. Each of the maps, charts, and pictures is a bitmap that you can copy to another graphics program, then print.

**Use powerful Boolean search technology.** **QuickVerse** supports a number of Boolean operators which allow you to define highly specific search criteria. Search the Bible for any text you need, from a single word to a complex phrase. With **Nave's Topical Bible**, you can search for abstract subjects as well as literal words. Additionally, **QuickVerse** now allows you to access the results from a previous search you've performed.

**Write and format notes.** Add your comments to the text and format them with bold, italics, and underlining for emphasis and clarity. You can also choose the font for the display of notes on your screen and that you print. **QuickVerse** stores notes along with the Bible text so they're always available at the click of your mouse.

**Create cross references.** **QuickVerse** automatically recognizes verse references typed into the Note window and creates a cross reference "hyperlink" that you can double-click on to jump to the cited passage.

**Use even more setup and display options.** **QuickVerse** provides you with even more ways to format verses that you print, file, and paste. You can also choose from a variety of screen display options, so you can decide things such as whether you want to view complete or shortened references with each verse and decide what color you'd like to use for verse references.

**Copy Formatted.** This new option on the Edit menu, when used in conjunction with the options you specify in the Clipboard Setup dialog, allows you to copy a completely formatted verse to the clipboard; the verse is then ready for you to paste into your word processor for use in other documents.

**Interface to PC Bible Atlas, Holman Bible Dictionary, The QuickVerse Library, and Bible Illustrator for Windows.** Switch to these programs with the click of your mouse.

Other **QuickVerse** highlights include:

**Indexes.** Search for a subject and save the verse references in a custom index. Make copies of the original index and refine them to cover specialized subtopics.

**Multiple translations.** **QuickVerse** provides several versions of the Bible as add-on modules. Compare them side-by-side in parallel windows. Scroll through the New Testament in one window while the other remains on a verse in the Old Testament. If you want to compare translations, synchronize them so they scroll together and focus on the same verse.

**Using a Concordance with QuickVerse.** Add an optional module such as **Strong's Concordance** or the **New American Standard Exhaustive Concordance** to study the Bible in a transliterated Hebrew and Greek format. You can use this add-on as your guide to the Scriptures in their original languages. Click on a transliterated word in Hebrew or Greek to see the English equivalent and definition from **QuickVerse**.

**Nave's Topical Bible.** This option gives you topics in the Bible arranged in an alphabetical

outline. Each topic is associated with various verses from the Bible. Use **Nave's** to locate concepts as well as literal terms.

**Support for word processors**. As you collect Bible verses, make notes, and construct indexes, you'll probably want to print them or incorporate them in other documents. **QuickVerse** makes it easy for you to bring your work into any word processor.

## Product Registration



If you purchased **QuickVerse** directly from Parsons Technology, you are automatically a registered user. If you purchased your copy from a retail store, complete and return the enclosed registration card. When you register your copy, you become eligible for free technical support, product update notices, and new product announcements.

See also:

[Getting Technical Support](#)

## Getting Technical Support



Parsons Technology offers phone support that is best used for getting you up and running. In-depth and on-going support is mainly and best provided via CompuServe and other online services, as discussed below.

### **CompuServe Information Service--the best way to get help**

Type GO PARSONS at any CompuServe menu prompt. Select the forum and complete the problem report found in the Miscellaneous Info. library (file name:SYSPRO.TXT). We do our best to respond within 24 hours in the forum only. You also can use our library of application bulletins and other information releases and interact with experts and other users.

### **GENie--one-day response**

Parsons Technology is located in the IBM RoundTable, category 31, and in Software Library Section 10. Leave messages in Category 31 under topics for each of our products. Questions are answered within about 24 hours.

### **Telephone**

Call Technical Support's voice number at **1-319-395-7314**. an automated attendant will direct you to the right location and give Technical Support department hours. We'll take all the time needed to answer your questions, but you may have to wait a short time while we offer this same attention to other callers ahead of you.

### **SmartFax--for even more information**

Technical bulletins, product descriptions, and other information on the most commonly asked questions can be sent directly to your FAX machine 24 hours a day. The Smart Fax number is **1-319-395-0176**. The system asks which document you want. Choose 100 for instructions for using the system and a partial directory of available information. Choose 101 for a complete directory. You must call from a FAX machine.

See also:

[Information on Ordering](#)

[Help Menu](#)

[README File](#)

## Help Menu



**QuickVerse** provides extensive online help at any point in your work. The Help menu provides three help options:

- \* **Online Help.** The text you're viewing now is part of a complete online help system that provides topical information, including facts about new features not documented in the User's Guide, to help you operate **QuickVerse**.
- \* **Using Help.** Provides information on how to use the **QuickVerse** Help system.
- \* **About QuickVerse.** Contains **QuickVerse** copyright and version information, development team credits, an indication of the percentage of free system resources, and statistics regarding the file resources used by **QuickVerse for Windows**.

You can access the help system in three ways:

- \* Click on the Help icon  in the icon bar.
- \* Press **F1**.
- \* Select Online Help from the Help menu.

Help also appears as a button in many dialog boxes. Click on the button to obtain specific information about the dialog box. For information about using Windows online help, refer to the section on Help in your Microsoft Windows manual.

See also:

[Technical Support](#)

## **Pop-up Menu**

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A menu that is displayed by clicking the right mouse button in a designated area of the **QuickVerse** screen. The menu contains commonly used options, so you can access them easily.

## Ideas for Using QuickVerse



Use these sample scenarios to give yourself some ideas for how you can put **QuickVerse** to use.

### **I'm researching word origins in the Bible. Can QuickVerse simplify my research?**

If you've purchased and installed the **Strong's Concordance** for use in conjunction with the King James Version, you can easily perform a word origin study using the [KJV Word Study](#) option from the Notes menu in **QuickVerse**. If you prefer working with the New American Standard translation, you can purchase a concordance specifically for it.

### **This week's sermon was on tithing, and now I'm interested in learning more about what the Bible says about that subject.**

Use the Search menu to find verses that meet criteria you define. For instance, you might search for **tith\*** (to find tithe, tithes, tithing, etc.) or words such as giving, offering, etc., to find verses related to tithing. [Nave's Topical Bible](#) is also useful for locating verses on a particular subject.

### **How can QuickVerse help me research tribes and peoples of the Old Testament?**

Using the powerful [wild card searches](#) will allow you to search for parts of words. Assuming that many tribes and peoples are referred to using a word ending in -ite (Canaanite, Israelite, etc.), you could use a wild card search entry such as **\*ite\***. You could also specify a limit to tell **QuickVerse** to search only the Old Testament.

### **My religion professor has assigned an essay on a Bible topic of my choice, but I have no idea what to write about.**

If you select Search from the [Search menu](#) to open the Search window, and then execute the Word List button, you can open the **QuickVerse** Word List. The dialog that opens displays an alphabetical listing of every word mentioned in the Bible and the number of times each word occurs. You could browse this list to get ideas, or if you have purchased and installed **Nave's Topical Bible**, you can browse its topics and use any of those in a search.

### **I've found a group of verses in a search, but I don't want to type them into my word processor to use them.**

Simply use the [Edit menu](#) options to copy the text to the clipboard; then, open your word processor in Windows and paste the verses using the word processor's paste command.

### **As the director of our children's Christmas program, I need to give each child a verse from Luke's account of the birth of Jesus. I don't have time to type them all.**

Start a search and type the passage into the Reference field of the [Search dialog](#). Complete the search and click on the Copy to... button in the dialog that opens. Then click on the All items and the Printer buttons and execute OK to send all verses found in the search to the printer.

### **I just started using QuickVerse, but I have to keep referring to my study Bible that has all my notes and thoughts in the margins.**

Using the **QuickVerse** [Notes menu](#), you'll soon have **QuickVerse** as "marked up" as your trusty study Bible. You can attach your thoughts, comments, and study notes to any book, chapter, verse, or word in the Bible using the Notes menu features.

### **I want to compare the Gospel accounts of the birth of Jesus, but flipping back and forth between pages in my Bible is so cumbersome.**

With **QuickVerse**, you can have several Bible windows open at a time and set them to scroll individually or synchronously using the [Windows menu](#). This will allow you to look at different sections of the Bible simultaneously on your screen, making study topics such as the different

accounts of the Christmas story convenient.

See also:

[QuickVerse Add-on Products](#)

## Add-on Products for QuickVerse



Using one or more of the **QuickVerse** add-on modules can expand the ways you can use **QuickVerse** and give you even greater power and flexibility in your study of the Bible. Following is a list of add-on products that are currently available. (Additional modules are released on a regular basis. Contact Parsons Technology for up-to-date information.) See [Ordering Information](#) for details on purchasing any of these modules directly from Parsons Technology, or look for these products in your local Christian bookstore.

**King James Version (KJV)**

**New King James Version (NKJV)**

**New International Version (NIV)**

**New American Standard Bible (NASB)**

**Revised Standard Version (RSV)**

**New Revised Standard Version (NRSV)**

**New Century Version (NCV)**

**The Living Bible (TLB)**

**American Standard Version (1901) (ASV)**

**New American Standard Bible 1995 Update (NNAS)**

**Strong's Concordance with Hebrew and Greek Dictionaries**

**Nave's Topical Bible**

**New Scofield Study Bible (Notes, used with any translation)**

**The Believer's Study Bible (Notes, used with any translation)**

**Treasury of Scripture Knowledge (contains over 500,000 cross references)**

**New American Standard Exhaustive Concordance (NASC) and Dictionary**

**Ryrie Study Bible (Notes, used with any translation)**

Additionally, the following programs are available for use with **QuickVerse**:

**PC Bible Atlas for Windows**

**Holman Bible Dictionary**

**The QuickVerse Library**

**Bible Illustrator for Windows**

**Word for the Day**

For more information, see:

[Using an Atlas with QuickVerse](#)

[Using a Bible Dictionary with QuickVerse](#)

[Using The QuickVerse Library with QuickVerse](#)

[Using Bible Illustrator with QuickVerse](#)

[Using Nave's Topical Bible](#)

[Using a Concordance](#)  
[Using Study Bibles](#)

## Opening a Translation



Use the Open Bible dialog box to choose the Bible translation you would like to use. The Open Bible dialog box will appear when you do any of the following:

- \* Start **QuickVerse** for the first time.
- \* Choose Open Bible from the Windows menu.
- \* Click the  button on the icon bar.

When the Open Bible dialog appears, click on a translation in the list along the left side of the Open Bible dialog box. Note that you may only open a translation that you have installed. (See [QuickVerse Add-on Modules](#) for information on the translations and other products available for use with **QuickVerse**.)

In the Open Bible dialog you may also select a [Note file](#) to open with the translation. If you have not yet created any note files, you will not be able to open them at this point. (See [Creating and Opening Note Files](#) for instructions on creating note files.)

If you have created a note file in **QuickVerse** and would like to open it from within the Open Bible dialog, follow these steps:

1. Make sure the extension of the note file (\*.NOT by default) appears in the the Note File field in the Open Bible dialog.
2. Check to see that the directory path displayed is the location in which you saved the note file.
3. If you need to change the directory, double click on the appropriate items in the Directories list box. (Double click on the [...] item to access the directory one level above the current subdirectory.)
4. Once you establish the correct path to the location of your note file, click once on the Note file in the Files list box. Its name will appear in the Note File field.

When you've selected the translation and note file you'd like to use, click on the OK button at the bottom of the dialog. The items you selected will open in a new [Bible window](#) on your screen.

**NOTE:** If the note file you selected is not able to be used with the translation you selected, **QuickVerse** will display a warning message. You can either select a different note file that was created for use with the translation you selected, or you can select the translation that corresponds to the note file you've selected.

See also:

- [Opening Multiple Translations](#)
- [Viewing the Bible Window](#)
- [Closing a Bible Window](#)
- [Using Note Files](#)

## Transferring Verses to a Word Processor



**QuickVerse** has four easy ways to transfer verses to a word processor:

**Copy and Paste**. When you copy text, **QuickVerse** places it in your Windows clipboard. From the clipboard, you can paste the text into a document in a word processing program.

**Word Processor Customization**. This feature lets you directly access **QuickVerse** from within certain word processors (and other applications) without ever leaving the program. (This method is not compatible with all word processors. DDE is the preferred method.)

**DDE**. If your word processor supports Dynamic Data Exchange (DDE), you can use DDE to transfer verses to your word processor.

**Text files**. Another way to transfer verses is to create a text file and import it into your word processor.

See also:

[Transferring Verses to a Windows Word Processor](#)

[Transferring Verses to a DOS Word Processor](#)

## **Menu Bar**

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A horizontal list of menu options located across the top of the **QuickVerse** Window, just under the program title. Each item in this menu bar has a pull-down menu from which you select **QuickVerse** operations.

## **Icon Bar**

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A row of icons below the menu bar at the top of the **QuickVerse** window. Each icon is a graphic representation of a frequently used option. You can click on an icon with your left mouse button to perform an action rather than accessing the option through the menus.

## Icon Bar

You can access the most-used functions of **QuickVerse** through the icons on the icon bar located across the top of the **QuickVerse** screen. For example, clicking on the first icon in the icon bar (the **Open Bible** icon) opens the translation of your choice. You can click on the icons for common tasks instead of using the menu. Hide or display the icon bar by choosing Icon Bar from the Options menu. When the icon bar is displayed, a check mark will appear next to the item on the menu.

The icon bar buttons are described below:



**Open Bible** Opens a new window containing a Bible translation of your choice.



**Tile** Displays the open translations side by side.



**Cascade** Displays the translations as full windows, placing them one behind the other.



**Search** Searches for verses according to word, phrase, reference, or other criteria you specify.



**Quick Search** Searches for the word or phrase you highlighted in the Bible text or Note window.



**List Occurrences** Displays a Search List after you perform a search.



**Previous Verse** Moves to the previous verse in the list of verses produced by a search.



**Next Verse** Moves to the next verse in your search.



**PC Bible Atlas** Opens the **PC Bible Atlas** program if you've purchased and installed this (or a compatible) program.



**QuickVerse Library** Opens **The QuickVerse Library** if you've purchased and installed this (or a compatible) program.



**Dictionary Lookup** Opens the **Holman Bible Dictionary** if you've purchased and installed it.



**Go to Verse** Moves directly to a verse you specify.



**Bookmarks** Lets you set new bookmarks or move to existing ones. Bookmarks in **QuickVerse** mark favorite or most-referenced verses.



**Previous Reference** Returns you to your previous verse reference location in the text.



**Help** Lets you directly access **QuickVerse's** online help.

See also:

[Help menu](#)

[Menu Bar](#)

## Pop-up Menu



In addition to the menus on the [Menu Bar](#), you can access two [pop-up menus](#) using your right mouse button. The menu that pops up when you click will vary depending on the location of your mouse:

- \* If you press the right mouse button when have your mouse placed in an active [Bible window](#) (active windows are indicated by a colored [title bar](#)), the pop-up menu that appears will contain these options:
  - \* Quick Search
  - \* Previous Searches
  - \* PC Bible Atlas
  - \* Dictionary
  - \* Bible Illustrator
  - \* Add Verse to Index
  - \* Add Verse to File
  - \* Print Verse
  - \* Copy
  - \* Copy Formatted.
  
- \* If you press the right mouse button with your mouse placed in an active [Note window](#) (indicated by a colored title bar), the menu that pops up will contain these options:
  - \* Save Note
  - \* Cut
  - \* Copy
  - \* Paste
  - \* Delete
  - \* Select All
  - \* Bold
  - \* Italic
  - \* Underline.

See also:

[Using Notes](#)

[Quick Search](#)

[Using PC Bible Atlas with QuickVerse](#)

[Using Indexes](#)

[Using Files](#)

[Printing](#)

[Copying Verses](#)

[Formatting Options](#)

## **Note Window**

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When a note file is open, this window will appear in the lower portion of your screen. It contains the text of your notes. It is active when its title bar appears in color. Activate it by clicking in the Note window or by choosing Write Note from the Notes menu.

## **Bible Window**

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This window contains the Bible's text. You may have several Bible windows open at once if you've opened multiple translations, or if you're comparing different passages in the same translation. A window is active when its title bar appears in color. Activate it by clicking anywhere in the window.

## QuickVerse Window



The **QuickVerse** window is the window that holds all the elements you use to work with the program. [Bible windows](#), [Note windows](#), and [dialog boxes](#) all appear within the **QuickVerse** window.

See also:

[Menu Bar](#)

[Icon Bar](#)

[Screen Elements](#)

[Using Buttons](#)

## Performing a Search



Use these steps to perform a basic search. Choose from the topics at the end of these steps for information on performing complex searches using the sophisticated search technology in **QuickVerse**.

To perform a simple search:



1. Click the Search icon  or choose Search from the Search menu to display the [Search dialog box](#).
2. Type a word or phrase in the Phrase field. Use upper or lower case letters--**QuickVerse** searches for the words or phrases regardless of capitalization unless you mark the Perform a [case-sensitive search](#) check box. With your cursor in the Phrase field, you can click the Word List button to display the Word List. This list contains all words in the translation you are searching.

You can narrow your search using the Reference, Index, or Nave's fields. The Reference field determines the book(s), chapter(s), and/or verse(s) in the Bible you want to search. To use the Index field, you must first create an [index](#). The **Nave's** field lets you access the [Nave's Topical Bible](#)--a topical index of the Bible.

3. Notice the Reference Shortcuts on the screen. These let you limit your search. For now, select the New Testament or type **Mat-Rev** in the Reference field. You do not have to type the entire name of a book in the Reference field. Just type the first few letters of the name of each book--enough to distinguish it from other books.
4. Click the Search button. **QuickVerse** searches through the designated books of the Bible (in this case, Matthew through Revelation), moves the current verse marker to the first verse containing the word(s) you typed, and displays a Search List of all verses containing the word(s). It also displays the number of times the word or phrase occurs and the number of verses in which it occurs.
5. **QuickVerse** automatically moves the current verse marker in the active Bible window to the first matching verse. To see other verses that match, highlight a verse and click View, or double-click on the verse. The program moves to that verse in the translation and marks it. Click Close to close the Search List dialog or move it out of the way with your mouse to view the verse. You can configure **QuickVerse** to close the Search List dialog automatically after you select a verse. See [Display Options](#) for more information.
6. To view other verses in the Search List, choose from the following:
  - \* Click the Previous Verse  and Next Verse

▶▶ icons.

- \* Choose Previous Verse and Next Verse on the Search menu.
- \* If the Search List is closed, click the Search List icon  or select List Occurrences from the Search menu to display the list of verses again. Highlight a verse and click View.

See also:

[Boolean Searches](#)

[Reference Searches](#)

[Search Tips](#)

[The Search Dialog Box](#)

[Phrase Searches](#)

[Combining Fields to Narrow Searches](#)

[Viewing Search Verses](#)

[Search Tips](#)

[Wild Card Searches](#)

[Complex Search Examples](#)

[Returning to a Previous Search](#)

[Copying Search Verses](#)

[\*\*Nave's\*\* Topic Searches](#)

## Creating and Opening Note Files



You can create many note files for a single translation, or you may choose to include all your comments in one large note file. For instance, if you study the topic of marriage, you could create a separate note file for it. You could also put your comments on all your Bible studies into one note file. Choose the method that suits your needs.

To use notes:

1. Select Open Notes from the Notes menu.
2. **QuickVerse** asks for a file name. Type **MARRIAGE** (or another name you would like to use for your note file) in the Note File field. File names consist of eight or fewer characters for the name, a period, and a three-character extension. By default, **QuickVerse** gives note files the extension .NOT if you don't type one. The program looks for this extension when you access your notes.
3. Click OK. The program displays a message asking if you would like to create the new note file. Click Yes.
4. **QuickVerse** displays the New Notes dialog asking for a description of the note file. This can help you distinguish one note file from another. Type a brief description in the Description field.
5. Choose the [translation](#) for the note file.
6. Click OK and a note window appears at the bottom of your active window with the file name in the title bar.

The cursor appears as a hand in the [Bible window](#), allowing you to highlight whole words. When you move the cursor to the [Note window](#), it appears as an I-beam, just as in a word processor.

See also:

[Attaching Notes](#)

[Closing Notes](#)

[Read Only Notes](#)

[Formatting Notes](#)

[Optimizing Note Files](#)

[Using Book and Chapter Notes](#)

## Book and Chapter Notes



**QuickVerse** allows you to attach your own comments to books and chapters in the Bible using the Book Note and Chapter Note options in the Notes menu. Book and chapter notes have the same [cross referencing](#) capabilities that verse and word notes have, so references you enter will be marked as cross references.

To use book and chapter notes:

1. Open a note file in the [Bible window](#). (Choose Open Notes from the Notes menu to open a note file.)
2. Click your mouse anywhere in the book or chapter for which you want to write a note.
3. Select Book Note from the Notes menu. The Bible window will display the first verse in the current book. (Selecting Chapter Note will display the first verse in the current chapter.)
4. After selecting the option you want from the Notes menu, type your note in the Note window.
5. Once you have entered your note, you can return to the regular verse note mode by selecting Book Note (or Chapter Note ) again from the Notes menu. You'll see that a check mark appears next to the option you had been using, and selecting the option again toggles it off. The [Note window](#) will then display the verse notes rather than the book or chapter note. You may also simply click your mouse in the Bible window to return to the verse note display mode.

To access a book or chapter note you have written, first be sure a note file is open. Then position the verse marker anywhere in the appropriate book or chapter and select Book Note or Chapter Note from the Notes menu. The Note window will display the note you entered for that book or chapter.

If a book note is present for a book, then a symbol similar to a superscript 'o' is added to the first verse in the book. If a chapter note is present for a chapter, then a symbol similar to a superscript 'a' is added to the first verse in the book. These tags help you to locate books and chapters that contain notes as you browse through the Bible text.

Book and chapter notes can be automatically included with verses you copy, file, or print. A book note is included with the first verse in the book. A chapter note is included with the first verse in the chapter.

See also:

[Closing Notes](#)

[Read Only Notes](#)

[Formatting Notes](#)

[Optimizing Note Files](#)

[Printing Verses](#)

[Filing Verses](#)

[Copying Verses](#)

## Go To Verse



Use Go To Verse to move immediately to a specific verse in the Bible. To use this feature:

1. Click  on the [icon bar](#) or select Go To Verse from the Browse menu. The Go to Verse dialog box will open.
2. Scroll through the Book, Chapter, and Verse lists to find your verse. Or, type the verse in the Go To field. For example, to find Ephesians 5:28, scroll through the book list until you find Ephesians. Click on the name to highlight it. Then highlight chapter 5 by clicking on it with your mouse. Next scroll through the verse list until you find 28 and highlight it. Notice that the verse reference you select also appears in the Go To field.
3. Click the OK button .

The Go To Verse dialog will close and the verse you specified will be located. It is displayed as the [current verse](#) in the Bible window.

See also:

[Going to the Previous Reference](#)

[Viewing the Reference Trail](#)

[Bookmarks](#)

## Bookmarks



If you use your Bible frequently, you probably have marked your favorite or most-referenced verses. Perhaps you like to mark the page where you stop reading so you can pick up there again. The **QuickVerse** Bookmarks feature does that for you.

You can place up to ten bookmarks. Once you place a bookmark, **QuickVerse** stores it for future reference. You can change these bookmarks at any time. The Bookmarks feature appears both as an icon, , and as an option under the Browse menu.

For more information, see:

[Setting Bookmarks](#)

[Going to a Bookmark](#)

## **Previous or Next Verse**

To move to the next verse or to the previous one, select either Next Verse or Previous Verse in the Browse menu.

## Previous or Next Chapter

To move to the next chapter or to the previous one, select either Next Chapter or Previous Chapter in the Browse menu. The program will take you to the first verse of the next or previous chapter.

**NOTE:** If you are not already viewing the first verse in a chapter, **QuickVerse** will take you to that verse when you choose Previous Chapter. For example, if you are in John 3:16, previous chapter returns to John 3:1, not John 2:1.

## Previous or Next Book

To move to the next book or to the previous one, select either Next Book or Previous Book in the Browse menu. The program will take you to chapter 1, verse 1 of the next or previous book.

**NOTE:** If you are not already viewing the first verse in a book, **QuickVerse** will take you to that verse. For example, the previous book to Mark 1:1 is Matthew 1:1, but the previous book to Mark 2:1 is Mark 1:1.

## Reference Trail



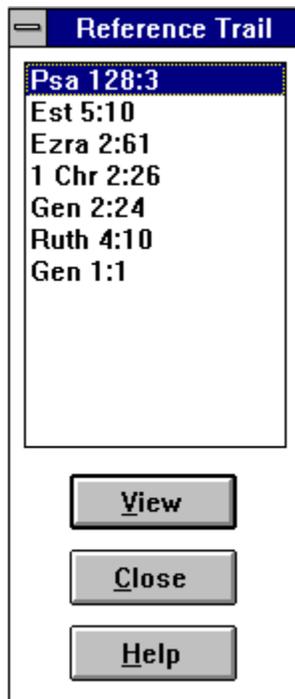
The Reference Trail keeps track of some of the previous verses that you've seen. You'll usually find it most convenient to return to a previous reference with the Previous Reference icon; however, there may be times when you'd like to jump back several references at once. The Reference Trail window provides this capability.

To use the Reference Trail, select Reference Trail from the Browse menu and double-click on the verse reference you wish to return to. When you click on an item, **QuickVerse** will take you to that verse in the Bible text and update the Reference Trail.

When you return to a verse, the Reference Trail is updated to reflect your choice. The verse you selected and any verses that occurred after it in the viewing order are removed from the Reference Trail.

If you think of the Reference Trail as having a tree-like structure, references in the list are branches off of the verse that preceded it. Therefore, when you click on a verse in the Reference Trail that has any "branches," the verse you're returning to, as well as any of its branches will be removed from the list.

For example, in the Reference Trail pictured below, if you click on 1 Chr 2:26, **QuickVerse** will return you to that verse and remove 1 Chr 2:26, Ezra 2:61, Est 5:10, and Psa 128:3 from the Reference Trail.



See also:

[Reference Trail Example](#)

[Cross References](#)

[Bookmarks](#)



## Previous Reference



The Previous Reference feature, available from the Browse menu or by clicking  on the icon bar, allows you to return to your previous location in the Bible's text. This is especially useful when browsing the Bible or following [cross references](#) in your notes.

For instance, if you've just jumped to a bookmarked verse, simply click on the Previous Reference icon  or select Previous Reference from the Browse menu to return to your previous location in the text. Or, if you were studying the book of John and saw that a note containing cross references was attached to the word believe in John 3:16, you might want to click on one of those cross references to view the cited verse. Once you read the verse, click on the Previous Reference icon (or use the Browse menu option) to return to John 3:16. You can then click on any other cross references contained in the notes attached to that verse, or continue with your study of John.

**QuickVerse** maintains a list of your previous verses. This list is called the [Reference Trail](#). When you select Previous Reference, or click the Previous Reference icon, **QuickVerse** returns to the top item in the list, and then removes that item (you can view the contents of the list by selecting Reference Trail from the Browse menu). A verse is added to the Reference Trail when you:

- \* [View a search verse](#)
- \* Use [Go To verse](#)
- \* Go to a [bookmarked verse](#)
- \* Follow a [cross reference](#)

(Note, however, that verses are not added to the Reference Trail when you browse using your arrow keys, mouse, or scroll bar.)

The verse that you left, not the verse that you are going to, is added to the list, since the verse you're leaving is the verse that you'll likely want to return to.

See also:

[Attaching Notes](#)

## Current Verse

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The current verse is marked by a > in the Bible window. The current verse marker is important to note when you are performing **QuickVerse** functions such as filing and printing. You may move the marker to different areas of the text using your arrow keys or options on the Browse menu.

## **Scroll Bar**

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A vertical scroll bar along the right edge of an open window lets you quickly move up and down throughout the verses of the Bible. Click the arrow buttons on the bar to scroll one line at a time; click and hold one of the arrows to scroll continuously.

The box within the scroll bar is an elevator. Moving the elevator lets you browse through the text in larger sections. Click above or below the elevator to jump shorter distances.

## Setting Bookmarks



**QuickVerse** bookmarks are a handy way to mark a place in the text that you might want to return to at a later time.

### To set a bookmark:

1. Click once on the Bookmarks icon  to display the Bookmarks dialog. If you haven't placed any bookmarks before, you'll notice that each one is set at Genesis 1:1.
2. Click on the first bookmark button.
3. Click Set. The Set Bookmark dialog appears. Scroll through the books, chapters, and verses to select a reference. The program defaults to the [current verse](#) in the translation.
4. Once you've selected a verse, click OK. **QuickVerse** sets the bookmark and adds the reference to the Bookmarks window.
5. Click View to go to the selected bookmark. Or, click Close to close the Bookmarks dialog and return to where you left off in the Bible.

You can set up to ten bookmarks, and you may change them at any time if you wish.

See also:

[Going to a Bookmarked Verse](#)

## Going to a Bookmark



As you prepare your Bible study, it is easy to jump to the Bible verses where you have set bookmarks. To use a bookmark:

1. Click the Bookmarks icon . All bookmarks you've set appear.
2. Click the button next to the bookmark you want to use.
3. Click the View button. **QuickVerse** takes you to that verse.

**QuickVerse** also provides [shortcut keys](#) to move to bookmarks. Press **Ctrl** and the number of the bookmark to move to it. For example, press **Ctrl+1** to move to the first bookmark. To set or change a bookmark, move the current verse marker to the verse where you want the bookmark. Press **Shift+Ctrl**, and the new number of the bookmark to set it. For example, press **Shift+Ctrl+2** to set the second bookmark. Note that the tenth bookmark is numbered with a 0 (zero), rather than with 10.

## Shortcut Keys

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**QuickVerse** provides shortcut keys to simplify the selection of often-used commands. As you become familiar with the program, you can navigate through the menus with these shortcut keys.

For example, press **F1** at any time to view a Help screen. Other shortcut keys consist of the **Ctrl** or **Shift** key plus a letter key. To search for verses, for example, press **Ctrl+S**. Shortcut keys appear on the pull-down menus next to the applicable items.

## **Boolean Search Operators**

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**QuickVerse** lets you use a system of variables to search for combinations of words. These operators allow you to define highly specific search criteria.

## Ordering Information



To order Parsons Technology products, contact our Orders Department toll-free 24 hours a day at **1-800-223-6925**. Outside North America, call **1-319-395-7300**. Our order line staff are eager to help you, but they are not trained in the mechanics of our software. Please do not call them with technical support questions. They cannot transfer your call to Technical Support.

Order products using online services, too. To shop using CompuServe Information Service, type **GO PA**. If you use GENie, type **PARTECH**. You can also place orders using DELPHI.

See also:

[Technical Support](#)

[QuickVerse Add-on Modules](#)

## Note File

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A **QuickVerse** feature that allows you to append your own comments to verses, words, books, and chapters in the Bible.

## KJV Word Study



If you own both the King James and **Strong's Concordance** modules, you can use the KJV Word Study. The KJV Word Study creates a word note for each English word in the KJV that has a corresponding entry in **Strong's Concordance** and places the Hebrew or Greek definition from the **Strong's Concordance** in the note. This can be useful for doing detailed word studies.

To use this feature, you must own both the **Strong's Concordance** and the **King James Version Bible Text**. To use the KJV Word Study:

1. Open a [Bible window](#), selecting KJV as the translation.
2. Open a new or existing note file. (The note file must be one created to use with the KJV only; that is, it can not be one created to use with all translations.)
3. Select a verse. The [current verse](#) marker (>) should point to it.
4. Select KJV Word Study from the [Notes menu](#). **QuickVerse** automatically opens the Hebrew/Greek module in the background if it isn't open.

**QuickVerse** scans each word in the current verse and attaches a note to it. Each note displays the corresponding Hebrew or Greek word as well as the definition of each word in the original language. Some English words in the King James translation are translated into two Hebrew/Greek words. Other English words do not have a corresponding Hebrew or Greek word. Periods (.) in the Hebrew/Greek text indicate the positions of words that are not translated. See the **Strong's Concordance for use with QuickVerse** addendum included with your **Strong's** installation disks for complete details on operating this module, or refer to online help topics for [Using a Concordance](#).

You can also perform a word study on each verse in a Search List. After performing a search, select a verse from the list and select KJV Word Study from the Notes menu. **QuickVerse** asks if you want to perform the word study on all verses in the list. Click Yes to select all verses. Click No to perform the word study on the [current verse](#) only.

See also:

[Using Notes](#)

## NASB Word Study



If you own both the New American Standard Bible and the **New American Standard Exhaustive Concordance (NASC)** modules, you can use the NASB Word Study. The NASB Word Study creates a word note for each English word in the NASB that has a corresponding entry in the **NASC** and places the Hebrew or Greek definition from the **NASC** in the note. This can be useful for doing detailed word studies.

To use this feature, you must own both the **NASC** and the **New American Standard** Bible Text. To use the NASB Word Study:

1. Open a [Bible window](#), selecting NASB as the translation.
2. Open a new or existing note file. (The note file must be one created to use with the NASB only; that is, it can not be one created to use with all translations.)
3. Select a verse. The [current verse](#) marker (>) should point to it.
4. Select NASB Word Study from the [Notes menu](#). **QuickVerse** automatically opens the **NASC** module in the background if it isn't open.

**QuickVerse** scans each word in the current verse and attaches a note to it. Each note displays the corresponding Hebrew or Greek word as well as the definition of each word in the original language. Some English words in the NASB translation are translated into two Hebrew or Greek words. Other English words do not have a corresponding Hebrew or Greek word. Periods (.) in the **NASC** Hebrew/Greek text indicate the positions of words that are not translated. See the **New American Standard Exhaustive Concordance for use with QuickVerse** addendum included with your **NASC** installation disks for complete details on operating this module, or refer to online help topics for [Using a Concordance](#).

You can also perform a word study on each verse in a Search List. After performing a search, select a verse from the list and select NASB Word Study from the Notes menu. **QuickVerse** asks if you want to perform the word study on all verses in the list. Click Yes to select all verses. Click No to perform the word study on the [current verse](#) only.

See also:

[Using Notes](#)

## Wild Card Searches



Sometimes, you may want to search for several forms or tenses of a particular word. **QuickVerse's** wild card function can help you locate words having the same root, suffix, and/or prefix. Insert an asterisk (\*) anywhere in the word (front, middle, or end) to perform searches such as:

**bapt\*** Finds all occurrences of bapt ending in any letters--baptize, baptized, baptism, Baptist, etc.

**\*ites** Finds all words ending in the suffix -ites--Canaanites, Hittites, Amorites, etc.

**un\*ful** Finds all words beginning and ending with the designated prefix and suffix--unfruitful, unlawful, etc.

The \* wild card can match zero or more characters. If you want to limit the wild card to match one and only one character, you can use the ? wild card character. For example Abda, Abia, and Abba would all be found if you searched for **ab?a**. Note that you may use both types of wild cards (\* and ?) in the same search word.

The wild card feature can be combined with other words in a phrase search such as **Jesus sa\*** to locate Jesus said, Jesus saith, etc. When performing wild card searches, try to supply as many letters as possible in order to narrow the number of words included in the search, and thus speed the location of the phrase being sought.

See also:

[Wild Cards and Boolean Operators](#)

## Using PC Bible Atlas with QuickVerse



**PC Bible Atlas** can be activated or searched by selecting the PC Bible Atlas item in the Search menu or by using the Atlas icon on the icon bar. This menu item acts differently depending upon whether or not any text is selected in the active window. If no text is selected, then this menu item simply activates or switches to **PC Bible Atlas**. However, if text is highlighted, selecting this menu item will not only switch to the atlas, it will also begin a search for the highlighted text. For instance, if you highlight the word Jerusalem in either the Bible text window or in a Note window in **QuickVerse**, selecting PC Bible Atlas from the Search menu will cause **PC Bible Atlas** to search for Jerusalem.

See also:

[Using Holman Bible Dictionary with QuickVerse](#)

[Using Bible Illustrator for Windows with QuickVerse](#)

[QuickVerse Add-on Modules](#)

## Using Holman Bible Dictionary with QuickVerse



The dictionary can be activated or searched by selecting the Dictionary item in the Search menu or by clicking on the  icon on the icon bar. This option acts differently depending on whether or not any text is selected in the active window. If no text is selected, then this option simply activates (or switches to) the dictionary. However, if text is highlighted, selecting this menu item will not only switch to the dictionary, but also ask it to look up the definition of the selected text. For instance, if you highlight the word Jerusalem in either the Bible text window or in a Note window, selecting Dictionary from the Search menu will cause the dictionary to search for the definition of Jerusalem.

See also:

[Using PC Bible Atlas with QuickVerse](#)

[Using Bible Illustrator for Windows with QuickVerse](#)

[Using The QuickVerse Library with QuickVerse](#)

[QuickVerse Add-on Modules](#)

## Using The QuickVerse Library with QuickVerse



The library can be activated by selecting the **QuickVerse Library** item in the Search menu or by clicking on the  icon on the icon bar. This option acts differently depending on whether or not any text is selected in the active window. If no text is selected, then this option simply activates (or switches to) the library. However, if text is highlighted, selecting this menu item will not only switch to the library, but initiate a search. For instance, if you highlight the word Jerusalem in either the Bible text window or in a Note window, selecting **QuickVerse Library** from the Search menu will cause the library to search for the occurrences of Jerusalem.

See also:

[Using PC Bible Atlas with QuickVerse](#)

[Using Bible Illustrator for Windows with QuickVerse](#)

[Using Other Applications with QuickVerse](#)

[QuickVerse Add-on Modules](#)

## Opening Multiple Translations



You can open several translation windows at a time in **QuickVerse**, using the same steps as you use to open a single translation. Viewing multiple Bible windows at once, even if they all contain the same translation, can be handy when you're studying the Bible. You can study and compare passages from different areas of the Bible with ease. The Bible window title bar denotes the translation, for example, KJV-1 and KJV-2, or NIV-1 and HG-1. If you own two or more translations, you can open each to compare verses side by side. To open a translation:



1. Click once on the Open Bible icon  to display the Open Bible dialog box. You can also access this function through the Windows menu, or by pressing **Ctrl+O**. Choose the method most comfortable to you.
2. Select a translation from the Open Bible dialog and click OK. (You may also select a note file to open if you've previously created one.) A new Bible window appears containing the translation you selected, beginning with Gen 1:1. Repeat steps 1 and 2 if you would like to open more Bible windows. Note that you can open as many translations as your computer's memory capacity allows.

By default, the Bible windows are organized in a cascade when you open a number of them at once. However, to study them more easily, you can tile the windows to align them next to one another on the desktop. Click the tile button  on the icon bar, or choose Tile from the Windows menu. The windows will be rearranged on your screen so that you can view the text in each of them. To return them to the cascade arrangement, click the cascade button  or choose Cascade from the Windows menu. In the Cascade arrangement, you can also bring a Bible window to the front by selecting Next Window from the Windows menu or clicking anywhere in the window you want to access.

Using your mouse, click first in one translation, then in the other. When you click on a translation, the title bar is highlighted. This indicates the active window. You can search, set bookmarks, browse, and create indexes only in the active window.

See also:

[Viewing the Bible Windows](#)  
[Synchronizing Multiple Windows](#)  
[Closing Translations](#)

## Desktop

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The desktop is the surface on which the elements of the program are displayed. Think of the menu bar, icon bar, status bar, and scroll bar as a border for the **QuickVerse** desktop.

## **Cascade**

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An arrangement that places multiple windows one behind another so that only the title bar for each window behind the one in front is visible.

## Synchronizing Multiple Windows



As you scroll through one translation, verses in the other translation(s) you have open do not scroll. To synchronize both translations to make comparing verses easier, select Synchronize from the [Windows menu](#). If you move to a verse in one translation, the other translation moves to the same place.

See also:  
[Opening Translations](#)

## Closing a Bible Window



To close a [Bible Window](#), make sure the window you want to close is the active window. Click anywhere in a window to make it active. Then select Close Bible from the [Windows menu](#) or double-click on the Bible window's [Control-menu box](#). The Bible window will close.

## Transferring Verses to a Windows Word Processor



To transfer verses to a Windows word processor:

1. Start your word processor and create or open a document. (You may want to arrange your windows so **QuickVerse** is on one half the screen and your word processor on the other.)
2. Click the **QuickVerse** window to make it active.
3. The next step is to select the words or verses you want to use in your Bible study. To do this, choose one of the following:

**Copy Passage.** Choose Copy Passage from the [Edit menu](#) to open the Copy Passage dialog. Type the references for the range of verses you want to copy, as in Mat 1:15-Mat 6:12, and select the desired translation. (If not already open, it opens automatically.) Click OK.

**Copy.** Highlight the words or verses you want. Click the mouse once to highlight a word. Click twice to highlight a verse. Click and drag to highlight a range of verses. Select the Edit menu and choose Copy. **QuickVerse** places the text in the Windows clipboard.

**Copy Formatted.** Highlight the passage you would like to copy and choose Copy Formatted from the Edit menu (note that when using Copy Formatted, the entire verse is copied even when only a portion of it is highlighted). The verse copied to the clipboard will be formatted as you specified in the [Clipboard Setup dialog](#) so that you can paste a completely formatted verse to your word processor.

4. Click on your word processor window or press **Alt+Tab** to make it active.
5. Place the cursor at the point where you want to put the Bible text.
6. Choose Paste from the Edit menu. The text is inserted.

See also:

[Transferring Verses to a DOS Word Processor](#)

[Using Dynamic Data Exchange](#)

[Word Processor Customization](#)

## Transferring Verses to a DOS Word Processor



To transfer verses to a DOS word processor:

1. Start your word processor in a DOS session under Windows. With the word processor running, make sure it's in a window on the desktop. If it isn't, press **Alt+Enter** to put it in a window.
2. Click the [QuickVerse window](#) to make it active.
3. Highlight the verses you want.
4. Select the [Edit menu](#) and choose Copy. **QuickVerse** places the text in the Windows clipboard.
5. Click on your word processor window to make it active.
6. Place the cursor at the point in the document where you want the Biblical text to appear.
7. Press the control button at the upper left hand corner of the window containing your word processor. Windows displays a menu of control options.
8. Select Edit. Windows displays a menu of editing options.
9. Choose Paste. Your Bible text appears in the document.

## Edit Menu



The Edit menu provides all the tools you need to copy and paste completely formatted verses to your word processor. You can also use the Edit menu commands to edit your notes. You'll find the following options on the Edit menu:

**Undo.** Select Undo when you want to cancel the most recent editing function you performed. For example, if you chose Delete to remove a part of a note that you had written, you can select Undo to reinsert the deleted text. **Important:** You must choose Undo BEFORE you leave the Note window in order for the function to respond. The Undo option is grayed and unavailable once another action is performed, so if you decide to undo an edit, you must do so immediately after the edit is completed.

**Cut.** Select Cut from the Edit menu when you've highlighted word(s) in a Note window that you wish to remove or place in another Note window. To select text, click and drag the mouse over the text to highlight it, or if you want to highlight an entire note window entry at once, choose Select All from the Edit menu. When you select cut, the selected text is placed on the [clipboard](#) until you cut or copy another selection.

**Copy.** Highlight the words or verses you want to copy. Click the mouse once to highlight a word. Click twice to highlight a verse. Click and drag to highlight a range of verses. Select Copy from the Edit menu and **QuickVerse** will place the text in the Windows clipboard.

**Paste.** Use Paste to place text you've cut or copied to the clipboard into a Note window. If you've placed text from a word processor onto the clipboard using the word processor's cut or copy commands, you can then select Paste from the **QuickVerse** Edit menu to paste that text into a note. Your cursor needs to be placed in a Note window and text must be present on the clipboard in order to select Paste from the Edit menu.

**Delete.** Select Delete when you want to permanently remove the selected Note text from your note. Selecting Delete does NOT place the text on the clipboard.

**Copy Formatted.** Highlight the passage you would like to copy and choose Copy Formatted from the Edit menu (note that when using Copy Formatted, the entire verse is copied even when only a portion of it is highlighted). The verse copied to the clipboard will be formatted as you specified in the [Clipboard Setup dialog](#) so that you can paste a completely formatted verse to your word processor.

**Copy Passage.** Choose Copy Passage from the Edit menu to open the Copy Passage dialog. Type the references for the range of verses you want to copy, as in **Mat 1:15-Mat 6:12**, and select the desired translation. (If not already open, it opens automatically.) Click OK.

**Clipboard Setup.** Choosing this option from the Edit menu will open a [Clipboard Setup dialog](#) that contains a set of verse formatting options. Here you can format the display of verses you paste to a Windows word processor.

See also:

[Pasting to a Word Processor](#)

[Copying Passages](#)

[Dynamic Data Exchange](#)

[Word Processor Customization](#)

## Windows Menu



Options on the Windows menu allow you to work with the Bible windows on your screen. Choose from the following options:

**Open Bible**--Choose Open Bible to open a Bible translation of your choice. See [Opening a Translation](#) for complete details.

**Close Bible**--Select Close Bible to close the active [Bible window](#). A Bible window is active if its title bar appears in color.

**Close All Bibles**--Use this option to close all Bible windows on your screen at once. This option prevents the need to close each Bible window separately.

**Next Window**--When you have multiple Bible windows open at once, you can move between them (make a new one active) by choosing Next Window. The same operation is accomplished by clicking your mouse anywhere in the Bible window you wish to make active.

**Cascade**--When you open multiple Bible windows, the translations are arranged in a cascade with one Bible window placed on top of another. Except for the Bible window on the top of the cascade, only the title bar for each window is visible in this arrangement.

**Tile**--When you're working with multiple Bible windows, you'll probably be using the tile arrangement. This option places your open Bible windows side by side so that the Bible's text is visible for each.

**Arrange Icons**--If you minimize a Bible window using its [Minimize button](#), an icon of the window is placed on the **QuickVerse** desktop. You can use Arrange Icons to cause **QuickVerse** to align the icons along the bottom of the [QuickVerse window](#).

**Synchronize**--Select Synchronize if you would like multiple Bible windows that you have open to scroll in unison with one another. This is helpful when comparing passages in different translations. This is a toggle option, so a check mark will appear next to Synchronize in the Windows menu when the option is active. Select it again to remove the check mark and cause your windows to scroll individually.

**Strong's Dictionary**--If you have **Strong's Concordance with Hebrew and Greek Dictionaries** installed, you may access the [Strong's Dictionary](#) using this menu option.

**NASC Dictionary**--If you have the **New American Standard Exhaustive Concordance with Hebrew and Greek Dictionary** installed, you may access the [NASC Dictionary](#) using this menu option.

See also:

[Opening a Translation](#)

[Opening Multiple Translations](#)

## Quick Search



Quick Search is a powerful feature that lets you easily find all occurrences of a word or phrase without typing the words in the phrase field of the search dialog box.

To use Quick Search:

1. Highlight the word or phrase you want to search for by clicking your [mouse](#) on the word or dragging through a phrase in either the Bible text or your notes.
2. Click the Quick Search icon or select Quick Search from the Search menu. **QuickVerse** finds all occurrences of the word or phrase and displays them in the [Search List window](#).

## Printing



Once you find verses for your Bible study, you'll probably want to print them for later reference.

You can print the following:

- \* [A single verse.](#)
- \* [Selected verses.](#)
- \* [Search verses.](#)
- \* [A passage](#) that you define, such as Num 9:1-14, Gen-Lev, or even the entire Bible.
- \* An open [index](#).
- \* A [note](#) from an open note file.

See also:

[Print Setup](#)

[Printing Bitmaps](#)

## Case-Sensitive Search

You may wish to check the "Perform a case-sensitive search" check box in the Search dialog to limit the search by the case of the word. This option tells **QuickVerse** to search only for the words that match the case you have entered. For example, if you entered Lord in the Phrase field of the Search dialog, references to lord or LORD would not be listed in the search findings. Likewise, entering LORD would cause **QuickVerse** to eliminate lord and Lord from its search results. You can change the designation for this option at any time depending on the nature of your search.

## Reference Searches

Use Reference searches when you know the book, chapter, and/or verse you want to find. You can search for a single verse, a range of verses, a chapter, a book, or nonconsecutive verses.

For example, suppose you want to print Psalm 23. Unlike the Go to Verse feature, which simply moves the current verse marker to Psalm 23:1, a Reference search finds the entire chapter. **QuickVerse** temporarily holds Psalm 23:1-6 in its memory, permitting you to print, file, or save the verses to a text or index file using the Copy To button. The following are examples of Reference searches:

<b>One verse</b>	John 3:16
<b>A range of verses</b>	John 3:16-18 or Gen 1:1 - 2:6
<b>Chapter</b>	Psalm 23
<b>Book</b>	Revelation
<b>Nonconsecutive verses</b>	Gen; Acts 1:3; 1 Cor 3:16

Keep in mind the following points when entering Reference searches in the Search dialog:

- \* **QuickVerse** recognizes all standard book abbreviations. You can also abbreviate book names by typing enough letters to identify the book. You can abbreviate Genesis as Gen, for example.
- \* You can use periods in place of colons if you prefer. For example, **QuickVerse** recognizes John 3.16 as well as John 3:16.
- \* To specify books such as First Timothy, use a 1 instead of the Roman numeral I. Always use one space after the number.

To perform a reference search,



1. Click the Search icon  to display the Search dialog box.
2. Then place your cursor in the Reference field and choose one of the following:
  - \* **Type the book, chapter, and/or verse(s).**
  - \* **Use the Book List.**
    - a. Click the Book List button to display the Book List dialog.
    - b. Scroll through the lists of books, chapters, and verses and highlight the reference you want. The reference also appears in the Go To field.
    - c. Click the OK button.
  - \* **Use a Reference Shortcut.** Click the appropriate button to search the Old Testament, the New Testament, or whole Bible.

When you use a Reference Shortcut, **QuickVerse** fills in the Reference field for you. For example, if you click the Old Testament button, Genesis - Malachi appears in the Reference field. However, when you click the Whole Bible button, the Reference field is blank because **QuickVerse** searches the whole Bible by default.

If you type a sequence of verses other than the Testaments, for example, **Mat-John**, **QuickVerse** chooses the Other button automatically. It is never necessary to click this button.

3. Now click the Search button. **QuickVerse** displays a [Search List Window](#) containing all the verses matching your criteria.

See also:

[Search Tips](#)

[Using the REF Operator](#)

## Search Tips

When using the Phrase field to search, consider the following:

**Apostrophes.** When you perform a word or phrase search, **QuickVerse** treats John's as a separate word from Johns. If you search for a word that may or may not be possessive, use a [wild card](#), such as John\*.

**Hyphenated Words.** Except for concordances such as **Strong's** and the **NASC**, **QuickVerse** treats hyphenated terms as two separate words. Therefore, searching for twenty-nine is the same as twenty nine. The concordances (Hebrew/Greek transliterations) treat hyphenated words as one word. Refer to the [Word List](#) to determine when you need to use hyphens.

**Numbers.** Sometimes you may need to include a comma in numbers larger than 999. Refer to your Word List to determine if you need commas in numbers. Numbers appear in alphabetical order at the beginning of each Word List. In translations (such as the NIV) that contain numbers, the numbers are displayed BEFORE the first word (usually a) in the word list. Press **PgUp** or click above the elevator box in the scroll bar to see the numbers. All numbers in the Kings James translation are spelled out and thus appear in alphabetical order.

**Excluded Words.** Not all words in the Bible are in **QuickVerse's** internal concordance. About 50 words, such as articles and prepositions, do not appear. The Word List indicates these words by an asterisk to the left of the word. **QuickVerse** can find these, but it may take a few seconds more than a usual search.

**[Case-sensitive searches.](#)** This type of search takes a little longer to perform.

**Words with wild cards.** Words with wild cards placed at the end are found faster than those with wild cards placed at the beginning.

## Boolean Searches



**QuickVerse** supports a number of Boolean search commands. These commands allow you to perform sophisticated searches for multiple words, or to limit the search to verses that do contain certain words, but not others, for example.

The following Boolean search operators can be used in the Phrase field and are listed in a box on the right side of the Search window. To use the operators, you can double-click on an item in the list and it will be automatically inserted into the Phrase field. The operators must be placed between search words in order to be effective, so be sure your cursor is placed in the proper location when double-clicking on an operator to insert. You can also simply type the symbol associated with the operator, or type the operator word itself (entering it in all uppercase letters) rather than using the picklist. Each operator is described below.

Operator Word	Symbol
<u>AND</u>	&
<u>OR</u>	
<u>NOT</u>	!
<u>XOR</u>	X
<u>ANDWITHIN#</u>	&#
<u>NOTWITHIN#</u>	!#

See also:

[Wild Cards and Boolean Operators](#)

[Additional Search Commands](#)

[Complex Search Examples](#)

## **Note File Translations**

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Select whether to use the note file with the current translation only, or with all translations by clicking on the option you desire.

A note file used only with a specific translation can include all types of notes, including word notes, but can be used with only that translation. Use this type of note to write commentary on specific words in a verse.

A note file used with all translations can contain book, chapter, and verse notes, but can **not** contain word notes since specific words vary among different translations. Use this type of note file if you do not need word notes and want to be able to use the file with any translation.

## Attaching Verse and Word Notes



**QuickVerse** allows you to attach notes to an entire book or chapter using the [Book and Chapter Notes feature](#), and you can attach notes to verses or even individual words:

**Verse.** You can attach a note to a verse in three ways:

- \* Click on the reference
- \* Double-click on the verse
- \* Move the current verse marker to the verse you want.

**Word.** To attach a note to a word, highlight the word. Remember, you can not attach a word note if you select All as your translation option.

You may not attach a note to a group of words (unless it is attached to an entire verse). Therefore, if you want to write a comment about a phrase, highlight the last word in the phrase and attach a note to it. After highlighting the text, move your cursor to the Note window and click once to get a blinking cursor or select Write Note from the Notes menu. The cursor appears as an I-beam in the note window, and you can begin typing your note.

When you type a note and include a reference to another verse, **QuickVerse** will recognize it and tag it as a [cross reference](#) that you can click on to jump directly to the verse. After you jump to a cross reference, you can return to your previous location in the Bible text by clicking on the Previous Reference icon



or by selecting Previous Reference from the Browse menu.

See also:

[Fonts](#)

[Using Existing Notes](#)

[Listing Notes](#)

[Modifying Notes](#)

[Optimizing Note Files](#)

[Read Only Notes](#)

[Closing Notes](#)

[Using the KJV Word Study](#)

[Using the NASB Word Study](#)

[Saving Notes](#)

## Using Existing Notes



After creating a note file, you can access it at any time to view notes, add or change them, or delete existing notes.

To use existing notes:

1. If you have more than one translation open, click on the appropriate Bible window to make it active.
2. Select Open Notes from the Notes menu. The Open Notes dialog opens. Choose the directory and file you want to view.
3. If you have stored your note files in a directory other than the default **QuickVerse** directory, double-click on the directory to display its files. You can configure **QuickVerse** to access the new directory automatically. See [Directories](#) for more information.
4. Find the file you want to open. Type the file name in the Note File field, or scroll through the Files list to find the one you want.
5. Double-click on the file you want to open, or highlight the file and click OK. A note window opens at the bottom of the translation.

See also:

[Book and Chapter Notes](#)

[Fonts](#)

[Cross References](#)

[Listing Notes](#)

[Modifying Notes](#)

[Optimizing Note Files](#)

[Read Only Notes](#)

[Closing Notes](#)

[Using the KJV Word Study](#)

[Using the NASB Word Study](#)

[Saving Notes](#)

## Listing Notes



If you want to see a list of verses with attached notes, select the Notes menu and choose List. A Note List dialog box appears, showing all the verses with notes for the note file currently open. You also see a summary at the bottom of the Note List. The summary tells how many notes are stored in the file, the number of verses with notes, the translation, and the note file description.

If you attached more than one note per verse--for example, a word note and a verse note--the verse appears only once in the Note List. The number of notes that the Note List indicates have been stored in the file may be greater than the number of notes you've written. This is because **QuickVerse** may use some empty notes as place holders.

To look at an existing note, double-click on a verse in the list. If the note is attached to a word, you must highlight the individual word to view the note. Verse and word notes are marked with a degree symbol. If the note is attached to a verse, highlight the reference or the entire verse to see the note.

You can configure **QuickVerse** to close the Note List dialog box after you select a verse. Doing so closes the Note List dialog box, allowing you a clear view of the selected verse. Otherwise, you may want to move the dialog box out of the way by clicking and dragging its [title bar](#). See [Display Options](#) for more information.

See also:

[Book and Chapter Notes](#)

[Fonts](#)

[Cross References](#)

[Using Existing Notes](#)

[Modifying Notes](#)

[Optimizing Note Files](#)

[Read Only Notes](#)

[Closing Notes](#)

[Using the KJV Word Study](#)

[Using the NASB Word Study](#)

[Saving Notes](#)

## Modifying Notes



You can add, edit, or delete notes at any time.

**Add notes.** Highlight the word or verse you want. Then click your cursor in the note window and type your comments.

**Edit notes.** Highlight the word or verse with the note attached. The note appears in the note window. When you click in the note window, the cursor becomes an I-beam, much like the one in a word processor. You can change your note as necessary. To use your keyboard instead of the mouse, select Write Note from the Notes menu. Your cursor appears in the note window. When you're finished, select Write Note again to return to the Bible window.

**Delete notes.** To delete a note, make sure it appears in the note window and select Delete Note from the Notes menu. As a safety measure, **QuickVerse** verifies that you want to remove the note. Once you delete a note, you cannot undo the action.

The standard clipboard operations are available when you are editing your note. The Edit shortcut keys for Windows version 3.1 are displayed in the **QuickVerse** Edit menu. However, for those of you familiar with the shortcut keys used by Windows version 3.0, **QuickVerse** also will respond to the older Edit [shortcut keys](#) if you prefer to use these.

Operation	Windows 3.0	Windows 3.1
Copy	Ctrl+Insert	Ctrl+C
Paste	Shift+Insert	Ctrl+V
Cut	Shift+Delete	Ctrl+X
Undo	Alt+Backspace	Ctrl+Z

## Saving Notes



**QuickVerse** will automatically save your changes before a new note is displayed. Or you can choose to save your changes immediately by selecting Save Note from the Notes menu. If you modify a note by mistake, you can choose to discard the changes by selecting Discard Changes from the Notes menu. All changes since the last save will be abandoned.

When you attach a verse or word note, a degree symbol appears next to the word with the note attached. If a book note is present for a book, then a symbol similar to a superscript o' is added to the first verse in the book. If a chapter note is present for a chapter, then a symbol similar to a superscript a' is added to the first verse in the book. This makes it easy to find your notes as you scroll through the Bible text.

See also:

[Book and Chapter Notes](#)

[Fonts](#)

[Cross References](#)

[Using Existing Notes](#)

[Listing Notes](#)

[Modifying Notes](#)

[Optimizing Note Files](#)

[Read Only Notes](#)

[Closing Notes](#)

[Using the KJV Word Study](#)

[Using the NASB Word Study](#)

## Optimizing Note Files



Packing notes refers to compressing note files on your disk to optimize the use of the files. Packing may reduce the size of the note file and sorts the notes to reduce the time it takes to display one. As you add notes to a file or edit and delete existing ones, the efficiency of reading the file gradually deteriorates. While you will probably not notice the decreased performance, it is still a good idea to pack the file occasionally. Make a backup of your note files before you pack them. To pack a note file, make sure the note file is open and in the active window. Then select the Notes menu and choose Pack Notes.

See also:

[Book and Chapter Notes](#)

[Fonts](#)

[Cross References](#)

[Using Existing Notes](#)

[Listing Notes](#)

[Modifying Notes](#)

[Read Only Notes](#)

[Closing Notes](#)

[Using the KJV Word Study](#)

[Using the NASB Word Study](#)

[Saving Notes](#)

## Closing Notes



To close your notes, select the Notes menu and choose Close Notes. If you want to open a second note file, choose Open Notes and double-click on a file. The first note file automatically closes when you open another file.

See also:

[Book and Chapter Notes](#)

[Fonts](#)

[Cross References](#)

[Using Existing Notes](#)

[Listing Notes](#)

[Modifying Notes](#)

[Optimizing Note Files](#)

[Read Only Notes](#)

[Using the KJV Word Study](#)

[Using the NASB Word Study](#)

[Saving Notes](#)

## Search List Window

After you define your criteria and perform a search, **QuickVerse** provides you with a Search List window. You can also display the Search List from your latest search by clicking the Search List icon



or choosing List Occurrences from the Search menu.

The Search List displays every verse matching your search criteria. **QuickVerse** also tells you how many matches occurred and the number of verses they appeared in. The criteria you specified for the search also appear in a box at the bottom of the window. The verse references and an excerpt from the text of each verse are displayed in the Search List.

You can view the passages in the Search List in several ways:

- \* With the Search List window open, highlight the verse you want to view and click the View button or double-click on the verse. **QuickVerse** scrolls to that verse. You can configure **QuickVerse** to automatically close the Search List after you select a verse. See [Display Options](#) for more information.
- \* If you close the Search List window but want to view it again, select List Occurrences from the Search menu. The Search List appears.
- \* Click the Previous Verse and Next Verse icons in the icon bar to view the previous or next verse in the Search List, starting with the current verse, or select the Search menu and choose Previous Occurrence or Next Occurrence. The Search List doesn't have to be displayed to use these options.

If you search for a word or phrase with the **Display search word in boldface** option marked, the word or phrase appears in bold in the Bible text. In some fonts, however, boldface is hard to discern. Try using another [font](#) if your bold text doesn't provide enough contrast.

See also:

[Copying Search Verses](#)

## AND as a Boolean Operator

An AND search lets you find all verses containing all the words you specify. To perform an AND search, start a search by choosing Search from the Search menu. Type each word you're interested in finding into the Phrase field, separating each word by an ampersand character (&).

To insert the Boolean operator into the Phrase field, you can also simply double click on the command you want to use in the pick list displayed to the right of the Phrase field. Be sure to place the operator between the search words in the Phrase field.

For example, to find all verses containing the names Peter, James, and John, enter the following as the phrase: **Peter & James & John**. When you start the search, all verses that contain all three names in any order will be found. The names can be separated by other words in the verse and do not have to appear side by side.

See also:

[OR](#)

[NOT](#)

[XOR](#)

[ANDWITHIN#](#)

[NOTWITHIN#](#)

## OR as a Boolean Operator

An OR search lets you find all verses containing any one or more of the words you specify. To perform an OR search, start a search and in the Phrase field, type the words you want to find, separating each word by a vertical bar character (|--usually **Shift+|**) or the operator OR. For example, to find all the verses referring to Peter, who is also sometimes referred to as Simon or Simon Peter, you would enter **Simon OR Peter** in the Phrase field. **QuickVerse** would then locate all verses containing Simon, Peter, or both.

To insert the Boolean operator into the Phrase field, you can also simply double click on the command you want to use in the pick list displayed to the right of the Phrase field. Be sure to place the operator between the search words in the Phrase field.

See also

[AND](#)

[NOT](#)

[XOR](#)

[ANDWITHIN#](#)

[NOTWITHIN#](#)

## XOR as a Boolean Operator

The XOR operator causes **QuickVerse** to search for all verses that contain one or more words specified but not both. To perform an XOR search, start a phrase search and type the words you want to find, XOR (or X), followed by the other word you want to find in the Phrase field. For example, you might want to type **John XOR James**, causing **QuickVerse** to locate all verses that contain John or James, but never both names at once.

To insert the Boolean operator into the Phrase field, you can also simply double click on the command you want to use in the pick list displayed to the right of the Phrase field. Be sure to place the operator between the search words in the Phrase field.

See also:

[AND](#)

[OR](#)

[NOT](#)

[ANDWITHIN#](#)

[NOTWITHIN#](#)

## ANDWITHIN# and NOTWITHIN#

These Boolean operators are called "proximity" search operators because they allow for a search for words or phrases that are within a certain distance of another word or phrase. In the case of these operators, the # symbol is replaced with the number of verses that can separate the two words or phrases and still satisfy your search criteria.

To perform a search using one of these operators, start a search by choosing Search from the Search menu and enter **John ANDWITHIN2 James** (or your own search words) in the Phrase field of the Search window. **QuickVerse** will find all verses containing the word John and all the verses containing the word James that are within two verses of each other. Using NOTWITHIN2 would find all verses containing the word John that are not within 2 verses of a verse containing the word James. You can also use the symbol &# for the ANDWITHIN# operator and !# for the NOTWITHIN# operator.

To insert the Boolean operator into the Phrase field, you can also simply double click on the command you want to use in the pick list displayed to the right of the Phrase field. Be sure to place the operator between the search words in the Phrase field.

See also:

[AND](#)  
[OR](#)  
[NOT](#)  
[XOR](#)

## NOT as a Boolean Operator

Using the NOT operator results in all of the verses that contain the designated word(s) and not another that you specify. For example, entering **James NOT John** would find all verses that contain the word James but not the word John. To use the NOT command, separate the word or words you want the verse to include from the word you don't want to include using NOT or the exclamation point (!). For another example, you might type **John AND James NOT brother**.

To insert the Boolean operator into the Phrase field, you can also simply double click on the command you want to use in the pick list displayed to the right of the Phrase field. Be sure to place the operator between the search words in the Phrase field.

See also:

[AND](#)

[OR](#)

[XOR](#)

[ANDWITHIN#](#)

[NOTWITHIN#](#)

## Read Only Notes



The Read Only option on the Notes menu can be used to prevent any accidental changes being made to a note file. Selecting Read Only while the Note file is open will cause **QuickVerse** to recognize the file as read only and therefore not allow modifications to be made to it. You can toggle this option on or off by selecting it from the Notes menu with the appropriate note file open. A check mark appears next to the option if the current note file is a read only file. This item is automatically set by the program if it detects that the file has been marked as read-only by DOS or if the file is on read only media, such as a CD-ROM disk.

See also:

[Creating and Opening Note Files](#)

[Attaching a Note](#)

[Formatting Notes with Color and Font](#)

[Using Book and Chapter Notes](#)

[Optimizing Note Files](#)

[Using the KJV Word Study](#)

[Using the NASB Word Study](#)

## Opening a New or Existing Index



You can create your own index of verses in **QuickVerse** to store groups of verses for later reference. Before you can add verses to an index, you must open or create an index file.

To create or open an index:

1. Select the Index menu and choose Open Index. The Open Index dialog box appears.
2. Choose one of the following.

### To create a new index:

- a. Verify the directory in which you want to place the index file. (To change the directory, double-click on the one you want in the Directories list in the Open Index dialog. Double-click on the [...] item to access the parent directory of the current subdirectory.) By default, the program uses the **QuickVerse** directory (for example, C:\QVWIN), but you can choose another directory. You can configure **QuickVerse** to access a different directory automatically. See [Directories](#).
- b. Type the name of the index in the Index File field and click OK. File names consist of eight or fewer characters for the name, a period, and a three-character extension. By default, **QuickVerse** gives index files the extension .INX if you don't type another one. The program asks if you want to create the new index file.
- c. Click the Yes button. **QuickVerse** displays the New Index dialog box asking for a description of the index.
- d. Type a brief description of the index in the Description field to help distinguish one index from another. For example, **Marriage and love in the New Testament**.
- e. Choose one of the following to arrange the verses:
  - Sorted.** **QuickVerse** automatically arranges verses in the order they appear in the Bible.
  - Unsorted.** You arrange the verses as you add them. You can include the same verse more than once.
- f. Click the OK button.

### To open an existing index:

- a. Double-click on the directory containing the index file.
- b. Click on the index file in the Files box. The name of the file appears in the Index File field.
- c. Click the OK button.

When **QuickVerse** opens the index file in the active window, it displays the [Index List window](#) for the active Bible window. Click Close to remove the dialog from your screen. The index will remain open, as indicated in the status bar at the bottom of your screen.

See also:

[Adding Verses to an Index](#)  
[Viewing Verses in an Index](#)

[Editing an Index](#)

[Merging and Duplicating Indexes](#)

[Searching Indexes](#)

[Closing Indexes](#)

## Adding Verses to an Index



You can add verses relating to specific topics to indexes. For instance, the phrase "family values" never appears in the Bible, so you can't search for it. But you can save verses that are appropriate for a discussion of family values. There are several ways to add verses to an index:

- \* Add one verse at a time as you browse the Biblical text.
- \* Add blocks of selected verses as you browse the Biblical text.
- \* Add all verses from a Search List.
- \* Add selected verses using the Copy To button from other dialogs.

To add verses to an index:

1. If you have more than one translation open, click on the appropriate window to make it active.
2. Add verses to your index in one of the following ways:

### **Add one verse or all selected verses.**

- a. Highlight the verse or verses you want to add.
- b. If the open index is "unsorted," you must tell **QuickVerse** where to insert the verse. Select List from the Index menu. The Index List appears, displaying all the verses in the index. Highlight a verse. The new verse will be added after the highlighted verse.

Remember to actually highlight the verse you're using as a locator. Just scrolling to a new location on the list does not move the highlight.

If the index is "sorted," **QuickVerse** will insert the verse in Biblical order, so you don't need to choose a location.

- c. Choose Add Verses from the Index menu; then click on Current Verse. **QuickVerse** places the selection just below the highlighted verse in the index (or into its appropriate position if the index is sorted).

### **Add all verses from a search.**

- a. [Perform a search](#). **QuickVerse** displays a Search List.
- b. If the open index is "unsorted," you must tell **QuickVerse** where to insert the verse or verses. (See Step b above for more information on this step.)
- c. Choose Add Verses from the Index menu; then click on All Search Verses. **QuickVerse** copies the verses to the index just below the one you highlighted (or into its appropriate position if the index is sorted).

See also:

[Viewing Verses in an Index](#)

[Editing an Index](#)

[Merging and Duplicating Indexes](#)

[Searching Indexes](#)

[Closing Indexes](#)

## Viewing Verses in an Index



The Index List window lists all the verses in the index. The index name appears in the status bar at the bottom of the desktop. The Close button in the Index List window closes the list, not the index. You can use the Index List to view verses and edit the contents of the index.

You can view the verses stored in an index file. For example, at Christmas time, you might want to look at the index of verses for last year's Christmas sermon. To view index entries:

1. Open the index you want to view; or, with the index you want to view already open, choose List from the Index menu. In either case, an Index List window appears displaying all the verses in the index.

At the bottom of the Index List window, **QuickVerse** tells you the number of verses in the index and its name, description, and type (sorted or unsorted).

2. To view a verse, highlight the reference you want and click the View button (or double-click the desired verse.) **QuickVerse** moves the current verse marker to the verse. You can configure **QuickVerse** to automatically close the Index List after you select a verse. See [Display Options](#) for more details.

See also:

[Editing an Index](#)

[Merging and Duplicating Indexes](#)

[Searching Indexes](#)

[Closing Indexes](#)

## Editing an Index



You can modify the contents of an index. For instance, after reviewing the Christmas verses, you might decide to update the index file. **QuickVerse** lets you add and delete verses within an index. If the index is "unsorted," you can arrange and duplicate verses. To edit index entries:

1. Select the Index menu and choose List. A list of all the verses in the current index appears.
2. Choose one of the following:

**To add index entries**, see [Adding Verses to an Index](#).

**To delete index entries:**

- a. Highlight the verse you want to delete by using the arrow keys or clicking on it with your mouse. To select a range of verses, highlight them by holding down the mouse button and dragging; or press **Shift** and click the mouse or press **Shift** + the appropriate arrow key.
- b. Click the Edit button and choose Cut from the submenu that opens. **QuickVerse** deletes the verse from the index. You can bring the last deleted verse back into the index by clicking the Edit button and choosing Paste. You can recover the last deleted verse **ONLY** while the index file is open. After that time, it is permanently erased.

**To move index entries in an unsorted file:**

- a. Highlight the verse you want to move by using the cursor keys or clicking on it with your mouse.
- b. Click the Edit button and choose Cut from the submenu that opens. **QuickVerse** deletes the verse from the index.
- c. Move your cursor to where you want to insert the verse. **QuickVerse** inserts the verse below the highlighted one.
- d. Click the Edit button again; then choose Paste. **QuickVerse** inserts the verse in the new location.

**To duplicate index entries in an unsorted file:**

- a. Highlight the verse you want to duplicate by using the cursor keys or clicking on it with your mouse.
- b. Click the Edit button and choose Copy from the submenu.
- c. Move your cursor to where you want to insert the verse. **QuickVerse** inserts the verse below the highlighted one.
- d. Click Edit again, this time choosing Paste from the submenu. **QuickVerse** inserts the verse in the new location.

See also:

[Merging and Duplicating Indexes](#)

[Searching Indexes](#)

[Closing Indexes](#)

## Duplicating and Merging Indexes



You can duplicate the contents of an open index file into a new index using the Search function. This is an efficient way to create a new index file containing verses from an existing index plus additional verses. Your original index remains intact, plus you have a new one.

For example, perhaps you created an index about tithing and now want to conduct a study on stewardship. You might start with all the verses about tithing and add new verses. To do so, duplicate the tithing index and change the name to reflect the new topic and index. Then add additional verses to your new index on stewardship using the methods described in [Adding Verses to an Index](#). Duplicating an index also is a good method to transform a sorted index to unsorted or vice-versa.

To duplicate an index:

1. Create a [new index](#). This is the index that will RECEIVE entries from the existing index.
2. Perform a [Search](#) on the existing index. When the search is complete, the Search List appears displaying all the entries in the existing index.
3. Choose Add Verses from the Index menu, then All Search Verses.
4. The entries from the search (remember, these are the verses contained in the original file) will now appear in the new index.

In the same manner, you can merge entries from one index into another existing one. Open the index that you want to RECEIVE the entries; then perform a Search on the index currently containing the entries. When the search is complete, choose Add Verses from the Index menu and click on All Search Verses. The entries from the index on which you performed the search are added to the open index.

## Closing an Index



To close an index, select Close Index from the Index menu. You don't have to close an index to open another. Once you close an index, you cannot access its verses until you open the file again. It is not necessary to close indexes before exiting the program.

## Searching with an Index



You can use the indexes you've created to refine other searches. To perform an index search, click the Search icon to display the Search dialog box. Then, place your cursor in the Index field and choose one of the following:

- \* **Type the name of the index.**
- \* **Use the Index List.**
  - a. Click the Index List button to display the Index List dialog.
  - b. Scroll through the list of indexes and highlight the file you want. You may need to change drives or directories.
  - c. Click the OK button.

Now click the Search button. **QuickVerse** displays a Search List of all the verses matching your criteria. For more information about viewing verses in the Search List, see [The Search List Window](#).

You can also perform complex searches with an index using the INDEX operator in the Phrase field of the Search window. See [Additional Search Commands](#) for details.

For information on creating an index, see [Adding Verses to Indexes](#).

See also:

[Word and Phrase Searches with an Index](#)  
[Complex Index Searches](#)

## Additional Search Commands

**QuickVerse** provides three functions that allow you to combine words or phrases with the concordances from index files, **Nave's** Topics, or a specific reference. Using these commands allows you to designate greater detail in the search by causing certain search commands to occur at a certain point in the process.

The additional functions are as follows and appear in the list box on the right side of the Search window. Double-click on an item in the Search window to automatically insert it into the Phrase field:

INDEX[index file name]  
NAVES[**Nave's** topic name]  
REF[Bible reference]

When using the functions, replace the text enclosed in brackets ([ ]) with the specific item you'd like to include in the search. Examples of ways to use these functions include:

**Saul AND REF[1 Sam] OR Samuel**--Finds verses containing Saul in the book of I Samuel, and verses containing Samuel anywhere in the Bible.

**(love AND REF[matt-john]) OR (charity AND INDEX[paul.inx])**--Finds all verses in the gospels with the word love and all verses from the PAUL.INX index file that also contain the word charity.

See also:

[Boolean Operators](#)

## Exiting QuickVerse



You can exit **QuickVerse** any of three ways:

- \* Select Exit **QuickVerse** from the File menu.
- \* Select Close from the Control-menu box.
- \* Double-click on the Control-menu box.

The Exit **QuickVerse** dialog box appears. Now you have the option of saving your current desktop. If you choose to save, **QuickVerse** restores all your Bible windows the next time you start the program. To save your desktop, check the Save Desktop box. Click the OK button to exit the program, or click the Cancel button to return to **QuickVerse**.

You can disable or turn off the prompt to confirm that you want to exit **QuickVerse**. See [Options](#) for more information.

If you don't want to exit **QuickVerse**, you can minimize the program by clicking the [Minimize button](#) and return to it later.

You can then return to where you left off by double-clicking on the **QuickVerse** icon later.

## Phrase Searches



Use a Phrase search to locate verses containing a specific word or phrase. To perform a phrase search:



1. Click the Search icon  to display the Search dialog box.
2. Complete the Phrase field choosing from these options:  
**Type the word or phrase.** For example, type **John the Baptist**.

**Copy a word or phrase from the Bible and paste it in the Phrase field.** Before searching, highlight the word or phrase in the text and select Copy from the Edit menu. Click the Search icon to display the Search dialog box. Move your cursor to the Phrase field and press **Ctrl+V** to paste the selected text.

**Use the Word List.** Click on the Word List button to display all the words in the Bible. Use the arrow keys to scroll through the list or type the first few letters of your selection. Highlight the desired word, double-click on it, and press **Enter** or click the OK button to select it. You are returned to the Search dialog box and the word you selected appears in the Phrase field.

Each entry in the word list contains a word and the number of times it occurs in the Bible. If a word has an asterisk to its left (such as \*a or \*the), that means it occurs very frequently and is not included in the internal **QuickVerse** concordance database. (See [Phrase Search Tips](#) for more information about these excluded words.)

The **Strong's Concordance** and the **NASC** word lists contain one other piece of information. The [Strong's word number](#) for each word is displayed in the center column preceded by an H for Hebrew or a G for Greek.

**Use a [wild card](#).**

**Use a [Boolean search](#).** You can use a number of Boolean search operators with words you enter in the Phrase field. Boolean commands can help you find multiple words or limit the search to find very specific criteria.

**[Case-sensitive searching](#).** You may wish to check the Perform a case-sensitive search check box to limit the search by the case of the word. This option tells **QuickVerse** to search only for the words that match the case you have entered. For example, if you entered Lord, references to lord or LORD would not be listed in the search findings. Likewise, entering LORD would cause **QuickVerse** to eliminate lord and Lord from its search results. You can change the designation for this option at any time depending on the nature of your search.

3. Once you've completed the Phrase field entries, click the Search button. **QuickVerse** displays a [Search List window](#) listing all of the verses containing the word or phrase you specified.

## The Search Dialog Box



The Search dialog box is the primary tool for initiating a **QuickVerse** search. To use it, click the Search icon or choose Search from the Search menu. The Search dialog box offers four search fields. Use them alone or in combination to search for as many or as few items as you want.

**Phrase.** Locate verses containing words or phrases in the Bible. When you place your cursor in this field, the [Word List](#) button appears at the bottom of the dialog box. With your cursor in the Phrase field, the [Boolean command list](#) on the right side of the Search dialog is active.

Sometimes, when entering a complex set of search criteria, you may find it helpful to expand the Phrase field by clicking

### Expand Phrase

This will enlarge the Phrase field so that you can view the entire entry easily.

To return the Phrase field to its original size, click

### Shrink Phrase

**Reference.** Locate specific verses or limit the search by book, chapter, and/or verse. When you move your cursor to this field, the [Book List](#) button appears at the bottom of the dialog box. Click this button to see a list of books, chapters, and verses.

**Index.** Locate verses in an [index](#) or limit the search to a previously created index. When you position your cursor in this field, the Index List button appears at the bottom of the dialog box. Click this button to locate index files.

**Nave's.** If you have installed [Nave's Topical Bible](#), you can search the Bible by topic. When you position your cursor in this field the Topic List button appears at the bottom of the dialog box. Click the button to display a list of **Nave's** topics.

The Reference Shortcut box appears along the bottom of the Search dialog box. Instead of manually typing in the Reference field, you can click a button to choose the whole Bible, Old Testament, New Testament, or "other," a section you specify.

When you use a Reference Shortcut, **QuickVerse** fills in the Reference field for you. For example, if you click the Old Testament button, Genesis - Malachi appears in the Reference field. However, when you click Whole Bible, the Reference field is blank. By default, **QuickVerse** searches the whole Bible. If you want a sequence of verses other than the Testaments, for example, Mat-John, you must type the references in the Reference field. **QuickVerse** chooses the Other button automatically. It is never necessary to click this button.

See also:

[Combining Fields to Narrow Searches](#)

[Performing a Search](#)

[Phrase Searches](#)

[Viewing Search Verses](#)

[Search Tips](#)

[Boolean Operators](#)

[Wild Card Searches](#)

[Complex Search Examples](#)  
[Reference Searches](#)  
[Returning to a Previous Search](#)  
[Copying Search Verses](#)  
[\*\*Nave's\*\* Topic Searches](#)  
[Using the Word List](#)  
[Using the Book List](#)

## Complex Search Examples

Here are some examples of the types of complex searches that are possible with **QuickVerse for Windows**.

- \* John AND James NOT brother--finds verses containing the word John and the word James but not the word brother.
- \* Pharisee\* OR Sadducee\* AND woe--finds verses containing the word woe and either of the words Pharisee or Sadducee with any ending.
- \* Jesus OR Christ AND Pharisee\*--finds verses containing the word Pharisee with any ending along with the word Jesus or Christ.
- \* Jesus ANDWITHIN2 son of man--finds verses containing the word Jesus and verses containing the phrase son of man that are within two verses of each other.
- \* (Jesus & (Peter | James | John)) &3 Transfig\*--finds verses containing the word Jesus and any one or more of the words Peter, James, or John. The group found in that search we'll call Set A. Next, all verses containing forms of the word with the root transfig are found. That group we'll call Set B. Finally, the end result is a set of verses in Set A and Set B that are within three verses of each other.
- \* Barnabas AND (Saul OR Paul)--finds verses containing either Saul or Paul along with Barnabas.

Note the use of parentheses to group operations for evaluation before other operations. In the last example, Saul OR Paul would be evaluated first and then the result would be combined with Barnabas using the AND operator. When parentheses are not used, the operations are performed in order from left to right with the result of each operation combined with the next word or phrase to the right.

See also:

[Boolean Search Operators](#)

[Additional Search Commands](#)

## Wild Cards and Boolean Operators



You can use partial words in combination with Boolean searches. For example, to find references to Aaron or Levi, you might want to find Aaron, Aaron's, Aaronic, Levi, Levitical, etc. The best way to specify this search would be to use an OR search for all forms of Aaron or Levi. To do so, you would enter the following in the Phrase field of the [Search dialog](#): **Aaron\* | Levi\***.

## Returning to a Previous Search

**QuickVerse** allows you to return to searches you've already performed. Select Previous Searches from the Search menu to open the Previous Searches dialog. **QuickVerse** remembers the results of 50 previous searches and displays each one in the list box on the left side of the dialog box. Highlight one of the searches by clicking on it. Note the Summary section on the right side of the dialog as you highlight a search in the list. The Summary box displays the search criteria you defined for the highlighted search, as well as the number of occurrences of the search word or phrase.

The buttons along the bottom of the dialog allow you to:

### **Restore**

Click on the Restore button to access the results of the highlighted search. This button makes the selected search active in the Bible window. So, for example, if you then selected List Occurrences from the Search menu, the Search List window would display all the occurrences from the search you chose to return to.

### **Clear**

Click the Clear button to remove all Searches in the Previous Searches list box from **QuickVerse's** memory. A warning dialog will ask you to confirm the action.

### **Close**

Click the Close button to close the dialog box and return to the Bible window.

### **Help**

Click the Help button to access the help topic for the Previous Searches dialog.

The "Close this window when a search is restored check box" allows you to choose whether the dialog will close or remain open once you execute the Restore button. Marking this box by clicking on it will cause **QuickVerse** to automatically close the dialog and return you to the Bible window when you execute Restore.

See also:

[Exiting the Program](#)

[Viewing Search Results](#)

## Copying Search Verses



As you view the verses produced by a search, you can select and copy them directly to the Windows Clipboard, the printer, or the currently open text or index file. To do so, select the verses to be copied by clicking and dragging on them in the Search List window. Then click the Copy To button in the Search List window. The Copy To dialog will appear. Click the desired destination; then click OK.

## Nave's Topic Searches

**Nave's Topical Bible**, an add-on module for use with **QuickVerse** organizes the Scriptures by topic in the form of an outline. It's like a **QuickVerse** index file containing over 20,000 topics and subtopics. Use it by itself in a search or in combination with other search options. You can also add your own topics to **Nave's**, modify existing topics, or change the references cited under a topic.

Searching **Nave's** often turns up more extensive and complete results than searching for a word or phrase. For example, if you performed a word search on marriage, the search turns up only 19 verses. However, if you search for the **Nave's** Topic marriage, you find 369 verses on the topic, because the concept is discussed using words other than marriage.

Besides using **Nave's** in a search, you can also use it as a source of sermon outlines and Bible studies, and as a Bible Dictionary.

See also:

[Accessing Nave's Topical Bible](#)

[Finding a Nave's Topic](#)

## Accessing Nave's Topical Bible

To access **Nave's** topics for searching, click the Search icon to display the Search dialog box. Then, place your cursor in the **Nave's** field and choose one of the following:

- \* Type the word you want. If the word does not match a **Nave's** topic, the **Nave's Topical Bible** dialog box appears when you try to move the cursor out of this field.
- \* Click the Topic List button. The **Nave's Topical Bible** dialog box appears.

See also:

[Using \*\*Nave's\*\* Topical Bible](#)

[Searching with \*\*Nave's\*\*](#)

[Creating New \*\*Nave's\*\* Topics and Subtopics](#)

[Modifying Topics and Subtopics](#)

[Deleting Topics and Subtopics](#)

[Copying \*\*Nave's\*\* Topics](#)

## Finding a Nave's Topic

You can browse through the **Nave's** topics using your mouse and the scroll bar. When you first view the **Nave's** list you'll see only the main topics. To see the subtopics, select Detail from the **Nave's** Edit menu.

You can also do an automated search of the **Nave's** topics. To perform a search, do the following:

1. Select Search from the Search menu on the **Nave's Topical Bible** dialog box. The Find **Nave's** Topic dialog box appears.
2. Type the word you want to search for in the Find field.
3. Click the appropriate Direction button to tell **QuickVerse** which way to search through the topics: forward or backward.
4. Choose one of the following:
  - \* **Search TOPICS only.** Click this box to have **QuickVerse** search only major topic headings for the word.
  - \* **Find words ANYWHERE on line.** Click this box to have **QuickVerse** search for all occurrences of the word, regardless of whether it appears at the beginning of a line or within it.
  - \* **Both Search TOPICS only and Find words ANYWHERE on line.** Click both boxes to have **QuickVerse** search anywhere within major topic headings for the word. For example, if you search for marriage using both of these tactics, **QuickVerse** finds Marriage and Miscegenation (intermarriage).
  - \* **Neither Search TOPICS only nor Find words ANYWHERE on line.** Leave both boxes blank to have **QuickVerse** search for the word only if it appears as the first word of the topic or subtopic. For example, if you search for marriage with neither box checked, **QuickVerse** finds not only the major topic heading of Marriage, but also Marriage of, a subtopic of Aaron.
5. Click the **OK** button. **QuickVerse** searches **Nave's** for the word and highlights it. You can use your arrow keys to scroll through the surrounding topics and subtopics.
6. The search word may be listed within other topics. Choose Search Again from the Search menu to find the next occurrence.
7. You may come across subtopics with cross-references indicated by See. To view a cross-referenced subtopic, highlight it and choose Goto see' Subtopic from the Search menu (or press **F6**). **QuickVerse** takes you to the subtopic.
8. Once you've found the desired topic, highlight it and click OK. **QuickVerse** transfers the topic to the **Nave's** field in the Search dialog box.

**NOTE:** You can also use **Nave's** in combination with the other search fields. For more information, see [Combining Fields to Narrow a Search](#).

If you select a topic that has subtopics beneath it, **QuickVerse** will find all the verses in all the subtopics.

If you select a topic that has "See" cross-reference entries beneath it, **QuickVerse** will NOT include the cross referenced verses in the search. Because of the extensive cross-referencing in **Nave's**, it would be possible to include almost every verse in the Bible if all cross-references were followed.

If you select a topic that is a "See" cross-reference itself, or a topic whose subtopics are only cross-references, or a topic which for some other reason has no verses associated with it or any of its subtopics, an information box stating that there are no verses for that entry will be displayed.

See also:

[Using Nave's Topical Bible](#)

## Word and Phrase Searches with an Index

Use a word search with an index to locate the verses in an index containing a specific word. For instance, to locate all verses in an index concerning marriage that contain the word husband, you might enter **Husband** in the Phrase field and **MARRIAGE.INX** in the Index field of the search window. (Note that it is not necessary to indicate the .INX extension; simply specifying the name of the index is sufficient.)

You can also search an index of verses for all instances of a particular phrase. For instance, to locate all verses in an index on marriage that contain the phrase Jesus said, you would enter **Jesus said** in the Phrase field and the name of the index you want to search in the Index field of the Search window.

You may want to combine the use of a [wild card](#) to ensure that you find as many forms of the phrase or word in the index as possible. For example, entering **Jesus sa\*** in the Phrase field would locate all occurrences of Jesus said, Jesus saith, and so on, that the index contains.

See also:

[Creating an Index](#)

[Using the INDEX Operator](#)

## Complex Index Searches

Boolean operators are not valid entries for the Index field. You can only specify one index to search in this field, but you can enter the INDEX[] operator in the Phrase field to perform searches for verses common to two or more indexes.

For instance, if you had an index on the topic of tithing and another on the topic of stewardship, and you were interested in seeing which verses appeared in both indexes, you could enter the following in the Phrase field:

**INDEX[TITHING.INX] AND INDEX[STEWARD.INX]**

To find all the verses specified in either of the indexes, use the OR command by entering a statement in the Phrase field such as:

**INDEX[TITHING.INX] OR INDEX[STEWARD.INX]**

This search will simply display all verses in each index in the Search List window for you to access.

See also:

[Complex Search Examples](#)

[INDEX as a Search Operator](#)

## Combining Fields to Narrow Searches

You can use the four search fields (Phrase, Reference, Index, and **Nave's**) alone or in combination. Using the search fields in combination further refines your search to produce more specific results, since the verses found must satisfy all criteria. As an example, you might want to limit a Boolean Phrase search of **Paul OR Saul** to Mat-Rev. Otherwise your search not only finds all occurrences of Paul in the New Testament but also of King Saul in the Old Testament. Here are some examples:

- \* Suppose you have an index containing all of the words of Jesus, called JESUS.INX. To find every place Jesus mentions sin, enter **sin** in the Phrase field and JESUS.INX in the index field.
- \* To further limit the search above to the Gospel of Matthew, type **Mat** in the Reference field along with the phrase **sin** and the index JESUS.INX.
- \* If you own the **Nave's** concordance, you can find references to marital love by entering **love** in the Phrase field and **marriage** in the **Nave's** field.

See also:

[Reference Searches](#)

[Using Boolean Commands](#)

## Cross References



The cross referencing capabilities that **QuickVerse** offers can help you enhance your Bible study. Cross-referencing allows you to enter your own cross references in your notes and jump to those cross references with the click of a mouse.

When you type verse references into your notes **QuickVerse** creates a cross reference. When the note is saved, **QuickVerse** automatically identifies your cross references and tags or marks them in a color you designate. These cross references will appear in green, but you can change the color using the verse reference color selection available on the [Fonts menu](#). The cross references will be displayed in color once the note has been saved (by choosing Save Note from the Notes menu, or by simply clicking your mouse outside of the Note window).

When entering cross references, keep the following tips in mind.

- \* Most standard book abbreviations are recognized.
- \* You may specify a full reference (as in Gen 1:1), only a chapter and verse (1:1), or simply a verse (v. 1).
- \* If you don't use a full reference (including a book name) and use a name that is also a book name (as in Matthew, Mark, Luke, or John), you may "trick" **QuickVerse** into linking to the wrong book. For instance, if you write the following note in the book of Acts:

"Luke also discusses this in 3:1,"

**QuickVerse** will link to Luke 3:1 instead of Acts 3:1 as intended. You can correct this by specifying the intended book name in the cross reference.

### Accessing a Cross-Referenced Verse

Once the cross reference is created, you can double-click on the referenced verse in your Note window to jump to that verse in the text. The Bible window will move to that point in the text and display that verse.

Additionally, Parsons Technology offers several note files, available as **QuickVerse** add-on modules, that include cross references to verses, charts, maps, and other pictures. These products include:

**The Believer's Study Bible**  
**New Scofield Study Bible**  
**Treasury of Scripture Knowledge**

See also:

[Using Study Bibles](#)

[Returning to the Previous Reference](#)

[Using the Reference Trail](#)

[Reference Trail Example](#)

## Reference Trail Example



Suppose that you have a note file with the following notes and cross references already entered: John 3:16 has cross references to 1 Tim 1:15, 16; John 3:15; and, Rev 22:17. John 3:15 has cross references to: John 1:12, John 6:40; and, Acts 16:30-31. Acts 16:30 has cross references to Acts 2:21, Acts 4:12 , and Acts 11:14.

The [cross reference](#) and previous reference features make it easy for you to start at John 3:16 and follow all of the cross references. You can travel along any of the branches by clicking on a cross reference and retrace your steps by selecting Previous Reference from the Browse menu or by clicking the Previous



Reference icon

Start at John 3:16 and double-click on the 1 Tim 1:15 cross reference. After viewing the verse, return to John 3:16 by clicking the Previous Reference icon. Then, double-click on the John 3:15 cross reference. The note attached to John 3:15 refers to three other verses in our example. Select Acts 16:30 to view that verse.

By this point, you are several jumps away from your starting point of John 3:16. Use the Reference Trail option from the Browse menu to return quickly to that verse. Simply select Reference Trail from the Browse menu. The dialog that opens contains a list of the references you've viewed. Double-click on the verse you want to return to and the Bible window will display that verse. The Reference Trail will be updated when you make your selection and the verses associated with that vein of your study will be removed from the Reference Trail list.

## README File



This file includes information about any program features not available when the User's Guide and online help were written. You'll have the chance to read the file when you install **QuickVerse**, or you can access the file later using the README icon in the program group where you installed **QuickVerse**.

See also:

[Getting Technical Support](#)

[Help Menu](#)

## Dynamic Data Exchange (DDE)



Dynamic Data Exchange makes moving data between different applications, such as **QuickVerse** and your word processor, easy. On the surface, DDE is simple: one program is linked to another. The result is similar to copying verses to the Windows Clipboard from **QuickVerse** and then pasting them into your word processor documents, but the direct link allows you to perform the entire process from your word processor.

DDE is analogous in some ways to a network and uses some of the same terminology. The first application (**QuickVerse**) is referred to as the Server, and the application the data is exported to (your word processor) is called the Client. The data transfer is one-way only, from the server to the client. To use DDE with **QuickVerse**, all you have to do is tell your Windows word processor how to establish the link and then tell it which verses you want.

A complete technical reference for DDE supported by **QuickVerse** is included in the file named DDE.TXT, contained in your **QuickVerse** directory. If you want to customize your word processor to use DDE to "talk to" **QuickVerse**, please refer to that file for detailed technical information.

If you use Word for Windows version 6.0, Ami Pro version 3, or WordPerfect 6.0a you may want to use some macros we have supplied for these word processors. The macros will be installed in a subdirectory called Macros within your QVWIN program directory. The files are as follows:

**PARSONS.DOT**--A Word for Windows template file. Open this file in Word to view additional instructions.

**PARSONS.SMM**--An Ami Pro macro file.

**AMIPRO.SAM**--An Ami Pro document file containing instructions for using the macro. Open this file to view additional instructions.

**WORDPERF.EXE**--A compressed file containing the macro file PARSONS.WPT and the document file PARSONS.WP6. Decompress the file by running the executable file WORDPERF.EXE. Then open the document file PARSONS.WP6 in your word processor to view additional instructions. Note that if you use **QuickVerse** on CD-ROM, you will not need to decompress these files.

These macros were created by three of our beta testers, and not by Parsons Technology. We supply them with **QuickVerse** as a service to you. Please keep in mind that while our technical support staff is eager to help you with **QuickVerse** and other Parsons Technology products, they are NOT trained in the use of the word processors you may be using to run these macros.

**NOTE:** If you need assistance using these macro files, you can send your questions via CompuServe directly to the authors of these macros.

### For questions on:

Microsoft Word macro files, contact Mike Hartford via CompuServe at 70243,574.  
Ami Pro macro files, contact Steve Blendermann via CompuServe at 70650,2624.  
WordPerfect macro files, contact Dale Durnell via CompuServe at 70461,1201.

Additional word processor macros may be supplied. If so, the [README.TXT file](#) in your **QuickVerse** directory will contain more information.

## **Dialog Box**

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A bordered area displayed on screen to relay a message, report an error, confirm an action, receive an entry, or display program features.

## Display Options



Choose Display from the Options menu to customize the appearance of your **QuickVerse** screen. In the Display Options dialog box that opens, you can specify the settings you'd like to use for the display of text in Bible and Note windows. Click OK in the Display Options Dialog when you've made your selections, or use Cancel to abandon any changes.

Choose from the topics below:

[Font Styles and Colors](#)

[Hebrew and Greek Word Format](#)

[Other Display Options](#)

## Directories



The Directories feature on the Options menu lets you set the default directory path for your text, note, and index files. **QuickVerse** automatically saves these files in the directory where you installed **QuickVerse**. However, you can change these directories at any time. For example, if you keep word processing files in C:\WP, you may also want to put your **QuickVerse** text files there. Select Directories from the Options menu. The Directory Options [dialog box](#) appears. Type the directory path in the appropriate field(s) and click OK.

See also:

[Using Notes](#)

[Using Indexes](#)

[Using Text Files](#)

## Translations



With **QuickVerse**, you have the option of installing additional translations to expand your selection of Bible versions. The Translations feature on the Options menu displays a table of all translations available with **QuickVerse**. When you install a translation, an X appears in the Installed field box beside the translation. **QuickVerse** automatically keeps track of the translations you install. You will rarely need to modify this table; by default, **QuickVerse** automatically maintains it.

Under some circumstances, you may need to change the directory for a translation. For instance, you may decide to move **QuickVerse** files to a different drive or directory after you install them. If you do, you must also change the directory path to let the program know where to find the files. To specify the directory for a translation:

1. Select Translations from the Options menu. The Translation Options dialog box appears.
2. If the directory of a translation is wrong, change the directory path by typing over the existing entry in the Directory field.
3. Click the OK button.

You can also change the Description field of the translations. However, we recommend that you do not change the Name field.

See also:

[QuickVerse Add-on Modules](#)  
[Opening Multiple Translations](#)

## Arranging the Desktop

You can arrange the **QuickVerse** desktop to suit your needs. Then save the changes or restore the desktop to its previous configuration.

**Save Desktop**--You can save your desktop so it opens with specific translations or even at a particular verse in a translation. For example, if you do much of your work in the New Testament, you may want **QuickVerse** to open to Matthew 1:1. Or perhaps you are in the middle of a Bible study and need to exit **QuickVerse**. In both cases, you'll want to save your desktop. When you return to the program, you begin where you left off.

The Save Desktop option saves the open windows and their contents, but it does NOT save what is considered configuration information such as font, point size, and display setups. These items are all saved in one of the program's configuration files and are automatically saved when you click the OK button from their respective dialogs. You can save your desktop in several ways:

- \* Select the Options menu and choose Save Desktop. Answer OK when asked if you want to replace the desktop.
- \* Double-click on the Control Menu box in the upper left corner of the window or choose Exit **QuickVerse** from the File menu. Click the Save Desktop box. (**NOTE:** This option is only available if you've marked the Display exit prompt setting in the Display Options dialog box.)

**Restore Desktop**--If you change your desktop setting temporarily, it's easy to restore it to the previous setup. To restore your desktop, select the Options menu and choose Restore Desktop. Answer OK when asked if you want to replace the current Bible windows with the startup desktop.

**Icon Bar**--By default, **QuickVerse** shows the [icon bar](#). You can toggle the icon bar off and on again by clicking the Icon Bar option in the Options menu. When the icon bar is displayed, a check mark appears next to the command.

**Status Bar**--**QuickVerse** also displays the status bar by default. You can toggle the status bar off and on again by clicking the Status Bar option in the Options menu. If the status bar is on, a check mark appears next to the command.

## Font and Color Selection



Use the Fonts menu to select the font and point size for text on your screen and that you print. You can also select the color for words of Christ, verse references, and search words.

**Bible Font**--Select this option from the Fonts menu and choose Display or Print from its submenu to select the font and point size of text that appears in a Bible window and that you print from a Bible window.

**Note Font**--Select this option from the Fonts menu and choose Display or Print from its submenu to select the font and point size of text that appears in a Note window and that you print from the Note window.

**Search List Font**--Select this option from the Fonts menu to select the font and size you would like to use for the verse text in the Search List. This font also applies to your Note and Index List windows.

**Colors**--Select this option from the Fonts menu to select the color for the words of Christ, search words, and verse references. As you select the colors you would like to use, you'll see the sample text at the bottom of the Colors dialog change to reflect your choices. **Note: To enable the colors you select, you must also mark the corresponding items in the Display Options dialog.** For example, if you select Teal for the color of search words, you must also mark the "Use color for search words" check box in the Display Options dialog in order for the search words to appear in the selected color. Open the [Display Options](#) dialog by choosing Display from the Options menu.

You can also apply boldface, italics, and underlining to your note text using the Fonts menu. With your cursor placed in a note window, choose the style you'd like to use from the Fonts menu and begin typing. The text you type will appear in the selected format. To return to typing in normal text, select the option again from the Fonts menu to toggle it off. (A check mark next to the option appears when it is in use and will disappear when you deselect the option.) You can apply formatting to notes you've already typed by highlighting a word or phrase in the note and selecting the format you want to use from the Fonts menu. The format will be applied only to the highlighted portion of the note. You can use the formats individually or in combination.

Use the pop-up menu containing these note formats to have quick access to these options. With your mouse placed in a Note window, click the right mouse button to open the pop-up menu and select an option.

**Note that the format of verse references (cross references) in the note window cannot be modified.**

**NOTE:** In order to have the boldface, italics, and underlining appear in text you paste to a word processing document, you must set up the clipboard to recognize the formats and use [Copy Formatted](#) when copying the text.

## Using Other Applications with QuickVerse

Use the Other Applications selection from the Options menu to open a dialog in which you can enter the path to the directory containing your Bible atlas, Bible dictionary, topical Bible, or Bible library, so you can access them from within **QuickVerse**.

The first four fields in the Other Applications dialog allow you to indicate the location of your other Bible related programs. Enter the paths to your Bible atlas program, such as [PC Bible Atlas](#) from Parsons Technology, Bible dictionary program, such as [Holman Bible Dictionary](#), Bible library program, such as [The QuickVerse Library](#), or [Bible Illustrator for Windows](#). If you have these programs (or programs compatible with them) indicating the path to their location allows you to use the Search menu to open them from within **QuickVerse**.

The last field in the Other Applications dialog allows you to specify the directory containing **Nave's Topical Bible**, if you've installed this add-on module for **QuickVerse**. This allows you to run **Nave's** from another drive or directory. Enter the complete path and name of the data file. For example, you might enter **C:\QVWIN\NAVES.DAT**.

Mark the Synchronize QuickVerse Library reference books check box if you have purchased **The QuickVerse Library** and you want articles in the library to scroll as you move to various verses in **QuickVerse**. For example, when this check box is marked and you move from John 3:16 to John 3:17 in **QuickVerse**, the library will scroll its books to an article related to John 3:17.

## Font Styles and Colors



Use this category of selections in the Display Options dialog to enable the use of color, boldface, italics, and underlining in your Bible and Note text. With these options enabled, you may apply these text formats to your note text for emphasis or clarity. Also, the formats will be applied to selected words in the Bible's text when you have these options marked.

Choose from these options:

**Enable boldface**--Allows you to use boldface for text you enter in Note windows. The boldface option is found on the Fonts menu.

**Enable italics**--Causes words inserted for clarity by the translators to appear in italics. Marking this option also allows you to use the Italics option on the Fonts menu for text you type in Note windows.

**Enable underline**--Allows you to use the Underline option on the Fonts menu to add clarity and emphasis to your Note text.

**Use color for the words of Christ**--Allows you to designate a color for the words of Christ in the Bible text window. Once you've marked this option, select a color by choosing Colors from the [Fonts menu](#).

**Use color for verse references**--Allows you to assign a color for verse references appearing in the Bible text and Note windows. After marking this box, select a verse reference color by choosing Colors from the [Fonts menu](#).

**Use color for search words**--Causes search words to appear in a color you designate. Once you've marked this option, select the color by choosing Colors from the [Fonts menu](#).

## Hebrew and Greek Word Format



If you have purchased and installed a concordance, such as **Strong's Concordance**, you may use these options in the Display Options dialog to set up the display of the text in that translation. Selecting Numbers will display the [Strong's number only](#), Words will display the Hebrew/Greek word only, and Both will display the word followed by its number. Open the Display Options dialog by choosing Display from the Options menu.

See also:

[Using a Concordance](#)

## Other Display Options



Open the Display Options dialog by choosing Display from the Options menu. Use the selections in the Other Options section of the dialog to:

**Display full book, chapter, and verse references in the Bible text window.** If you do not mark this option, book names will appear only with the first verse in the book and chapter numbers will appear only with the first verse in each chapter. All other verses will be labeled with their numbers only.

**Automatically close the verse list window when viewing a verse.** Marking this option closes the list window after you view a verse from a [Search List](#), [Note List](#), or [Index List window](#).

**Display exit prompt.** Marking this option will display the [Exit QuickVerse](#) dialog box each time you exit the program for you to confirm that you wish to end your session.

## Formatting Notes



You can select items from the Fonts menu to set up the display of your note text to suit your needs. The Fonts menu allows you to have a different font for your notes than you do for your Bible display. Also, you can set a font to use for text you print, so you can set your notes apart from the Bible text when printing verses and notes together.

Select the font by choosing Note Font from the Fonts menu. Then select Display if you would like to modify the appearance of the note text on your screen, or select Printer if you would like to change the font of the notes you send to the Printer. Either selection you make will open a Font dialog in which you can select the name of the font and the point size for the type. (You can get a preview of the selections you make in the Sample box in the **QuickVerse** Fonts dialog.) Click OK when you've made your selections. Text in your Note windows will change to reflect the new selections.

Additional options on the [Fonts menu](#) allow you to bold, italicize, or underline text in your notes. Highlight the word(s) in the note that you wish to format, and select the desired option from the Fonts menu. Or, simply press the right mouse button when your mouse is located in a Note window to pop up a menu and select the option you want to use. The pop-up menu contains editing and format commands which provides quick access to these functions. The formats you assign will also print with your notes if you configure **QuickVerse** to include italics, underline, and boldface in the [Print Setup dialog](#).

See also:

[Printing Notes with Verses](#)

## **Clipboard**

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A temporary storage location used to transfer data between documents and applications.

## The Clipboard Setup Dialog Box

**QuickVerse** gives you the capability of setting up the appearance of the verses you paste to a word processor.

- \* Open the Clipboard Setup dialog box by choosing Clipboard Setup from the Edit menu. Use this dialog to indicate the options you would like to use for verses you copy to the clipboard for pasting into a word processor.

When you've opened the setup dialog, click on the style you would like to use for the verse and its reference. The Verse Format options available are described below.

**Reference Verse**--Reference will precede the verse's text--for example, (1 Th 5:16 KJV) Rejoice evermore.

**Verse Reference**--Reference will follow the verse's text--for example, Rejoice evermore (1 Th 5:16 KJV).

**Separate line**--Verse will be pasted on a line below its reference--for example, 1 Th 5:16 (KJV)  
Rejoice evermore.

**Verse Only**--Only the verse text will appear--for example, Rejoice evermore.

**Reference only**--Only the verse's reference will appear--for example, 1 Th 5:16 KJV.

**Paragraph style**--Consecutive verses will be pasted directly after one another with each verse reference embedded in the text. The reference will be surrounded by the delimiting characters you specify to set it apart from the text for example ...all men. {16} Rejoice evermore...

For more information on the clipboard setup options, see:

[Delimiters](#)

[More Verse Format Options](#)

## Pasting to a Word Processor



When your clipboard options are set up to suit your needs, you're ready to copy and paste using the other features on the Edit menu. Select the verse or verses you wish to paste by clicking and dragging to highlight them. (If you plan to use Copy Formatted, it is not necessary to highlight the entire verse--portions of verses that are highlighted are completely included automatically when you perform the copy and paste functions.) Then select Copy or Copy Formatted from the Edit menu and switch to your Windows word processor. Select paste from the word processor's Edit menu and the text you selected will be pasted in the format you specified in the Clipboard Setup dialog.

**NOTE:** Use the Copy option on the Edit menu to copy exactly what is highlighted (i.e. the entire verse will not be copied if only a portion of it is highlighted). The Copy command will not recognize the verse formatting options you specified in the Clipboard Setup dialog. The verses you paste will appear in Normal text. You need to select Copy Formatted in order to apply the special formats to the verses you paste.

See also:

[Setup Options](#)

## Copying Passages

The Copy Passage command on the Edit menu offers a quick way to select a passage to copy. When you select Copy Passage, a dialog opens for you to enter the reference range and translation you would like to copy (note that you must have other translations installed in order to copy from them). Indicate the range of verses by typing the book, chapter and verse of the beginning and end of the passage. You may abbreviate book names if you supply enough letters to distinguish them from other books. For example, you might enter **John 3:16; Eph 2:8-9**. You can also replace colons with periods in the reference if you prefer. Click OK when you've entered the passage you wish to copy, and it will be copied to the clipboard ready for you to paste into your word processor. This option will recognize the [Clipboard Setup options](#) you've defined for pasting.

<p><b>NOTE:</b> If you establish a link from <b>QuickVerse</b> to your word processor, you'll also be using this dialog to paste verses from within your word processing program. See <a href="#">Word Processor Customization</a> for details.</p>
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See also:  
[Edit Menu](#)

## Word Processor Customization



The **QuickVerse** Word Processor Customization feature provides another way to import **QuickVerse** Bible text into word processors (or other application programs) that do not support DDE. This feature works for many Windows applications containing an Edit menu with a Paste command. As with DDE, Word Processor Customization is the equivalent of copying verses to the Windows Clipboard from **QuickVerse** and then pasting them into word processor documents, but the direct link allows you to perform the entire process from your word processor. Once you set up this option in **QuickVerse**, the only stipulation is that **QuickVerse** must be open before you access it from your word processor.

This process requires three main steps:

1. [Setting Up Word Processor Customization](#)
2. [Creating the Link](#)
3. [Accessing \*\*QuickVerse\*\* from Your Word Processor](#)

## Opening and Creating Files



**QuickVerse** allows you to create text files which you can open and use in a word processor. Before you can place verses in a file, you must open or create a file.

### To create a new file:

1. Choose Open File from the File menu. The Open File dialog box appears.
2. Verify the directory in which you want to place the file. By default, the program uses the **QuickVerse** directory (for example, C:\QVWIN), but you can choose another directory. You can configure **QuickVerse** to access the new directory automatically. See [Directories](#) for more information.
3. Type the name of the new file in the Text File field and click OK. File names consist of eight or fewer characters for the name, a period, and a three-character extension. It is customary to use the extension .TXT for text files, but **QuickVerse** will let you enter any file name you desire.
4. The system displays a message asking if you want to create the new file. Click Yes. The file opens, and you'll see the file's name indicated in the status bar of the **QuickVerse** window. Once a file is open, you can save verses to it.

### To open an existing file:

- \* Choose Open File from the File menu and find the file name in the Files list in the Open File Dialog box. If you have stored your text files in a directory other than **QuickVerse**, double-click on the directory to display its files. Select the file and click OK.

Notice that the name of the open file is displayed on the status bar on the bottom of the **QuickVerse** Desktop.

See also:

[Adding Verses to Files](#)

[Setting File Options](#)

[Using Files](#)

## Setting File Options



Once you've opened or created a file, you may want to define some file options before placing verses in it to make use of the numerous automatic formatting options available in **QuickVerse**. Choose File Setup from the File menu to open the File Setup dialog box. This dialog allows you to specify the verse format, file margins, whether to include book and translation names for verses, notes attached to inserted verses, and whether you want quotations to appear around verses. Click OK when you've chosen all the options you wish to use. You can open the dialog again at any time and adjust your selections.

Choose from the following topics to learn more about setting up files:

[Verse Format](#)

[Margins](#)

[More Setup Options](#)

See also:

[Saving Verses to a File](#)

## Closing Files



**QuickVerse** automatically closes and saves your text files when you exit the program. If you are working on a text file and open a second one, **QuickVerse** closes the first file. If you want to close a file manually, select Close File from the File menu.

After you create and save a file, import it into your word processor to create your sermon or Bible study. Refer to your word processor documentation for details on importing ASCII files.

## Print Setup



With Print Setup you can indicate how **QuickVerse** prints verses. You can choose the verse format, margins, and other options to ensure your printed output appears just the way you want. To use Print Setup, select Print Setup from the Print menu. In the Printer Setup dialog box that appears, click the button beside the [Verse Format](#) option you want to use for printed verses.

In the Printer Setup dialog, specify the left and right verse margins in inches. Type the top and bottom margins in inches. If you include your notes with verses, type the left and right margins of the notes, also in inches. You may want to indent your notes to distinguish them from the printed verses and make them easier to read. Click the OK button when you've completed the setup.

To select the desired font and point size of the printed text, select Bible Font or Note Font from the [Fonts menu](#) to select the font for Bible and note text; then choose Printer to open a font selection dialog. Choose the font and point size of the Bible and note text to cause the output to appear in the selected format.

## Using Bible Illustrator with QuickVerse



**Bible Illustrator** can be activated or searched by selecting Bible Illustrator from the Search menu. This menu item acts differently depending on whether or not any text is selected in the active Bible window. If no text is selected, then this menu item simply activates (or switches to) **Bible Illustrator**. However, if text is highlighted, selecting this menu item will not only switch to the program, but also ask it to search for the selected text. For instance, if you highlight the word "faith" in either the Bible text window or in a Note window, selecting Bible Illustrator from the Search menu will cause the program to open and search for "faith."

## Nave's Topical Bible



**Nave's Topical Bible** organizes the Bible by topic, allowing you to search over 20,000 topics and subtopics. If you've purchased **Nave's**, you'll find it a useful addition to **QuickVerse**. Use **Nave's** by itself in a search or in combination with other search options. You can add your own topics to **Nave's**, modify existing topics, or change the references cited under a topic.

Click on a topic below to learn how to:

[Access \*\*Nave's\*\*](#)

[Search with \*\*Nave's\*\*](#)

[Create New \*\*Nave's\*\* Topics and Subtopics](#)

[Modify Topics and Subtopics](#)

[Delete Topics and Subtopics](#)

[Copy \*\*Nave's\*\* Topics](#)

## Using a Concordance



Concordances, such as **Strong's Concordance** and the **New American Standard Exhaustive Concordance (NASC)** are add-on modules for use with **QuickVerse**. **Strong's Concordance** is intended to be used as a guide for studying the Scriptures as they were written in their original languages. The **NASC**, although not an original language Bible, provides insight into the original languages used to prepare the New American Standard Bible.

**Strong's Concordance** is based on "Strong's Exhaustive Concordance of the Bible." The text contains [transliterated](#) Hebrew or Greek words that are spelled phonetically with English characters (that is, **NOT** Hebrew or Greek characters). The word order of the transliteration is based on the King James Version.

The **NASC** is based on the "New American Standard Exhaustive Concordance of the Bible." It also contains [transliterated](#) Hebrew and Greek words. The word order of the transliteration is based on the New American Standard Bible.

If you've installed the **Strong's Concordance** or the **NASC**, you'll also have access to the corresponding Hebrew and Greek Dictionary option on the **QuickVerse** Windows menu. This dictionary is used when you perform a KJV or NASB Word Study.

For more information on using concordances, see:

[Viewing a Concordance](#)

[Tips for Using \*\*Strong's Concordance\*\*](#)

[Tips for Using the \*\*NASC\*\*](#)

[KJV Word Study](#)

[NASB Word Study](#)

[The Dictionary Definition Window](#)

[Searching a Concordance](#)

[Using a Concordance Dictionary](#)

[Signs Employed in the Greek](#)

[Signs Employed in the Hebrew](#)

[Symbol List--Hebrew Bible](#)

[Symbol List--Greek Bible](#)

[Hebrew and Greek Word Format](#)

## Creating New Nave's Topics and Subtopics

**QuickVerse** gives you the flexibility to add new **Nave's** topics and subtopics or modify existing ones, making it easy to customize **Nave's** to suit your needs. For instance, you might add the subtopic love to the topic marriage. If you want to add verses to a topic or subtopic, you must first create an index file containing the verses.

### To create new topic and subtopic entries in Nave's:

1. Create a **QuickVerse** [index file](#) containing the verses for your new topic.
2. Click the Search icon to display the Search dialog box.
3. Place your cursor in the **Nave's** field and click the Topic List button. The **Nave's Topical Bible** dialog box appears.
4. Highlight the place where you want to insert the new topic. The new topic will appear below the one you highlight.
5. Select Insert from the Edit menu to open the Insert **Nave's** Topic dialog.
6. Type the name of the topic you want in the Topic field.
7. Choose one of the following:
  - \* **Same.** **QuickVerse** places the topic on the same outline level as the highlighted topic. If the highlighted topic is a main topic, **QuickVerse** places the new entry in alphabetical order regardless of which topic is highlighted. For example, if you highlight Abraham and try to insert Sarah, **QuickVerse** inserts the new topic alphabetically within the S section.
  - \* **Next.** **QuickVerse** places the topic on the next lower outline level and immediately following the highlighted topic.
8. Define the verses associated with the new topic. Choose one of the following:
  - \* **None.** By convention, no verses are assigned to any entry that has subentries. However, you can assign verses if you want.
  - \* **Use index file.** Assign verses from an index file. Scroll through the Directories and Files lists to locate the correct index file and highlight it.
9. Click the OK button. **QuickVerse** inserts the new topic entry.

See also:

[Creating Cross References in Nave's](#)

## Modifying Nave's Topics and Subtopics

You can change the name of a topic or subtopic, add new verses, replace existing verses with those in the current index, or delete all verses associated with the topic. To add verses, first create an index file containing them. To modify **Nave's** topics and subtopics:

1. Click the Search icon to display the Search dialog box.
2. Place your cursor in the **Nave's** field and click the Topic List button. The **Nave's Topical Bible** dialog box appears.
3. Highlight the topic you want to change.
4. Select Modify from the Edit menu to open the Modify **Nave's** Topic dialog.
5. If you want to change the topic name, type the new name in the Topic field. If you change the name of a main topic, **QuickVerse** places the topic and its subtopics in alphabetical order.
6. To modify verses associated with the topic, choose one:
  - \* **No change**. Doesn't change the verses.
  - \* **ADD from Index**. Adds verses from the index you specify to existing verses of the topic. Existing verses in the topic are not affected.
  - \* **REPLACE from index**. Replaces current verses associated with the topic with verses from the index you specify. Existing verses are lost.
  - \* **None for this topic**. Deletes any verses associated with a topic.
7. Click the OK button. **QuickVerse** modifies the topic entry.

See also:

[Searching with Nave's](#)

[Creating New Nave's Topics and Subtopics](#)

[Copying Nave's Topics](#)

## Deleting Nave's Topics and Subtopics

In addition to adding to and modifying **Nave's** topics, you can also delete topics and subtopics. For example, you might delete a topic or subtopic you created if the information isn't useful anymore. If you delete a topic with subtopics beneath it, all of the subtopics are also deleted.

Deleting topics and subtopics doesn't make the **Nave's** file smaller. The program maintains a record of deleted space in the file and reuses it as you add or modify entries. To delete **Nave's** topics and subtopics:

1. Click the Search icon to display the Search dialog box.
2. Place your cursor in the **Nave's** field and click the Topic List button. The **Nave's Topical Bible** dialog box appears.
3. Highlight the topic you want to delete.
4. Select Delete from the Edit menu. **QuickVerse** displays a message asking you to verify the deletion. (Remember, if you delete a topic with subtopics, all of the subtopics are also deleted.)
5. Click the Yes button to delete the topic or subtopic, or click the No button to cancel the deletion.

See also:

[Searching with Nave's](#)

[Creating New Nave's Topics and Subtopics](#)

[Modifying Topics and Subtopics](#)

[Copying Nave's Topics](#)

## Copying Nave's Topics

You can file, index, or print sections of the **Nave's** outline or copy them to the clipboard. To do this:

1. Click the Search icon to display the Search dialog box.
2. Place your cursor in the **Nave's** field and click the Topic List button. The **Nave's Topical Bible** dialog box appears.
3. Highlight the topic or subtopic you want.
4. Click Copy To. The **Nave's Topical Bible: Copy To** dialog opens. Indicate the destination for the selected item. Choose one:
  - \* **Clipboard.** Copies the topic and any subtopics to the clipboard. See [Clipboard Setup](#) for more information.
  - \* **File. QuickVerse** copies the topic and subtopics to the current file. Remember, you can configure the file format in which **QuickVerse** saves the verses. See [Setting File Options](#) for details.
  - \* **Index. QuickVerse** copies the verses from the topic and any subtopics you indicate to the current index.
  - \* **Printer. QuickVerse** sends the topic or subtopic to a printer. To configure how **QuickVerse** prints the verses, see [Print Setup](#).

See also:

[Searching with Nave's](#)

[Creating New Nave's Topics and Subtopics](#)

[Modifying Topics and Subtopics](#)

[Deleting Topics and Subtopics](#)

## Creating Cross References in Nave's

Reference other **Nave's** entries that pertain to a newly-created topic by inserting see cross-references. Simply create a new subtopic. The format for the cross-reference is:

See TOPIC|subtopic|subtopic....

Vertical bars separate each subtopic; so to create a cross-reference to the entry, Called AHIMELECH below:

ABIATHAR

1. High Priest

Called AHIMELECH

Called ABIMELECH

the proper entry would be:

See ABIATHAR|1. High Priest|Called AHIMELECH

See also:

[Searching with Nave's](#)

[Modifying Topics and Subtopics](#)

[Deleting Topics and Subtopics](#)

[Copying Nave's Topics](#)

## Viewing a Concordance



Use the same **QuickVerse** commands that open any Bible translation to open a concordance such as **Strong's Concordance**.

1. Select Open Bible from the Windows menu.
2. Select the **Strong's Concordance** or the **NASC** and press click OK. (Note: You must install these **QuickVerse** add-on modules before you can open them.)

A new [Bible window](#) will be opened to contain the [transliterated](#) Bible text and the definition window. The text in the Bible window contains transliterated Hebrew or Greek words displayed in a format similar to the English texts.

The word order of Strong's transliteration is based upon the word order in the King James Version. (The NASC is based on the NASB.) For example the KJV text for Genesis 1:1 reads:

In the beginning God created the heaven and the earth.

In the transliterated Hebrew, it reads:

re'shiyth 'elohiym bara'. shamayim . . 'erets.

You can customize the display of the Hebrew/Greek translation window to show the [Strong's number](#) the word in the original language, or both. To do so, choose display from the Options menu. Click the "Numbers," "Words," or "Both" option in the Hebrew and Greek Word Format section of the Display Options dialog box.

For more details on using a Concordance, see:

[Tips for Using Strong's Concordance](#)

[Tips for Using the NASC](#)

[The Dictionary Definition Window](#)

[Searching a Concordance](#)

[Using a Dictionary](#)

## Tips for Using Strong's Concordance



See the following topics for tips on using **Strong's Concordance**:

[Words Not Included in Concordances](#)

[Symbols Used in Concordances](#)

[Duplicated Words in Concordances](#)

[Errors in \*\*Strong's Concordance\*\*](#)

[Symbols in \*\*Strong's\*\* Greek Bible](#)

[Symbols in \*\*Strong's\*\* Hebrew Bible](#)

[Signs Employed in \*\*Strong's\*\* Greek](#)

[Signs Employed in \*\*Strong's\*\* Hebrew](#)

## The Dictionary Definition Window



When you open a concordance such as **Strong's** or the **NASC** to view the Hebrew/Greek translation (or [transliterated](#) Hebrew/Greek text), the corresponding dictionary automatically appears in a definition window (HG.DCT or NASC.DCT) below the translation. The definition of the (highlighted) Hebrew or Greek word appears in this window.

The definition window is like a note file; you can add, change, or delete entries at any time. When you change the definition of a word in one verse, the new definition applies to each occurrence of the word in the Bible.

Before making any changes, first consider that if an update to the concordance is ever issued, any changes you have made to your copy of the file will not be carried into the updated version.

**NOTE:** The NASC dictionary is installed as a READ ONLY mode to prevent you from making any accidental changes. If you wish to edit the definitions, you must first change the file's attributes. To do so, open your Windows File Manager and locate the NASC.DCT file. (Assuming you didn't change default directories, the file will be under the NASC subdirectory of your QuickVerse (QVWIN) directory.) Highlight the NASC.DCT file, then select Properties from the File menu of the File Manager. In the Attributes dialog that appears, click on the Read Only check box to remove the check mark. Now you can make changes to the dictionary.

To edit a definition in the Definition window,

1. Highlight the word you want. The definition appears.
2. Click your cursor in the note window or select Write Note from the Notes menu to make the Note window active.
3. Your cursor appears in the definition window and you can change the definition as necessary. You can use the [Edit menu](#) functions to modify the text as you wish.

See also:

[Viewing a Concordance](#)

[Tips for Using \*\*Strong's\*\* Concordance](#)

[Tips for Using the \*\*NASC\*\*](#)

[Searching a Concordance](#)

[Using a Concordance Dictionary](#)

[The Hebrew and Greek Word List](#)

## Searching a Concordance



To perform a search of a concordance, such as **Strong's Concordance**, you must first open the concordance by choosing Open Bible from the Windows menu and selecting the concordance as the Bible option. Once the transliteration is open and the Bible window containing **Strong's** is active, choose Search from the Search menu. Then complete the Phrase field by entering one of the following:

- \* **Type the Hebrew or Greek word.** For example, enter agape (agapay in the **NASC**). If you search for a word without its Strong's number, **QuickVerse** finds all words spelled the same, regardless of the number. For example, if you searched for 'abad, **QuickVerse** finds H5647, H5648, H5649, H565, H6, and H7.
- \* **Type the Strong's number.** An H (Hebrew) or G (Greek) must precede the number, for instance G26.
- \* **Type both the word and number.** Separate the two with a colon, such as agape:G26.
- \* **Use the Word List.** With the cursor in the Phrase field click the Word List button to display all the Hebrew and Greek words in the Bible. Use the arrow keys to scroll through the list or type the first few letters of your selection. Press Enter to select a word and return to the Search window. The word you selected appears in the Phrase field.
- \* **Use a wild card.** Type the first few characters of the word and/or Strong's number followed by an asterisk (\*). Wild card searches let you generate a list of all verses beginning with the Strong's number or containing words beginning with those letters. For example, type 'el:H4\* to find all 'el words that have a Strong's number starting with 4 (410, 411, etc.). If you type el\*, **QuickVerse** finds all words that start with the letters el, regardless of the Strong's number.

Once you've completed the Phrase field, click Search. **QuickVerse** displays a Search list window of all the verses containing the word or phrase you specified.

For more information, see:

[Viewing a Concordance](#)

[Tips for Using Strong's Concordance](#)

[Tips for Using the NASC](#)

[The Dictionary Definition Window](#)

[Using a Dictionary](#)

[The Hebrew and Greek Word List](#)

## Using a Concordance Dictionary



When you're using a Hebrew and Greek transliterated Bible, such as **Strong's Concordance**, you'll find the corresponding Dictionary option from the Windows menu to be useful in your study.

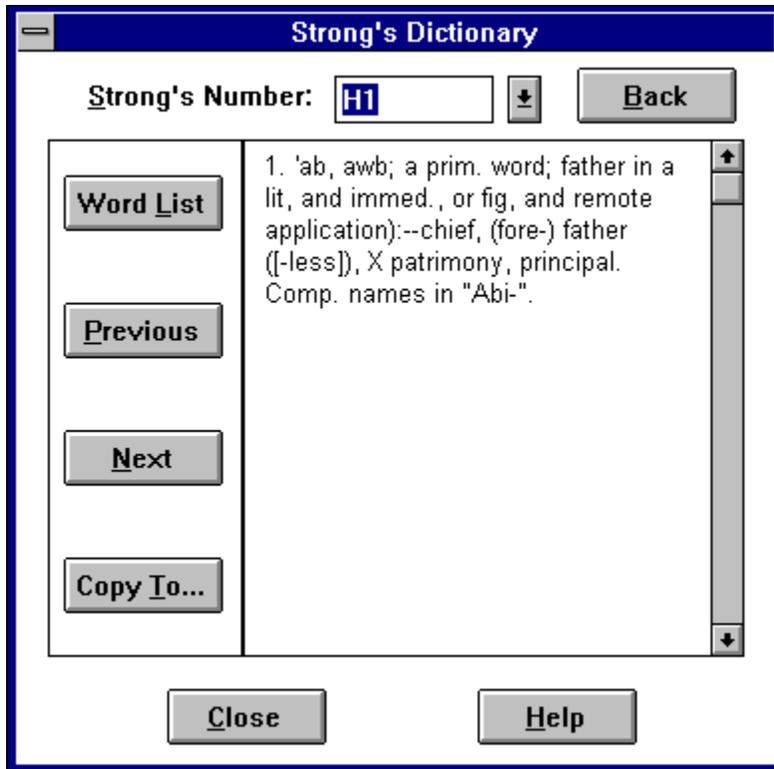
The dictionary is especially valuable when you want to look up cross references mentioned in the definition of a Hebrew or Greek word that you've highlighted in the concordance window. Often the cross references to another Hebrew/Greek word is indicated by a number rather than its spelling.

To access the word and definition that corresponds to a [Strong's number](#), you can use the Strong's Dictionary (or the NAS Concordance Dictionary, if you're working with the **NASC**). Instructions for both options follow.

### To use the Strong's Dictionary Window,

1. Select Strong's Dictionary from the Windows menu to display the Strong's Dictionary Window.
2. Type the Strong's number of interest into the Strong's Number field. Preface the number with an "H" to indicate the number is a Hebrew word (H1024), or a "G" to indicate the number is a Greek word (G1024).
3. Press Enter to view the definition. If the definition is too large to be completely displayed, you can use the up and down arrow keys to scroll it in the window.
4. Once the definition is displayed, press the Copy To button to transfer the definition to the open text or index file, to the printer, or to the Windows Clipboard.
5. In the Copy To dialog, select the items and their destination by clicking on the options you want. The note margins specified in the file or print setup dialog, will be used if you choose one to copy the definition to a file or printer.
6. Click OK.

In addition to the Copy To button, you can use other buttons when you're working in the Strong's Dictionary Window. Click on any of the buttons in the illustration below for more information.



To use the NASC Dictionary window,

NOTE: With the **NASC**, most cross references in the Definition (note) window are linked text. Clicking on any of these highlighted Strong's Numbers will automatically open the NASC Dictionary to the definition of the Greek or Hebrew word referenced by the number.

To open the NASC Dictionary window manually and use it,

1. Select the NASC Dictionary from the Windows menu to display the NASC Dictionary Window.
2. Type the Strong's number of interest into the Strong's Number field. Preface the number with an "H" to indicate the number is a Hebrew word (H1024), or a "G" to indicate the number is a Greek word (G1024).  
Since the **NASC** includes more words than Strong's, some of the **NASC** words also have a letter suffix (a, b, c, etc.). Include this suffix, if necessary.
3. Follow steps 3 through 6 for using the Strong's Dictionary.

See also:

[Viewing a Concordance](#)

[Tips for Using Strong's Concordance](#)

[Tips for Using the NASC](#)

[The Dictionary Definition Window](#)

[Searching a Concordance](#)

## Words Not Included in Concordances



Not every word in the King James Version has a corresponding Hebrew or Greek word. Periods (.) in the definition show the positions of words that are not included in **Strong's Concordance**. For example, 47 words, such as articles and prepositions (for example, and, from, them), are excluded from Strong's Exhaustive Concordance. (This method is also used in the **NASC**.)

As an example, the first word of Genesis in Hebrew is actually b'reshiyth, but Strong's transliteration removes the preposition b', leaving only the root word, re'shiyth. The ellipsis is indicated in the text by a period. Nor does the article "the" have a corresponding Hebrew article in the text, but was necessary for the translation, so its lack of a Hebrew counterpart is also indicated by a period.

The same principle applies the particle et, which indicates the direct object in a sentence and has no English counterpart, and to the Hebrew word shamayim, which in the original Hebrew text begins with the article ha'. Strong's lists only the root word shamayim (in its plural form). In Hebrew, most prepositions, articles, and conjunctions are attached to words as prefixes or suffixes. Strong's omits them in order to show the root word.

See also:

[Viewing a Concordance](#)

[Tips for Using \*\*Strong's Concordance\*\*](#)

[Tips for Using the \*\*NASC\*\*](#)

[The Dictionary Definition Window](#)

[Searching a Concordance](#)

[Using Strong's Dictionary](#)

## Symbols Used in Concordances



A dash (-) between two Hebrew or Greek words indicates that both words are translated into one word in the King James Version. For example, in Galatians 6:7, hos - ean is translated into "whatsoever." Note that dashes are separated by spaces from the Hebrew or Greek words. This distinguishes them from hyphens (for example, bath-sheba), which are part of the spelling and indicate one word.

This method is also employed in the New American Standard Bible which translates hos - ean as whatever.

Underscores ( \_ ) in the Hebrew and Greek text join two or more words identified by one Strong's number. For instance, in abed\_negow in the Hebrew and Greek definition window is abed negow in Strong's Exhaustive Concordance.

See also:

[Viewing a Concordance](#)

[Tips for Using \*\*Strong's Concordance\*\*](#)

[Tips for Using the \*\*NASC\*\*](#)

[Symbol List--Hebrew Bible](#)

[Symbol List--Greek Bible](#)

## Duplicated Words in Concordances



You may run across a Hebrew or Greek verse with duplicated words. This repetition is based on "Strong's Exhaustive Concordance," which references consecutive English words in a verse with the same Strong's number. For instance, look at Romans 1:31 (KJV): Without understanding, covenant breakers, without natural affection, implacable, unmerciful:. In the definition window, without and understanding are each translated as asunetos:G801.

Although the sample verse is translated differently in the New American Standard Bible, the duplication is the same, since the NASC also uses Strong's numbers.

See also:

[Viewing a Concordance](#)

[Tips for Using \*\*Strong's Concordance\*\*](#)

[Tips for Using the \*\*NASC\*\*](#)

[The Dictionary Definition Window](#)

[Searching a Concordance](#)

[Using a Dictionary](#)

## Errors in Strong's Concordance



Although errors are rare, you may find an incorrectly translated word in the transliteration. This is because the transliterated Bible is based on "Strong's Exhaustive Concordance," which may contain typographical errors. We have corrected literally thousands of the errors which occur in every printed copy of "Strong's Exhaustive Concordance." However, write and let us know if you find an additional one. It is our goal to ensure the highest degree of accuracy in the translation of Hebrew and Greek words.

See also:

[Viewing a Concordance](#)

[Tips for Using \*\*Strong's Concordance\*\*](#)

[Tips for Using the \*\*NASC\*\*](#)

[The Dictionary Definition Window](#)

[Searching a Concordance](#)

[Using a Dictionary](#)

## Symbol List--Strong's Hebrew Bible



Following is a list of the abbreviations and symbols from Strong's Dictionary of the Words in the Hebrew Bible:

abb. = abbreviated, abbreviation  
absol. = absolute, absolutely  
abstr. = abstract, abstractly  
act. = active, actively  
adj. = adjective, adjectively  
adv. = adverb, adverbial, adverbially  
aff. = affix, affixed  
affin. = affinity  
appar. = apparent, apparently  
arch. = architecture, architectural, architecturally  
art. = article  
artif. = artificial, artificially  
Ass. = Assyrian  
A.V. = Authorized Version  
Bab. = Babylon, Babylonia, Babylonian  
caus. = causative, causatively  
Chald. = Chaldaism, Chaldee  
collat. = collateral, collaterally  
collect. = collective, collectively  
comp. = compare, comparative, comparatively, comparison  
concr. = concrete, concretely  
conjec. = conjecture, conjectural, conjecturally  
conjug. = conjugation, conjugational, conjugationally  
conjunc. = conjunction, conjunctive, conjunctively  
constr. = construct, construction, constructive, constructively  
contr. = contracted, contraction  
correl. = correlated, correlation, correlative, correlatively  
corresp. = corresponding, correspondingly  
def. = definite, definitely  
denom. = denominative, denominatively  
der. = derivation, derivative, derivatively  
desc. = descendant, descendants  
E. = East, Eastern  
e.g. = *exempli gratia*, for example  
Eg. = Egypt, Egyptian, Egyptians  
ellip. = ellipsis, elliptical, elliptically  
equiv. = equivalent, equivalently  
err. = erroneous, erroneously, error  
esp. = especial, especially  
etym. = etymology, etymological, etymologically  
euphem. = euphemism, euphemistic, euphemistically  
euphon. = euphonically, euphonious  
extern. = external, externally  
infer. = inference, inferential, inferentially  
fem. = feminine

fig. = figurative, figuratively  
for. = foreign, foreigner  
freq. = frequentative, frequentatively  
fut. = future  
gen. = general, generally, generalical, generically  
Gr. = Graecism, Greek  
gut. = guttural  
Heb. = Hebraism, Hebrew  
i.e. = id est, that is  
ident. = identical, identically  
immed. = immediate, immediately  
imper. = imperative, imperatively  
impl. = implication, implied, impliedly  
incept. = inceptive, inceptively  
incl. = including, inclusive, inclusively  
indef. = indefinite, indefinitely  
infin. = infinitive  
inhab. = inhabitant, inhabitants  
ins. = inserted  
intens. = intensive, intensively  
intern. = internal, internally  
interj. = interjection, interjectional, interjectionally  
intr. = intransitive, intransitively  
Isr. = Israelite, Israelites, Israelitish  
Jerus. = Jerusalem  
Levit. = Levitical, Levitically  
lit. = literal, literally  
marg. = margin, marginal (reading)  
masc. = masculine  
mean. = meaning  
ment. = mental, mentally  
mid. = middle  
modif. = modified, modification  
mor. = moral, morally  
mus. = musical  
nat. = native, natural, naturally, nature  
neg. = negative, negatively  
obj. = object, objective, objectively  
or. = origin, original, originally  
orth. = orthography, orthographical, orthographically  
Pal. = Palestine  
part. = participle  
pass. = passive, passively  
patron. = patronymic, patronymically  
perh. = perhaps  
perm. = permutation (of allied letters)  
pers. = person, personal, personally  
Pers. = Persia, Persian, Persians  
phys. = physical, physically  
plur. = plural  
poet. = poetry, poetical, poetically  
pos. = positive, positively  
pref. = prefix, prefixed  
prep. = preposition, prepositional, prepositionally  
prim. = primitive

prob. = probable, probably  
prol. = prolonged, prolongation  
pron. = pronominal, pronominally, pronoun  
prox. = proximate, proximately  
rad. = radical  
recip. = reciprocal, reciprocally  
redupl. = reduplicated, reduplication  
refl. = reflexive, reflexively  
rel. = relative, relatively  
relig. = religion, religious, religiously  
second. = secondarily, secondary  
signif. = signification, signifying  
short. = shortened, shorter  
sing. = singular  
spec. = specific, specifically  
streng. = strengthening  
subdiv. = subdivision, subdivisional, subdivisionally  
subj. = subject, subjective, subjectively  
substit. = substituted  
superl. = superlative, superlatively  
symb. = symbolical, symbolically  
te. = technical, technically  
tran. = transitive, transitively  
transc. = transcription  
transp. = transposed, transposition  
unc. = uncertain, uncertainly  
var. = variation

See also:

[Signs Employed in the Hebrew](#)

[Signs Employed in the Greek](#)

[Symbol List--Strong's Greek Bible](#)

## Symbol List--Strong's Greek Bible



Following is a list of abbreviations and symbols used in Strong's Dictionary of the Words in the Greek New Testament:

abst. = abstract (-ly)  
acc. = accusative (case)  
adv. = adverb (-ial) (-ly)  
aff. = affinity  
alt. = alternate (-ly)  
anal. = analogy  
app. = apparent (-ly)  
caus. = causative (-ly)  
cer. = ceremony,  
ceremonial(-ly)  
Chald. = Chaldee  
Chr. = Christian  
coll. = collective (-ly)  
comp. = comparative, compare, comparatively, compound (-s)  
concr. = concrete (-ly)  
corr. = corresponding  
dat. = dative (case)  
der. = derivation, derivative, derived  
dim. = diminutive  
dir. = direct (-ly)  
E. = East  
eccl. = ecclesiastical (-ly)  
Eg. = Egypt (-ian)  
ell. = ellipsis, elliptical (-ly)  
eq. = equivalent  
esp. = especially  
euph. = euphemism, euphemistic, euphemistically  
ext. = extension  
fem. = feminine  
fig. = figurative (-ly)  
for. = foreign  
gen. = genitive (case)  
Gr. = Greek  
Heb. = Hebraism, Hebrew  
i.e. = id est, that is  
imper. = imperative  
imperf. = imperfect  
impers. = impersonal (-ly)  
impl. = implication, implied  
incl. = including  
ind. = indicative (-ly)  
indiv. = individual (-ly)  
inf. = infinitive  
inh. = inhabitant (-s)  
intens. = intensive (-ly)

intr. = intransitive (-ly)  
invol. = involuntary, involuntarily  
irr. = irregular (-ly)  
Isr. = Israelite (-s), Israelitish  
Jer. = Jerusalem  
Lat. = Latin  
lit. = literal (-ly)  
mean. = meaning  
ment. = mental (-ly)  
mid. = middle (voice)  
mor. = moral (-ly)  
mult. = multiplicative  
nat. = natural (-ly)  
neg. = negative (-ly)  
neut. = neuter  
obj. = objective (-ly)  
obs. = obsolete  
or. = origin (-al) (-ly)  
Pal. = Palestine  
part. = participle  
pass. = passive (ly)  
perh. = perhaps  
pers. = person (-al) (-ly)  
phys. = physical (ly)  
pl. = plural  
pos. = positive (-ly)  
pref. = prefix (-ed)  
prim. = primary  
prob. = probably  
prol. = prolongation, prolonged  
prim. = primary  
prob. = probably  
prol. = prolongation, prolonged  
pron. = pronominal (-ly), pronoun  
prop. = properly  
redupl. = reduplicated, reduplication  
refl. = reflexive (-ly)  
rel. = relative (-ly)  
Rom. = Roman  
sing. = singular  
spec. = special (-ly)  
subj. = subjective (-ly)  
sup. = superlative (-ly)  
tech. = technical (-ly)  
term. = termination  
trans. = transitive (-ly)  
transp. = transposed, transposition  
typ. = typical (-ly)  
unc. = uncertain  
var. = variation, various  
voc. = vocative  
vol. = voluntarily, voluntary

See also:

[Signs Employed in the Hebrew](#)

[Signs Employed in the Greek](#)

Symbol List--Hebrew Bible

## Signs Employed in Strong's Greek



- + (addition)--Denotes a rendering in the Authorized Version (AV) of one or more Greek words in connection with the one under consideration.
  
- X (multiplication)--Denotes a rendering in the AV that results from an idiom peculiar to the Greek.
  
- () (parenthesis)--In the renderings from the AV, denotes a word or syllable sometimes given in connection with the principal word to which it is annexed.
  
- [ ] (bracket)--In the rendering from the AV, denotes the inclusion of an additional word in the Greek.

See also:

[Signs Employed in the Hebrew](#)

## Signs Employed in Strong's Hebrew



- + (addition)--Denotes a rendering in the Authorized Version (AV) of one or more Hebrew words in connection with the one under consideration.
  
  - X (multiplication)--Denotes a rendering in the AV that results from an idiom peculiar to the Hebrew.
  
  - () (parenthesis)--In the renderings from the AV, denotes a word or syllable sometimes given in connection with the principal annexed.
  
  - [ ] (bracket)--In the rendering from the AV, denotes the inclusion of an additional word in the Hebrew.
- Comments**--At the end of a rendering from the AV, denote an explanation of the variations from the usual form.

See also:

[Signs Employed in the Greek](#)

## Using a Mouse



You'll be selecting **QuickVerse** options using either the keyboard or a Microsoft (or compatible) mouse. Before you run **QuickVerse**, make sure the "mouse driver" software provided with the mouse has been properly installed. If you have questions about mouse installation, consult the installation instructions included with your mouse package.

Because most Windows users tend to use a mouse, we emphasize mouse operation in our program documentation and in the online help. If you are new to mouse operations, please refer to your Windows manual for assistance.

See also:

[Operating Buttons](#)

[Shortcut Keys](#)

## Operating Buttons



Command buttons can perform actions, complete actions, and open windows to additional program features. They look much like buttons on any electronic device, but rather than "pressing" the button, you click on it with your mouse or press one or two associated keys on your keyboard. This is called "executing" the button.

To execute a button, do one of the following:

- \* Position the mouse cursor on it and click.
- \* Press and hold the Alt key and press a button's highlighted [pick letter](#) (if any).
- \* Press the arrow keys or Tab until the cursor or highlight has moved to the desired button; then press **Enter**.

For example, in the [Open Bible dialog](#), after you've selected the Bible and note file you would like to open, click OK to open the translation.

Common buttons you'll see include:



Click on each button shown here to pop up a description of that button's function.

Buttons on the [icon bar](#) operate in the same manner as buttons in dialogs. Simply place the pointer over the button you wish to activate, and click the left mouse button.

## **OK Button**

---

Click OK when you've made your selections in a dialog box and wish to complete the action.

## **Help Button**

---

Click on this button in a dialog box to open context-sensitive help for the dialog box you have open.

## **Cancel Button**

---

Click on this button in a dialog box if you wish to abandon any selections or changes you've made in the open dialog box.

## Using Shortcut Keys



You can use the following shortcut keys to carry out the designated functions. To use the key combinations, press and hold the first key indicated; then press the second key listed. For example, to access the Go To Verse function, press and hold the Control key and press the letter G on your keyboard. If two sets of key combinations are listed, you have the option of using either set to access those functions.

Online Help	F1
Cut	Ctrl+X or Shift+Del
Copy	Ctrl+C or Ctrl+Ins
Paste	Ctrl+V or Shift+Ins
Delete	Del
Undo	Ctrl+Z or Alt+Backspace
Go To Verse	Ctrl+G
Previous Reference	Ctrl+R
Search	Ctrl+S
Quick Search	Ctrl+Q
List (Search) Occurrences	Ctrl+L
List Notes	Ctrl+N
Write Notes	Ctrl+W
Book Notes	F2
Chapter Notes	Shift+F2
KJV Word Study	Ctrl+K
NASB Word Study	Ctrl+Shift+K
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Open Bible	Ctrl+O
Close Bible	Ctrl+F4
Close All Bibles	Ctrl+A
Next Window	Ctrl+F6
Cascade	Shift+F5
Tile	Shift+F4
Synchronize Windows	Ctrl+Y
Strong's Dictionary	Ctrl+D
NASC Dictionary	Ctrl+Shift+D
Close QuickVerse	Alt+F4

See also:

[Operating Buttons](#)

[Using a Mouse](#)

## Printing a Single Verse

To print one verse, select the verse you want to print. Make sure the current verse marker (>) points to the verse. Then select Print from the File menu and choose Current Verse. Windows verifies that the printer is connected and online before it prints the verse. (To change your default printer, use the Windows Control Panel. If you get an error message, make sure your printer is plugged in, turned on, connected to the computer, online, and full of paper.)

**NOTE:** If you print one verse at a time, each verse prints on a separate sheet of paper, due to Windows conventions. To print several noncontiguous verses on a single sheet of paper, you must [create an index](#) with these verses and print the index, or print a passage (for example: John 3:16-18; Eph 2:8-9).

See also:

[Print Setup Options](#)

## Printing Selected Verses

Select Print from the File menu and choose Selected Verses to print verses currently selected (that is, highlighted by dragging the mouse through the verses in the active Bible window).

Select Print from the File menu and choose All Search Verses to print each verse that matches your last search. **QuickVerse** prints the verses in the translation you used for the search, regardless of the active Bible window on your screen. For example, perhaps you performed a Reference search on Psalm 23 in the KJV, but you switched to the NIV to compare verses. If you select Print, then choose All Search Verses from the NIV, **QuickVerse** prints Psalm 23 in the King James version.

See also:

[Print Setup Options](#)

## Printing Search Verses

Select Print from the File menu and choose All Search Verses to print each verse that matches your last search. **QuickVerse** prints the verses in the translation you used for the search, regardless of the active Bible window on your screen. For example, perhaps you performed a [Reference search](#) on Psalm 23 in the KJV, but you switched to the NIV to compare verses. If you select Print, then choose All Search Verses from the NIV, **QuickVerse** prints Psalm 23 in the King James version.

See also:

[Print Setup Options](#)

## Printing a Passage

Select Print from the File menu and choose A Passage to print a number of consecutive verses. For example, to print a passage for a Christmas program, type Luke 2:1-20 in the Passage field in the Print Passages dialog that opens. Select the desired translation in the field to the right. (If not already open, it opens automatically.) Click OK. **QuickVerse** sends all 20 verses to your printer.

See also:

[Print Setup Options](#)

## Printing an Index

Select Print from the File menu and choose Index to print all verses in your open index file. Each of the verses in the index file will be sent to the printer.

See also:

[Print Setup Options](#)

## Printing a Note

To print a note, select Print from the File menu; then choose Note. The current note is sent to the printer.

See also:

[Print Setup Options](#)

## **Word List**

---

This button is available in the Search dialog when your cursor is positioned in the Phrase field. Click the button to display an alphabetical list of every word mentioned in the Bible and the number of times it occurs.

## More Verse Format Options

The Options listed on the right side of the Clipboard Setup dialog provide you with complete control over the format of the verses you copy to the clipboard for pasting to a word processor.

Choose Clipboard Setup from the Edit menu to open the Clipboard Setup dialog. Use as many options as you would like to create a format tailored to your needs.

The Options in the setup dialog are as follows:

**Abbreviate book names**--The book name appears in shortened form in the reference.

**Include translation name**--The translation abbreviation is placed in the verse reference. The translation abbreviation will be enclosed in parenthesis if you have not specified any delimiters.

**Put quotes around verses**--Quotation marks are placed around each verse you paste.

**Include book notes**--Book notes you've attached to a verse are pasted along with the verse.

**Include chapter notes**--Chapter notes you've attached to a verse are pasted along with the verse.

**Include verse and word notes**--Verse and word notes you've attached to a verse are pasted along with the verse.

**Enable boldface**--Boldface words in the Bible's text or in your notes will appear in boldface. Normal text is used for boldface items if this option is not marked.

**Enable italics**--Italicized words in the Bible's text or in your notes will appear in italics. Normal text is used for italicized items if this option is not marked.

**Enable underline**--Underlined words in the Bible's text or in your notes will be underlined. Normal text is used if this option is not marked.

**Use color for words of Christ**--Words of Christ will include color information. The default color will be used if this option is not marked. If you check this option, you must also designate the color you would like to use. To do so, select Colors from the [Fonts menu](#).

**NOTE:** If you check any one or more of the enable boldface, enable italics, enable underline options and use color for words or Christ, then **QuickVerse** will supply both plain text and rich text format (RTF) representations to the clipboard. Your word processor will choose which format to paste.

**QuickVerse** does NOT supply font information with the RTF text. This is to allow your word processor to set the font. Some word processors use the default Windows font and not the current font.

See also:

[Clipboard Verse Formats](#)

[Pasting to a Word Processor](#)

## Setting Up Word Processor Customization

To set up **QuickVerse** to link to your word processor:

1. Select Customize WP from the Options menu. The Customize Word Processors dialog box will appear.
2. Check the Modify box to the left of the application you want to link to **QuickVerse**. (You can select as many as you like.)
3. If your application does not appear on the list, add it by typing its caption (the program name as it appears in the title bar of the program's main window) in one of the empty boxes in the Word Processor Caption column (or by typing over an existing entry). You need only enter enough characters from the caption so that it can be distinguished from other applications.
4. When you have finished your entries in this box, press the Update button to tell **QuickVerse** to find the checked applications and enable **QuickVerse** pasting.

### Command IDs

The numbers in the ID column are command identification numbers. Command IDs are numbers that Windows uses to tell a program which of its menu items has been selected by the user. Each menu item has a unique ID number.

The default ID number (45000) included in this dialog box is known to be unique for the programs listed (therefore, they should not conflict with other ID numbers in these programs); however, the program ID you assign for any programs you add to this list must be unique within that program. That is, if by chance your program already has a command identified by the number 45000, it will not be able to recognize the **QuickVerse** Customization link command or its own command that uses that ID (or may exhibit unpredictable behavior because of the conflict).

We suggest that you try leaving the ID number set at 45000. Then, if you find that you are unable to complete the link or if selecting some other menu item activates **QuickVerse** Paste or shows unexplained behavior, you will know that the number already exists in your program and you will need to assign a different one. You can assign any number between 0 and 65535. High numbers usually work best.

See also:

[Creating the Link](#)

## Creating the Link

If your word processor was not running when you created the **QuickVerse** link in [Setting Up Word Processor Customization](#), open it and return to the Customize Word Processors dialog box. Press the Update button to initialize the link. Whenever you make any changes to the Customize Word Processor dialog box (including deselecting a link or changing an ID number), execute Update to activate the change.

You may create a link between **QuickVerse** and another application at any time. If neither program is running, start the other application and then start **QuickVerse**. **QuickVerse** may be able to establish the link when it starts. Once both programs are started, if the link is not yet established, make sure the customization setup (in the Customize Word Processors dialog box) is correct. Then press the Update button.

**NOTE:** For some applications, it may be necessary to pull down the Edit menu in that program once before starting the link. If the **QuickVerse** item still is not present, then it is likely that this method will not work with the other application.

Some Windows applications modify their own menus while running, which can sometimes break the link between **QuickVerse** and the application. You can restore the link at any time by pressing the Update button on the Customize Word Processor dialog box.

See also:  
[Accessing QuickVerse from your Word Processor](#)

## Accessing QuickVerse from Your Word Processor

Once you have established the [QuickVerse link](#) to your word processor, you will be able to bring **QuickVerse** Bible text into your word processor whenever you have both programs running. You will notice that a new **QuickVerse** Paste menu item now appears in your word processor Edit menu. To initiate a paste:

1. From the location in your document where you want the Bible text to appear, select the **QuickVerse** Paste menu item. The **QuickVerse** Paste dialog box appears.
2. Enter the reference for the verse or passage you want to import, using the same conventions for designating verses in a **QuickVerse** search (see [Reference Searches](#) for details).
3. Then select the translation from the pull down list on the right side of the dialog. (**Note:** You must have other translations installed in order to copy from them.)
4. Click OK. The Bible text appears in your word processed document (or click Cancel to escape or Help for further information).

## Saving Verses to a File

To save verses to a file:

1. Make sure a file is open in the active [Bible window](#). See [Opening Files](#).
2. Select [File Setup options](#), if desired.
3. Choose File from the File menu.
4. Choose one of the following from the File submenu:
  - \* **Current Verse**. Saves the current verse (the one with the current verse marker [>] beside it) to the file.
  - \* **Selected Verses**. Saves the verses currently selected (that is, highlighted by dragging the mouse in the current Bible window), if any, to the file.
  - \* **All Search Verses**. Saves all the verses matching your last search to the file.
  - \* **A Passage**. Saves a range of chapters, books, or verses to the file. See the [File Passage](#) dialog box.
  - \* **Index**. Saves all verses in the open index to the file.
  - \* **Note**. Saves the current note from the current Bible window.

To view the verses in a file, you must open the file in a word processor.

See also:

[Closing Files](#)

## Data Entry Procedures



Many **QuickVerse** windows and dialog boxes display blank spaces, called fields, ready for you to enter information. You'll enter the information much like you would using any word processor.

When you first access a window or dialog box, a highlight bar or blinking cursor often appears in the first field. This indicates your current location on the screen. To move the highlight from field to field, use **Tab** or your mouse. For example, when you choose **Search** from the **Search** menu, the **Search** dialog opens with your cursor placed in the **Phrase** field. To move the cursor to the next field and others within the dialog, press **Tab** or click your mouse in the desired location.

Fields are designed to accept the keyboard characters that you enter. As you start to type characters, a blinking cursor indicates your location within the field. Characters include letters, numbers, punctuation marks, spaces, and other keyboard symbols.

See also:

[Using a Mouse](#)

[Using Shortcut Keys](#)

## **Pickletter**

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Many options can be accessed using your mouse, or by pressing **Alt** plus the option's associated pickletter. Pickletters are indicated by an underline. For example, to open the File menu using its pickletter, you would press **Alt+F**.

## Screen Elements

To acquaint you with the components of the **QuickVerse** window, this topic describes the screen elements you'll be using to navigate the program. The upper section of the **QuickVerse** window is pictured below. Click on an area to pop-up the description of a particular screen element.



The status bar along the bottom of the **QuickVerse** window displays helpful information as you work with **QuickVerse**. For example, it displays the name of any open index or text files and briefly defines features in the menu. If you prefer, you can hide the status bar by choosing Status Bar from the Options menu.

See also:

[Menu Bar](#)

[Using the Icon Bar](#)

[Options Menu](#)

## Delimiters

Once you've selected a verse format, use the Delimiters fields in the setup dialog to indicate the characters you would like to use to set the verse's reference apart from the rest of the text. You can use up to 4 characters as the delimiters. For example, you might enter << and >> in the Delimiters fields for the Reference Verse item to paste a verse formatted in this way:

<<Gen 1:1 KJV>> In the beginning God created the heaven and the earth.

After selecting a format and indicating the delimiters, look at the Example box below the Verse Format options to see if the verse looks the way you want. The sample in the box shows you how your pasted verse will appear using the options you specified.

Note that when using the Paragraph style, two sets of delimiters are incorporated. The delimiters for the Verse Reference item are used for the first occurrence of the verse reference, and the delimiters you specify in the Paragraph Style fields are used for the embedded verse numbers in the text.

See also:

[Clipboard Setup](#)

[File Setup](#)

[Print Setup](#)

## Verse Format in Files



Open the File Setup dialog by choosing File Setup from the File menu. Use this dialog to indicate the options you would like to use for verses that you place in a text file. In the File Setup dialog, click the button beside the Verse Format option you want. Choose from:

**Reference Verse**--Reference will precede the verse's text--for example,  
(1 Th 5:16 KJV) Rejoice evermore.

**Verse Reference**--Reference will follow the verse's text--for example,  
Rejoice evermore (1 Th 5:16 KJV).

**Separate line**--Verse will be pasted on a line below its reference--for example,  
1 Th 5:16 (KJV)  
Rejoice evermore.

**Verse Only**--Only the verse text will appear--for example, Rejoice evermore.

**Reference only**--Only the verse's reference will appear--for example,  
1 Th 5:16 KJV.

**Paragraph style**--Consecutive verses will be pasted directly after one another with each verse reference embedded in the text. The reference will be surrounded by the delimiting characters you specify to set it apart from the text for example ...all men. {16} Rejoice evermore...

When you've chosen the verse format, select one or more items from the [Options list](#) in the File Setup dialog, clicking the box beside each option you want.

See also:  
[Delimiters](#)

## Options List for Setting Up Files

The Options in the [File Setup dialog](#) are as follows:

**Abbreviate book names**--The book name appears in shortened form in the reference.

**Include translation name**--The translation abbreviation is placed in the verse reference. The translation abbreviation will be enclosed in parenthesis if you have not specified any delimiters.

**Put quotes around verses**--Quotation marks are placed around each verse you paste.

**Include book notes**--Book notes you've attached to a verse are pasted along with the verse.

**Include chapter notes**--Chapter notes you've attached to a verse are pasted along with the verse.

**Include verse and word notes**--Verse and word notes you've attached to a verse are pasted along with the verse.

See also:

[Verse Format](#)

[File Margins](#)

[Delimiters](#)

## **File Setup Dialog Box**

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Open the File Setup dialog by choosing File Setup from the File menu.  
Select options that will affect the display of verses you place in a text file.

## File Margins



To set margins for a text file, open the File Setup dialog by choosing File Setup from the File menu. In the Margins box of the File Setup dialog, set the margins of your file by specifying the left and right verse margins in number of characters. On 8½-inch x 11-inch paper, a standard line is 80 characters. To set one inch margins, type 10 for the left margin and 70 for the right. Note that to set the right margin, you must count the total number of characters from the left edge of the paper.

**NOTE:** When you file verses, **QuickVerse** inserts a hard carriage return at the end of each line of text. To prevent this, click the "Ignore margins" box at the bottom of the File Setup dialog. This produces continuous text with carriage returns only at the end of verses, making it easier to import **Quick Verse** files into your word processor.

If you plan to include your notes with verses you place in a file, type the left and right margins of the notes, also in characters. You can indent your notes to distinguish them from verses making them easier to read.

Click the OK button when you've completed the setup for the open file.

See also:

[Adding Verses to a File](#)

[Opening and Creating Files](#)

## Verse Format for Printed Verses



Choose from the following formats for verses you print. Click on the option you wish to use in the Print Setup dialog box. Open the dialog by choosing Print Setup from the File menu.

**Reference Verse**--Reference will precede the verse's text--for example,  
(1 Th 5:16 KJV) Rejoice evermore.

**Verse Reference**--Reference will follow the verse's text--for example,  
Rejoice evermore (1 Th 5:16 KJV).

**Separate line**--Verse will be pasted on a line below its reference--for example,  
1 Th 5:16 (KJV)  
Rejoice evermore.

**Verse Only**--Only the verse text will appear--for example, Rejoice evermore.

**Reference only**--Only the verse's reference will appear--for example,  
1 Th 5:16 KJV.

**Paragraph style**--Consecutive verses will be pasted directly after one another with each verse reference embedded in the text. The reference will be surrounded by the delimiting characters you specify to set it apart from the text for example ...all men. {16} Rejoice evermore...

See also:

[Printer Margins](#)

## Print Margins



In the Margins box of the Printer Setup dialog, set the margins of your file by specifying the left and right verse margins in number of characters. On 8½-inch x 11-inch paper, a standard line is 80 characters. To set one inch margins, type 10 for the left margin and 70 for the right. Note that to set the right margin, you must count the total number of characters from the left edge of the paper.

If you plan to include your notes with verses you print, type the left and right margins of the notes, also in characters. You can indent your notes to distinguish them from verses making them easier to read.

Click the OK button when you've completed the setup for the verses you plan to print. You can open the dialog again at any time to change the selections you made for printing.

See also:

[More Printing Options](#)

[Printing Verses](#)

## More Printing Options



The Options listed on the right side of the Printer Setup dialog provide you with complete control over the format of the verses you print directly from **QuickVerse**. Choose Print Setup from the File menu to open the Printer Setup dialog.

Use as many options as you would like to create a format tailored to your needs.

The Options in the setup dialog are as follows:

**Abbreviate book names**--The book name appears in shortened form in the reference.

**Include translation name**--The translation abbreviation is placed in the verse reference. The translation abbreviation will be enclosed in parenthesis if you have not specified any delimiters.

**Put quotes around verses**--Quotation marks are placed around each verse you paste.

**Include book notes**--Book notes you've attached to a verse are pasted along with the verse.

**Include chapter notes**--Chapter notes you've attached to a verse are pasted along with the verse.

**Include verse and word notes**--Verse and word notes you've attached to a verse are pasted along with the verse.

**Enable boldface**--Boldface words in the Bible's text or in your notes will appear in boldface. Normal text is used for boldface items if this option is not marked.

**Enable italics**--Italicized words in the Bible's text or in your notes will appear in italics. Normal text is used for italicized items if this option is not marked.

**Enable underline**--Underlined words in the Bible's text or in your notes will be underlined. Normal text is used if this option is not marked.

**Use color for words of Christ**--Words of Christ will include color information. The default color will be used if this option is not marked. If you check this option, you must also designate the color you would like to use. To do so, select Colors from the [Fonts menu](#).

See also:

[Printing Verses](#)

[Delimiters](#)

[Verse Formats](#)

## **Hebrew and Greek Word List**

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Press the Word List button to display the Hebrew and Greek word list. Use this feature to look up a word in the dictionary and view its definition. You can also use it to determine the Strong's number for a specific word.

In the Word List dialog, enter the word you want defined in the Word field. You can also use the scroll bar to view the list, then double-click on the word you want defined.

### **Previous Word**

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Press the Previous button in the Dictionary window to view the definition of the word assigned the Strong's number preceding the number indicated in the Strong's Number field at the top of the window.

### **Next Word**

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Press the Next button in the Dictionary window to view the definition of the word assigned the Strong's number following the number indicated in the Strong's Number field at the top of the window.

## **Close**

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Press the Close button when you've finished using the Dictionary.

## **Help**

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Press the Help button if you need instructions on using the features of the open window or dialog.

## Hebrew and Greek Word List



Use the Hebrew and Greek Word list to determine the Strong's number for a specific word. In the Word List dialog, you can enter a [Strong's number](#) in the Word field or use the [scroll bar](#) to view the list and use the mouse to highlight the word whose definition you want to view.

When you've selected a word from the list or entered the Strong's number into the Word field, click OK. The Word List dialog will close and the definition for the word you chose will appear in the Strong's Dictionary window. You can then use the Strong's Dictionary window buttons to copy the definition to another location, or view the definitions of words around the word you selected.

See also:

[Using Strong's Dictionary](#)

## **Strong's Number**

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A number used to identify the Hebrew and Greek transliterated words in the **Strong's Concordance** and the **New American Standard Exhaustive Concordance (NASC)**. The number is preceded by an H or G, depending on the language (Hebrew or Greek) under consideration.

The indexing system was established by James Strong, who developed a concordance for the KJV Bible in the late 1880s.

## QuickVerse Search Word List

The Word List, available from the Search dialog box, is a list of all the words in the selected translation of the Bible and the number of times they occur.

To use the list, position the cursor in the Phrase field of the Search dialog box and click on the Word List button. When the box opens, scroll through the list until the highlight is positioned on the word you want to use, then click on OK. The selected word appears in the Phrase field.

You can select phrases using the Word List by selecting each word in the phrase in order.

See also:

[Using the Book List](#)

[Using the Strong's Word List](#)

## Using the Book List



The **QuickVerse** Book List is accessed from the Search dialog box. With the cursor positioned in the Reference field of the Search dialog box, the Book List button appears at the bottom. Click this button to display the Book List dialog box containing a list of all the books in the Bible.

Type the name of the book of interest in the Go To field, or use the arrow keys to scroll through the lists. Highlight the desired book, chapter, and verse in each list box. Press **Enter** or click the OK button to confirm your selection. Notice the reference you select from the list appears in the Go To field. When you click OK, you are returned to the Search dialog box, and the reference you selected appears in the Reference field.

See also:

[Reference Searches](#)

## Copy To Dialog for Concordances



In the Copy To dialog for a concordance, select the destination for the selected definition by clicking on the option you want--an index or text file, the printer, or the Clipboard. The note margins specified in the file or print setup dialog, will be used if you choose to copy the definition to a text file or the printer. Click OK when you've made your selections and the definition will be sent to the destination you specified.

## Copy To Dialog Box



In the Copy To dialog, choose the destination for the selected definition by clicking on the option you want--an index or text file, the printer, or the Clipboard.

If you choose to copy the definition to a text file or the printer, the margins specified in the file or print setup dialog will be used.

Click OK when you've made your selections. The definition will be sent to the destination you specified.

See also:

[Print Setup](#)

[Printing](#)

[Pasting to a Word Processor](#)

## Word List Dialog Box

The Word List, available from the Search dialog box, is a list of all the words in the Bible and the number of times they occur.

To use the list, position the cursor in the Phrase field of the Search dialog box and click on the Word List button. When the box opens, scroll through the list until the highlight is positioned on the word you want to use; then click on OK. The selected word appears in the Phrase field.

You can select phrases using the Word List by selecting each word in the phrase in order. For example, click on a word in the word list, and click OK. The word you selected appears in the Phrase field. Click the Word List button again and select another word. When you click OK, the second word you selected will be inserted after the first word in the Phrase field of the Search dialog.

See also:

[Using the Book List](#)

## New Notes Dialog Box



In the New Notes dialog, type a description of the note file you're creating. You might want to enter some descriptive information about the types of notes you plan to write in the file you're creating. This description can help you identify the note file later.

Also in the New Notes dialog, select the translation option. Select whether to use the note file with the current translation only or with all translations by clicking on the option you desire.

A note file used only with a specific translation can include all types of notes, including word notes, but can be used with only that translation. Use this type of note to write commentary on specific words in a verse.

A note file used with all translations can contain book, chapter, and verse notes, but can **not** contain word notes since specific words vary among different translations. Use this type of note file if you do not need word notes and want to be able to use the file with any translation.

Click OK when you're finished and the Note file will be created.

## New Index Dialog Box

Type a brief description of the index in the Description field of the New Index dialog to help distinguish one index from another. For example, **Marriage and love in the New Testament**.

Then Choose one of the following to arrange the verses:

**Sorted. QuickVerse** automatically arranges verses in the order they appear in the Bible.

**Unsorted.** You arrange the verses as you add them. You can include the same verse more than once.

Click the OK button.

## File Passage Dialog Box

In the File Passage dialog, type the range of verses you would like to place in the file. For example, you might type Gen 1:1-5:5. You can also select the translation for the passage. Click on the arrow at the right of the translation list field to view a list of translations, or use your up and down arrow keys to view each translation option. (Note that you may only select a translation which you have installed.)

Click OK when you've selected the translation and entered the verse or verses you would like to place in the file. **QuickVerse** will save the range of chapters, books, or verses you specify to the open file.

Note that **QuickVerse** recognizes most standard book abbreviations. You may also simply type enough letters of the book name to distinguish it from other books.

## Control Menu Box

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This button is in the upper-left corner of the **QuickVerse** Desktop. It lets you resize, move, maximize, and minimize the **QuickVerse** desktop, as well as exit the program.

## Minimize Button

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The Minimize button appears in the upper right corner of the **QuickVerse** desktop and the Bible window. Click on it with your mouse to reduce **QuickVerse** to an icon on your Windows desktop. The program still remains active.

## Maximize Button

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This button is in the upper right corner of the **QuickVerse** desktop, next to the minimize button. Click the Maximize button to enlarge the **QuickVerse** window so that it fills the screen.

## Restore Button

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After you enlarge a window using the maximize button, the Restore button appears in place of the Maximize button. Click the Restore button to return the window to its previous size.

## **Title Bar**

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The title bar appears at the top of the **QuickVerse** program screen and displays the name of the program. You'll also see title bars at the top of dialog boxes and other windows throughout the program. Use the title bar to identify the name of the dialog or window you're viewing. Often you can click and drag on the title bar to move the box to another location on your screen.

## Control Menu Box--Bible Window

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This button is in the upper-left corner of the **QuickVerse** Bible window. It lets you close, resize, move, maximize, and minimize the open Bible window

## **Buttons**

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Command buttons can perform actions, complete actions, and open windows to additional program features. They look much like buttons on any electronic device, but rather than "pressing" the button, you click on it with your mouse or press one or two associated keys on your keyboard. This is called "executing" the button.

## Using Study Bibles



If you are using one of the Study Bible add-on modules for **QuickVerse**, you will notice some useful additions to your Bible and Note windows when the Study Bible is open. The Study Bible notes may contain commentary, cross references, or hotlinks to maps, charts, and pictures.

For example, if you have purchased and installed **The Believer's Study Bible**, your [Bible window](#) will contain subject headings that provide a running commentary of the text. These are designed to help you locate specific passages in the Bible. In the **Believer's Study Bible** [note window](#) (BSB.NOT), you'll have access to cross references to verses, maps, and charts to enhance your study of the Bible. The verses, maps, and charts are accessed by double-clicking on the bold cross references and hotlinks that appear in **The Believer's Study Bible**.

To use these Bible Study features, you'll first need to open the Study Bible note file you want to use. Choose Open Notes from the Notes menu and select the appropriate note file. Once the file is open, you will find certain passages in the note window may contain cross references to verses, maps, charts, or pictures. By default, these references will appear in boldface green text, or in whatever color you select for verse references. (Use the Colors option on the Fonts menu to select this setting.) To view the verse, map, chart, or picture referenced, simply double click on the bold cross reference. If the reference is a map, chart, or picture, the item will open in a window on your screen. If the cross reference is another Bible verse, the [Bible window](#) will move to that passage.

See also:

[Viewing Maps, Charts, and Pictures](#)

[Cross References](#)

[Add-on Products for QuickVerse](#)

[Ordering Information](#)

## Viewing Maps, Charts, and Pictures



When you double click on a **(see map), (see chart), or (see picture)** cross reference in a study Bible note window, the program opens a dialog box containing the appropriate image. The title of the graphic is displayed in the title bar of the dialog.

You can view the chart, map, or picture on your screen, or you can click the Copy To button to copy it to a destination you select (such as the Windows [clipboard](#) or your printer).

For more information on printing and copying graphics, see [How QuickVerse Handles Study Bible Graphics](#)

If the picture is too large to fit in its dialog on your screen, the scroll bar along the edge of the dialog will be available. Click on the arrows at either end of the scroll bar to move the image being displayed.

When you have finished viewing the map, chart, or picture, click the Close button to return to the **QuickVerse** desktop.

<b>NOTE:</b> Maps, charts, and pictures cannot be modified in <b>QuickVerse</b> . Also, you cannot create or include additional images.
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See also:

[Cross References](#)

[Using Study Bible Cross References](#)

## How QuickVerse Handles Study Bible Graphics



The maps, charts, and pictures in **QuickVerse** add-on Study Bibles are stored as bitmaps. Bitmaps store the exact representation of an image on the screen. Therefore, they can be quickly and easily reproduced on your screen exactly as they were drawn. This makes bitmaps an ideal choice for presenting your Study Bible graphics right on the screen with the Bible text, notes, and other study aids.

While bitmaps work well on your display monitor, special care must be taken when they are copied to the printer or the Windows' Clipboard. Understanding some of the characteristics of bitmaps can help you handle these tasks better.

For more information on these tasks, see:

[Printing Bitmaps](#)

[Copying Bitmaps to the Clipboard](#)

**NOTE:** **QuickVerse** is primarily a Bible study tool, not a graphics manipulation program. If you find these maps particularly helpful, you may be interested in **PC Bible Atlas for Windows**, Parsons Technology's collection of online maps of the biblical Holy Lands. For more information, or to order **PC Bible Atlas**, just call **1-800-223-6925**.

## Printing Bitmaps



Since printers normally have a higher resolution than video monitors, an exact reproduction of a bitmap on your screen would be very small on the printed page. To adjust for this difference when you print a bitmap, **QuickVerse** performs an operation called "stretching" on the bitmap. Stretching allows the program to represent the image at a reasonable size on the printed page.

In many cases, the bitmap must be stretched to three or four times its original size. Unfortunately, stretching can also distort the bitmap slightly. You'll notice this especially in the text of a bitmap which can become blocky and even jagged. The bitmaps are stretched as little as possible to optimize both size and appearance.

### **Adjusting Dithering and Intensity**

You can greatly affect the quality of a printed bitmap with the settings you select for your printer or even the printer driver you choose. Many printer drivers have settings for "dithering" and intensity.

Dithering is a process of representing a solid color by using a pattern of alternating different colors. For example, all of the maps and many of the pictures in **QuickVerse** Study Bibles are in color. If you do not have a color printer, these colors must be represented by dithering colors (in this case black and white) that blend to resemble the solid color. In the case of a non-color printer, dithering is performed to represent each of the bitmaps colors in one of several shades of gray. Many printer drivers have a control for the style of dithering such as course or fine.

Some of the maps and pictures have dark backgrounds and may look better by setting a printer intensity control to a lighter setting. There may be other settings that can be adjusted to improve the quality of the bitmap you are printing.

See also:

[Printing](#)

[Printing a Note](#)

[Copying Bitmaps to the Clipboard](#)

## Copying Bitmaps to the Clipboard



Bitmaps may be copied to the Windows Clipboard and then pasted into other applications that can receive them. Once a bitmap has been copied to the Clipboard, it is up to the receiving application to properly paste and display it.

To copy a bitmap (map, chart or picture) from **QuickVerse** to another program:

1. Go to the bitmap by clicking the appropriate colored link such as [\(see map\)](#).
2. With the bitmap open, click the Copy To button.
3. Open the other program or switch to it by pressing **Ctrl+Tab** until you access it, (or by selecting Switch To from the control-menu and choosing the program from the Task List).
4. From the other program, select Paste from the appropriate menu. Your **QuickVerse** bitmap should appear in the other program.

Several factors can affect how well this is done. One factor is color. Most of the bitmaps in **QuickVerse** are 16-color or less; some are 256-color. Although 16-color or two-color is adequate for charts and even maps, the pictures look much better when 256 colors are used.

**QuickVerse** is a sophisticated program that can handle these 256-color bitmaps correctly. However, once the bitmap is placed in the Clipboard, **QuickVerse** is no longer "involved." As noted earlier, the quality of the copy is the responsibility of the application performing the paste. Some less sophisticated graphics programs may perform well on bitmaps containing 16 or fewer colors, but not perform the necessary palette work to allow 256-color bitmaps to display properly. For instance, some versions of PaintBrush will not paste 256-color images from the Clipboard properly. More sophisticated graphics applications, such as Adobe Photoshop, handle these images correctly.

See also:

[Printing](#)

[Printing Bitmaps](#)

## **Transliterated**

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A transliterated word is spelled phonetically (the way it sounds) and written with English letters, rather than Hebrew or Greek characters.

## Tips for Using the NASC



See the following topics for tips on using the **New American Standard Exhaustive Concordance**:

[Symbols Used in the NASC](#)

[Abbreviations in the NASC Hebrew Dictionary](#)

[Abbreviations in the NASC Greek Dictionary](#)

[Duplicated Words in Concordances](#)

[Words Not Included in Concordances](#)

## **Back**

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Click on the Back button in the Dictionary window to go back to the previously viewed definition (the second number in your History List). In this case, the number originally at the top of the History List is completely removed, and the second number moves up to become the first number on the list.

## **History List**

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Click on the the arrow button on the right side of the Strong's Number field to display a list of numbers you've already accessed. Clicking on a number from the list returns you to the definition for that word. In this case, the number is copied and added to the top of the list to indicate that it was the word accessed most recently. The number also retains its original position in the list so you can maintain an accurate history of your search.

## Symbols Used in the NASC



When you view a definition in the NASC Dictionary, the first item is always the [Strong's reference number](#) for that word. This is always followed by the [transliterated](#) Hebrew or Greek word.

### Page References

If the word is Hebrew or Aramaic, the definition then lists a page and quadrant reference to A Hebrew and English Lexicon of the Old Testament by Brown, Driver, and Briggs (Oxford University Press). The lower case letter refers to the quadrant on that page that contains an article discussing the Hebrew or Aramaic word. (The a indicates the upper left quadrant of the page, b is lower left, c is upper right, and d is lower right.)

### Word Origins

Next the definition lists the origin or derivation of the word. References used, and their meanings, include:

**(Ara.)** This word is Aramaic rather than Hebrew.

**from H1981** This word is derived from word H1981 in this dictionary.

**from the same as H3742** This word is derived from the same root word as word H3742 in the NASC dictionary.

**from an unused word** This word is derived from a word that is not found in the Hebrew Old Testament.

**of Heb. or. H6939** This Greek word is derived from a word of Hebrew origin with the reference number H6939 and may be found in the NASC dictionary.

**prim root or prim word** This word is called primitive because it is not derived from any other known word in the Hebrew (or Greek) language.

### Meanings

Following the second semicolon in each entry is the general meaning of the word. If the word is a proper name, a note of identification is given. In some cases, the word (or words) that make up the name is given in quotation marks.

### Notations

Meanings of the words are dependent upon the context in which the words are found. Following the colon dash (:--) in each entry is a list of New American Standard Bible translations of the word. The following additional notations may appear:

**(m)** Indicates that a specific occurrence of the key word or expression may have a notation in the margin of the New American Standard Bible.

**(\*)** Indicates that the key word represents two or more Hebrew or Greek words.

See also:

[Words Not Included in Concordances](#)

[Abbreviations in the NASC Hebrew Dictionary](#)  
[Abbreviations in the NASC Greek Dictionary](#)  
[Duplicated Words in Concordances](#)

## Abbreviations in the NASC Hebrew Dictionary



The following abbreviations are used in the NASC Hebrew dictionary:

abb. = abbreviated, abbreviation  
act. = active, actively  
adj. = adjective  
adv. = adverb, adverbial  
appar. = apparent, apparently  
Ara. = Aramaic  
Assyr. = Assyrian  
Bab. = Babylon, Babylonian  
card. = cardinal  
conjunc. = conjunction  
contr. = contracted, contraction  
corr. = corresponding  
denom. = denominative  
der. = derivation, derivative, derived  
desc. = descended, descendant(s)  
E. = east, eastern  
Eg. = Egypt, Egyptian  
equiv. = equivalent  
fem. = feminine  
for. = foreign  
Heb. = Hebrew  
i.e. = id est, that is  
inhab. = inhabited, inhabitant  
intens. = intensive  
interj. = interjection  
Isr. = Israel, Israelite  
Jer. = Jerusalem  
masc. = masculine  
N. = north, northern  
neg. = negative  
or. = origin  
ord. = ordinal  
orth. = orthographic  
Pal. = Palestine  
part. = participle  
pass. = passive  
perh. = perhaps  
Pers. = Persian  
pl. = plural  
pref. = prefix  
prep. = preposition, prepositional  
prim. = primary, primitive  
prob. = probably  
prol. = prolonged, prolongation  
pron. = pronoun  
q.v. = quod vide, which see

redupl. = reduplicated, reduplication  
rel. = relative  
S. = south, southern  
short. = shortened  
suff. = suffix  
transp. = transposition  
unc. = uncertain  
var. = variation  
vb. = verb  
W. = west, western

See also:

[Abbreviations in the NASC Greek Dictionary](#)

[Symbols Used in the NASC](#)

[Symbols Used in Concordances](#)

[Words Not Included in Concordances](#)

[Duplicated Words in Concordances](#)

## Abbreviations in the NASC Greek Dictionary



The following abbreviations are used in the NASC Greek dictionary:

abb. = abbreviated, abbreviation  
acc. = accusative (case)  
act. = active  
adj. = adjective  
adv. = adverb, adverbial  
alt. = alternate  
anal. = analogy  
aor. = aorist  
appar. = apparent, apparently  
Ara. = Aramaic  
Arab. = Arabic  
art. = article  
card. = cardinal  
caus. = causative  
Chr. = Christian  
cf. = compare  
comp. = compound  
conjunc. = conjunction  
contr. = contracted, contraction  
cop. = copulative  
cptv. = comparative, comparatively  
dat. = dative (case)  
def. = definite  
der. = derivation, derivative, derived  
desc. = descended, descendant(s)  
dim. = diminutive  
E. = east, eastern  
Eg. = Egypt, Egyptian  
equiv. = equivalent  
esp. = especially  
etc. = et cetera  
euph. = euphemism  
ext. = extension  
fem. = feminine  
fig. = figurative, figuratively  
for. = foreign  
fut. = future  
gen. = genitive (case)  
Gr. = Greek  
Heb. = Hebrew  
i.e. = id est, that is  
imper. = imperative  
imperf. = imperfect  
impl. = implied, implication  
incl. = including  
ind. = indicative

indef. = indefinite  
inf. = infinitive  
inhab. = inhabited, inhabitant  
intens. = intensive  
interj. = interjection  
interrog. = interrogative  
Isr. = Israel, Israelite  
Jer. = Jerusalem  
Lat. = Latin  
lit. = literal, literally  
masc. = masculine  
mean. = meaning  
mid. = middle (voice)  
mult. = multiplicative  
N. = north, northern  
neg. = negative  
neut. = neuter  
nom. = nominative  
N.T. = New Testament  
num. = number  
obs. = obsolete  
onomatop. = onomatopoeia, onomatopoeic  
or. = origin  
ord. = ordinal  
O.T. = Old Testament  
Pal. = Palestine  
part. = participle  
pass. = passive  
perf. = perfect  
perh. = perhaps  
Pers. = Persian  
pers. = person, personal  
pl. = plural  
poss. = possessive  
pref. = prefix  
prep. = preposition, prepositional  
pres. = present  
prim. = primary, primitive  
prob. = probably  
prol. = prolonged, prolongation  
pron. = pronoun  
q.v. = quod vide, which see  
recip. = reciprocal  
redupl. = reduplicated, reduplication  
refl. = reflexive  
rel. = relative  
Rom. = Roman  
S. = south, southern  
sing. = singular  
spec. = specifically  
substs. = substantive  
suff. = suffix  
superl. = superlative  
unc. = uncertain  
vb. = verb  
W. = west, western

See also:

[Abbreviations in the NASC Hebrew Dictionary](#)

[Symbols Used in the NASC](#)

[Symbols Used in Concordances](#)

[Duplicated Words in Concordances](#)

[Words Not Included in Concordances](#)

## **Copy To Button**

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When a definition is displayed in a concordance Dictionary window, click this button to transfer the definition to the open text or index file, to the printer, or to the Windows Clipboard. Clicking the Copy To Button opens the [Copy To Dialog Box](#), where you can make your selections.

