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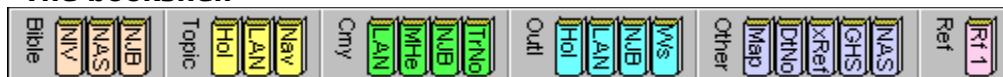
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Tips for Users of Earlier Versions of WORDsearch

If you have been using WORDsearch for some time, you might find these topics especially helpful. They describe features that are new in this version of WORDsearch or that work differently from earlier versions.

The bookshelf



The most obvious new feature of WORDsearch is the graphical bookshelf. Instead of masquerading as a menu, the bookshelf now looks like a shelf full of books. To open one, just click it with the mouse. The book icons are grouped in categories: Bible versions, topical tools, commentaries, outlines, miscellaneous tools, and [Ref Lists](#). Each category has a distinct color so you can easily find the tool you need. You can even [choose](#) which tools you want shown on the bookshelf, and for Bible versions, their [order](#) on the shelf.

For more information see [Bookshelf Overview](#).

Easier searching and refining

In earlier versions of WORDsearch, the searching process changed a little depending on whether there were already verses in the Ref List. If there were, there was an intermediate dialog box that asked how you wanted to combine the results of the new search with the existing refs. Now WORDsearch always directly shows one of the **Find dialog boxes**, and if there are refs in the Ref List, it just adds three buttons to it, with which you can indicate how to combine the new search with the existing refs.

For more information see [Refining the Ref List](#).

Using study tools published for other Bible software



With WORDsearch you can now use study tools (except Bible versions) from other publishers. A new set of standards by the Bible Software Industry Standards Group makes this possible. Any tool published according to the STEP (Standard Template for Electronic Publishing) standards, can be used in WORDsearch.

For more information see [Tools from Other Publishers Overview](#).

Searching study tools by words and refs



You can now search all published WORDsearch study tools such as commentaries, and other [STEP](#) books for any words, phrases, or references used anywhere in them. Just click in the tool's window to make it active, then click the **Find by Words** or **Find by Refs** icons on the tool bar. (This feature replaces the Chain Reference windows used before.)

For more information see [Searching Study Tools and STEP Books for Words and Phrases](#) and [Searching Study Tools and STEP Books for Refs](#).

Improved cross-references

Cross-references to Scripture verses or topics within a study tool are now marked in green to make them easier to see and easier to look up. Just click on any green text to follow the cross-reference. In your personal commentaries and desktop notes, you can mark cross-references the same way. There is also a special menu that WORDsearch displays when you [right-click](#) on any cross-reference, that provides more options.

For more information see [Cross-References Overview](#).

Tables of contents



All [STEP](#) books have a Table of Contents you can use to browse through the contents of the study tool. Tables of contents are organized like outlines that you can expand and contract to easily focus in on the section you need.

For more information see [Tables of Contents Overview](#).

ZIPscript



In earlier versions of WORDsearch, you could install macros that enabled your word processor to communicate with WORDsearch and request verses or passages that WORDsearch would "type" into your word processor document. These macros have been replaced by ZIPscript, a small companion program that can type passages into any program running in Windows.

For more information see [ZIPscript Overview](#).

Side-by-side windows



WORDsearch now provides a new automatic window layout called "side by side." The standard tile and cascade layouts are available as well, but side by side provides a very convenient and practical arrangement. The desktop is divided into two vertical stacks of windows. (You can [set](#) the relative sizes of these stacks.) Ref Lists, including cross-references and Greek and Hebrew search results, are in the left stack, the other study tools such as commentaries and outlines are in the right-hand stack. Only the top window in each stack is visible. With the new [bookshelf](#) it is extremely easy to bring any window to the top of its stack. This is the [default](#) layout, but if you change it, you can restore it instantly by clicking the side-by-side icon on the [tool bar](#).

For more information see [Side-by-Side](#).

Right mouse button

There are now a number of uses for the right mouse button in WORDsearch. When you click the right button, WORDsearch displays a shortcut menu with options appropriate for what you clicked on. You can use it in Ref Lists, in the [Greek and Hebrew Dictionary windows](#), in any [study tool](#) that has [cross-references](#), and in [outlines](#).

For more information see [Using the Mouse](#).

No icons on the desktop

To reduce clutter, study tool windows are never shown as icons on the WORDsearch [desktop](#) (except on the bookshelf). Closing and minimizing a window have the same effect: removing the window from the desktop, but windows are never really closed. They always retain their contents until you shut down WORDsearch. So if you "close" a window in WORDsearch, you can bring it back with its contents intact by clicking its bookshelf icon or selecting it from the Window menu.

For more information see [Using and Customizing Windows](#).

Installing Study Tools

You cannot install study tools while WORDsearch is running, so instructions are in the printed User's Guide.

Contacting NavPress Software

Chances are that if you have any questions or problems with WORDsearch, you can resolve them with the manual and the on-line Help. However, if you can't find the answer you need, don't hesitate to contact our technical support office. We are here to help you. Please write us at

NavPress Software

1934 Rutland Drive, Suite 500
Austin, TX 78758

512-835-6900

512-834-1888 (Fax)

NavPress@aol.com (America Online and the Internet)

70242,3616 (CompuServe)

Let us know how we can serve you better. We greatly appreciate your ideas, and read and consider them carefully.

Backups

Since computers and disks fail occasionally, we strongly urge you to regularly back up your WORDsearch data. Backing up the Bible files and published [study tools](#) is not necessary, because you cannot change them, so if you have a problem you can restore them from the original disks. (WORDsearch does allow you to change published [outlines](#), but we recommend that you don't.) Any data you can create or modify you should back up periodically.

You can use any of several backup programs, including Windows Backup. For [personal commentaries](#), [topics](#), and outlines WORDsearch has functions to easily export the files to text files. These can be [imported](#) again if the actual files are somehow damaged or lost. It would be more secure to copy these exported files to diskettes in case the hard disk fails. All of these files are in your main WORDsearch [folder](#) (\NavPress, by default). The files you should back up are:

- personal commentaries (*.CMY, after exporting)
- personal topics (*.TOP, after exporting)
- outlines (*.OLA, after exporting)
- desktops, which include Ref Lists and Desktop Notes (*.DTP)
- layouts (*.DLO)

Don't forget to back up the unlock authorization file when you install WORDsearch and every time you unlock a new study tool. This is a special process which you cannot do with a commercial backup program. For complete instructions, see the printed User Guide, chapter 2, "Installation."

See also:

- [Importing and Exporting Personal Commentaries](#)
- [Export / Backup Topics Dialog Box](#)
- [Export / Backup \(Outline Menu\)](#)

QuickStart Tutorial

The QuickStart Tutorial is for those who are familiar with computers and are most comfortable plunging in and trying things out. If you already know the basics of Windows™ applications, select the options below for instructions on performing the most common WORDsearch functions. For a basic overview of the functions and features of WORDsearch, see [What WORDsearch Does](#) and [The WORDsearch Window](#).

- [Searching for verses containing certain words or phrases](#)
- [Searching for words or phrases in only a portion of the Bible](#)
- [Searching for related words \(wildcard searches\)](#)
- [Searching for particular passages of Scripture](#)
- [Using multiple searches](#)
- [Expanding or refining your list of verses](#)
- [Seeing a verse in its biblical context](#)
- [Adding a verse from context](#)
- [Removing a verse from your Ref List](#)
- [Reversing your last step](#)
- [Viewing a Ref List in side-by-side Bible versions](#)
- [Copying verses into your word processor document](#)
- [Entering text into your personal commentary](#)
- [Entering text into the Desktop Notes](#)
- [Saving your desktop as a file on your hard disk](#)
- [Printing a Ref List](#)
- [Exiting WORDsearch](#)

How to...

[Contact us](#)

Perform basic functions

[Use the mouse](#)

[Use the keyboard](#)

[Use the tool bar](#)

[Use the bookshelf](#)

[Use the menus](#)

[Use and customize windows](#)

[Exit WORDsearch](#)

Search for verses

[Find verses by word or phrase](#)

[Find verses by reference](#)

[Find verses by topic](#)

[Expand or refine your Ref List](#)

[Search only a portion of the Bible](#)

[Use wildcards to find related words or phrases](#)

[Use multiple searches](#)

View Ref Lists

[Select a Bible version](#)

[View a Ref List as references only](#)

[View a Ref List as verses](#)

[View a ref in context](#)

[View a Ref List in two or more Bible versions](#)

Use and print Ref Lists

[Start a new Ref List](#)

[Title a Ref List](#)

[Add a verse from context](#)

[Remove a verse from a Ref List](#)

[Reverse your last step](#)

[Select everything in a Ref List](#)

[Merge two Ref Lists](#)

[Copy verses into a word processor document](#)

[Set up your printer](#)

[Print a Ref List](#)

Use commentaries and notes

[Enter text into a personal commentary](#)

[Enter text into the Desktop Notes](#)

[Edit personal commentary](#)

[Select text](#)

[Copy or move text](#)

[Title a personal commentary](#)

[Create another personal commentary](#)

[Import or export personal commentaries](#)

[Create a personal topic database](#)

[Enter and change topics](#)

[Import topics](#)

[Export topics](#)

[Use Greek and Hebrew definitions](#)

[View maps](#)

[View a cross-reference](#)

[View optional commentaries or notes](#)

[Use outlines of the Bible](#)

About WORDsearch

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

Use **About WORDsearch** to see the version number and copyright information for WORDsearch and its [study tools](#).

To see the copyright information for a study tool, click the tool in the list box on the left side of the **About WORDsearch** dialog box. WORDsearch displays the complete copyright information in the text box on the right.

When you are finished, click **OK** or press **Enter**.

Help Tool Bar Icon



When you click this icon the mouse pointer changes to a special Help pointer. Click this pointer on screen objects and menu commands to read brief descriptions of what they are.

What WORDsearch Does

WORDsearch simplifies and enhances your Bible study and sermon preparation by automating many of the things you would do with a concordance and other reference books. But the power and function it provides go far beyond what is available with printed volumes alone. With WORDsearch you can:

- [collect](#) all the passages in the Bible containing whatever word, phrase, or combination of words you request, even if the words are not in the same verse
- [expand or refine](#) your lists of references by doing additional searches, adding specific passages, or removing verses you don't need
- work with [several lists of references](#) at the same time
- study verses in [context](#)
- display the [translation notes](#)
- write your own [personal notes](#) for any verse
- automatically ["type"](#) verses directly into word processor documents
- [print](#) collections of verses in a variety of formats
- develop [outlines](#) of the books of the Bible

With optional study tools and Bible versions, you can also:

- examine multiple Bible [versions](#) side-by-side
- find passages by [topics](#) rather than specific words
- study [notes](#) and [maps](#) relevant to the verses you are studying
- look up words and subjects in Bible [dictionaries and encyclopedias](#)
- follow [cross-references](#) to other verses or topics
- study [outlines](#) of the Bible
- learn the [Greek and Hebrew](#) words behind English translations
- [find](#) verses by Greek and Hebrew words, regardless of how they are translated in English

See also:

[How to...](#)

[Contacting us](#)

[Study Tools Overview](#)

We pray that WORDsearch proves to be a tool that helps you study the holy Scripture more deeply and quickly.

Study Tools Overview

When you study the Bible, you might use just one book: the Bible. It's more likely, though, that you use several: different translations, a concordance, commentaries, a Bible atlas, or any of a library-full of other study tools. None of these replace the power and authority of the Bible itself, obviously, but they do provide an important way for generations of Bible scholars and teachers to share with us the insights and blessings God gave them as they studied. But because there are so many study tools available, you can't possibly use all of them, and need to choose the ones that will most benefit you. You may not pick the same ones that someone else would. WORDsearch replaces many of those tools and uses the computer to make them easier and faster to use. WORDsearch also has many optional tools and you will undoubtedly look over the choices and pick the ones most important to you. Of course you can add others at any time; and we at NavPress Software are always making more available.

For introductions to each type of study tool available, see:

[Ref List Overview](#)

[Bible Versions Overview](#)

[Commentaries Overview](#)

[Topics Overview](#)

[Encyclopedias and Dictionaries Overview](#)

[Cross-References Overview](#)

[Greek and Hebrew Tools Overview](#)

[Maps Overview](#)

[Outlines Overview](#)

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Ref List Overview



The heart of WORDsearch is the "Ref List" (short for "reference list"). A Ref List is a collection of Scripture references. You can add and remove Scriptures from the list and view the verses in any version of the Bible you have installed.

Collect verses into a Ref List by asking WORDsearch to search the Bible and find the verses containing the [words, phrases, passages,](#) or [topics](#) you want to study. You can [refine](#) your list with additional searches, [add](#) verses from the context (surrounding verses), [remove](#) verses you don't need at the time, [print](#) the verses, send them to your [word processor](#) document, or save them on your hard disk. You can view the Ref Lists as simple lists of [references](#), as lists of individual [verses](#) (with the references and the text), or view any verse in the Ref List in its biblical [context](#). Switch between these views with a single mouse click or keystroke. The Ref Lists are connected to all installed [versions](#) of the Bible, so you can view your lists in any of them. You can even show the Ref Lists in [two or more](#) versions at the same time in parallel windows to compare the wording.

See also:

[Moving around in Ref Lists](#)

Bible Versions Overview



Several versions of the Bible are available for WORDsearch, and you can use any one or more to study your [Ref Lists](#). WORDsearch has available established traditional versions, and popular modern ones. You can use versions that are good for detailed study, and others for geared for devotional reading.

You can [show](#) your Ref List in a different Bible version with just a [click](#) of the mouse or a couple keystrokes. You can use as many versions [at one time](#) as you have installed (and can fit on the screen!). As much as possible, the versions are shown on the screen with the same formatting used in the bound editions. If the words of Christ are printed in red, you can show them on the screen in [red letters](#). If a printed version formats a passage as poetry, WORDsearch shows the same poetic structure on the screen.

See also:

[New International Version](#)

[King James Version](#)

[New American Standard Bible](#)

[New King James Version](#)

[New Revised Standard Version](#)

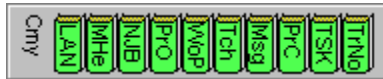
[New American Bible](#)

[New Jerusalem Bible](#)

[The Living Bible](#)

[The Message](#)

Commentaries Overview



Translation Notes



Most modern Bible versions include notes written by the translators that indicate possible alternate renderings. Sometimes sentences can be correctly translated in more than one way, and there are words whose meanings we no longer know for certain. Sometimes these notes also give the references to Old Testament passages that are quoted in the New Testament. These notes are included with each WORDsearch Bible file and you can view them in a separate window whenever the verses they apply to are shown in any [Ref List](#).

See also:

[Synchronized Windows](#)

Commentaries

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

As you are reading or studying verses in WORDsearch you can open any of these commentaries you have installed to read notes about the verses you are working with.

See also:

[Synchronized Windows](#)

Personal Commentaries

Many people find writing notes in the margins of their Bible very helpful as they read and study. This practice reminds them of insights God has shown them in the past. The problem is that most Bibles have very narrow margins, and they are difficult to write in. They can quickly become so full of scribbles that you can't read them anymore. Also, paper Bibles do wear out, and copying years of notes to a new Bible is a formidable task. In WORDsearch you can [write](#) as much as you need on each verse of the Bible, and your notes on any verse are available whenever that verse is shown in any Ref List and in any Bible version. You can also have as many personal commentaries as you want, so you can organize your notes by their source (sermon notes in one, your own thoughts in another, for example), or by any other designation that is useful to you. In your notes you can use some basic text formatting such as bold, italics, underlines, and color. Use bullets and justification to show structure in your notes.

See also:

[Entering and Viewing Your Personal Commentary](#)

[Set Title \(Personal CmY Menu\)](#)

[New \(Personal CmY Menu\)](#)

[Text Editing Functions](#)

[Exercise: Writing a Personal Commentary Note](#)

[Importing and Exporting Personal Commentaries](#)

[Synchronized Windows](#)

[Desktop Notes Overview](#)

Searching Commentaries

Although you normally look at commentaries for a specific passage you are studying, you can search through commentaries for [words](#) or phrases used anywhere in the notes. This can help you find information when you don't know the verse it is attached to. Similarly, you can search published commentaries for [references](#). This can show you where the commentary cites the passage you are studying as a cross-reference.

Topics Overview



Finding passages in the Bible by looking for words used the text is an excellent study method, but sometimes passages relevant to your study don't happen to use an exact word. Perhaps they use a synonym, or just tell a story that illustrates the subject without mentioning it directly. You need to find these passages by looking for topics, not words.

With WORDsearch's **Find by Topics** feature you can:

- [find](#) passages related to a topic, even if they don't use a specific word
- follow [cross-references](#) to related topics
- [copy](#) verses related to a topic into a Ref List
- copy topics to [personal commentary](#) windows or your [word processor](#)
- [create new topics](#) and collect the verses and passages to put with them
- add references or subtopics to existing topics
- [create new collections](#) of topics

A number of topical study tools are available for WORDsearch, and you can create your own as well. Each tool you create can contain as many topics as you need, and different tools can contain the same topics with the same or different references. Usually, each topical tool contains topics that are from a common source. Although most users have one tool for the topics they collect, you can have as many as you want and distinguish them in any way that is meaningful to you. You could, for example, have one with topics gleaned from your pastor's teaching, and another that you develop from your own study.

Although you normally access topics by looking up the keywords, you can also search for any [word](#) used anywhere in the topics file. This can help you find information when you don't know the topic it is under. Similarly, you can search published topical tools for [references](#). Searching for the reference of the verse you are studying shows you all the topics that cite it.

See also:

[New & Import/Restore Dialog Box \(Topical Tools & Outlines\)](#)
[Export / Backup Topics Dialog Box](#)

Encyclopedias and Dictionaries Overview



WORDsearch uses its [topic](#) system for encyclopedias and dictionaries, such as the *Youth Encyclopedia* and the *Holman Bible Dictionary*. As with topics, you can look up material in these tools alphabetically, but instead of lists of references for each topic, these study tools have articles about them. (They frequently cite specific references also, and you can look up these [cross-references](#) by clicking on them.)

The articles in these tools usually go beyond what is said in Scripture and include information gleaned from other historical and archeological sources. For example, they explain cultural situations that the writers of biblical narratives assumed their readers understood, but that we would not normally know about. This can help us understand the events reported in the narratives. They can also discuss from a Christian and biblical perspective subjects and issues that are relevant to our lives.

Although you normally look up articles in encyclopedias and dictionaries alphabetically, you can search through them for [words](#) or phrases used anywhere in the articles. This can help you find information when you don't know the keyword it is under. Similarly, you can search for [references](#). Searching for the reference of the verse you are studying will show you all the articles that cite it.

Cross-References Overview



The Bible is often its own best commentary. When you are studying a passage it is important to find other passages in the Bible that illuminate it. Many WORDsearch commentaries point you to verses to compare and contrast with the ones you're studying, and some study tools (such as [The Treasury of Scripture Knowledge](#), for example) is entirely cross-references with no commentary. Perhaps the most tedious aspect of studying the Bible in printed form is turning pages to find a reference that is cited in the Bible's margin or another study resource. Sometimes by the time you've found the verse, you have forgotten why you were looking for it!

In WORDsearch, you can look up references instantly by just [clicking](#) the mouse on the reference in any [study tool](#) window. (Cross-references are always shown in green to make them easy to identify.) WORDsearch displays the Cross-Reference window, and shows in it the verse you clicked. If several verses are cited in the same paragraph of text, they are all put into the Cross-Reference window, with the specific one you clicked selected.

You can also follow cross-references in [topical tools, encyclopedias, and dictionaries](#). If these refer to Scripture verses, WORDsearch puts them in the Cross Reference window. If they cite related topics or articles within the tool, WORDsearch displays the topic or article.

Right-click cross-reference menu

Instead of just clicking a cross-reference to display it in the Cross Reference window, you can [right-click](#) it to display a small menu of options. (This is only available with Scripture cross-references.)

- **Show Refs in this Paragraph.** All the cross-references shown in the paragraph are put into the Cross Reference window. This is the same as just clicking on one of the refs.
- **Show Selected Refs.** Just selected refs are put into the Cross Reference window. You must [click and drag](#) the mouse across the refs to [select](#) them before right-clicking one to see the menu.
- **Show All Refs.** All the references in the study tool window (not just the paragraph) are put into the Cross Reference window even if they are not in view.



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

Greek and Hebrew Tools Overview

Strong's Exhaustive Concordance of the Bible has been one of the most useful tools for Bible students for over 100 years. [Dr. Strong](#) assigned a number to each Greek and Hebrew word used in the Bible. With Strong's, you can look up any English word in the King James Version and find each verse that contains the word, and for each one, the number of the Greek or Hebrew word used in that passage. By looking up the number in Strong's Greek and Hebrew dictionary, you can study the definition of the word. Strong's has become so widely used that many other Bible reference works refer to Greek and Hebrew words not only by the words themselves, but also by Strong's numbers.



With the optional Strong's Greek & Hebrew Dictionary added to WORDsearch, the information from the printed Strong's concordance is more available and useful than in the printed version. Strong's requires the [King James Version](#) of the Bible because it is linked to the King James Version only (as is the print version of Strong's).



The NASB Greek & Hebrew Dictionary is very similar to Strong's. It provides the same features, but is linked to the [New American Standard Bible](#) instead of the King James Version. The numbers are essentially the same, but in a few cases Strong grouped two or more words under one number. In the NASB dictionary these words have the same number but add a letter to distinguish them.

With the Strong's or NASB Greek & Hebrew Dictionaries, you can:

- [select](#) an English word in the King James Version or New American Standard Bible and see the [Greek or Hebrew word](#) from which the English word was translated, its definition, its Strong's number, and all translations of that word in the [KJV](#) or [NASB](#)
- [find](#) all the verses that contain any Greek or Hebrew word and put them into a special Greek / Hebrew Search Results [Ref List](#). See highlighted on the screen the various ways the word is translated into English in the KJV or NASB
- follow [cross-references](#) in the Greek and Hebrew definitions. If a definition contains a reference to a related word, instantly display that word and its definition in the window

See also:

[Using the Greek & Hebrew Dictionary Windows](#)

Maps Overview



Maps can help set the historical and geographical context for events described in the Bible. WORDsearch has more than 200 color maps that show places and the sequence of events. Captions describe the historical situations. WORDsearch can display the maps with ancient place names, modern boundaries, both, or neither. You can print the maps, or copy them to the Windows [Clipboard](#) so you can paste them into other applications, such as your word processor. If there is a map designated for the selected verse in your Ref List, WORDsearch displays it when you open the [Map window](#). If you want to view a different map (or no map is showing when you open the window), there is a complete [Index](#) of all the available maps.

Map Window



- > **To access:** On the bookshelf, [click](#) the **Map icon**.
Or: Pull down the **Window** menu and click **Maps**.

If there is a map designated for the [selected](#) verse in the [Ref List](#), WORDsearch displays it. If you want to view a different map (or no map is showing when you open the window), click [Index of Maps](#) for a list of the available maps.

The maps generally show major regions, countries, and cities. Supplementary historical information (when available) is in a scrollable text box next to the map. The Map window also contains buttons with which you can copy and print maps.

See also:

[Buttons in the Maps Window](#)
[Synchronized Windows](#)
[Maps Overview](#)

Index of Maps Dialog Box



>

To Access: In the [Map window](#), click **Index of Maps**.

Use the **Index of Maps** to select a map that relates to a specific biblical event or passage.

In the scrolling list, find a map you wish to view. Either [double-click](#) the map, or [click](#) it and then click **Show Map**.

Buttons in the Maps Window

The **View** radio buttons in the [Map window](#) determine how the map is displayed:

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

The Maps window also contains command buttons:

- [Index of Maps](#) displays an index of the available maps. [Select](#) the map to view, and press **Enter** or click **OK**.
- **Print** prints the map and the text with it.
- **Map** copies the map to the [Clipboard](#), from which you can paste it into most Windows word processors and other applications that can use graphic images.
- **Text** copies the caption to the Clipboard. (To copy just some of the map caption, select the text to copy, and press **Ctrl+C**.)

See also:

[Synchronized Windows](#)

Outlines Overview



WORDsearch outlines are structured summaries of the books of the Bible. You can use outlines for several purposes:

- easily learn and review the general flow of a book
- discover how a passage fits into its broader context
- quickly locate a specific concept in a passage
- view the big picture of a book, then focus in on the details
- develop your own outlines as an advanced method of detailed Bible study

On the screen WORDsearch outlines look very much like the outline format in Windows tools such as the Windows Explorer. Indentation and lines show the hierarchy of the outline headings. At the left of many headings is a small box with either a plus sign or minus sign in it. A plus sign indicates that there are hidden headings you can reveal by clicking the box. A minus sign means the headings are already showing. Click the box to hide them. Headings without boxes have no subheadings.

When you use an outline you almost always have a Ref List you are using as well. As you move around in the Ref List, the outline automatically scrolls to keep the two windows synchronized. You can always see exactly where you are in the flow of the book. You can display as much or as little outline detail as you need, easily switching by clicking the boxes with plus and minus signs. You can have several outlines, so you can select one prepared by a trusted author when you need to quickly refer to it, or open one that you are preparing on your own as part of your personal study. You can even have outlines open in more than one window at the same time to compare different perspectives on the book you are studying. Outlines can be [copied](#) to the Windows [Clipboard](#) and pasted from there into other applications, such as your word processor. By default, WORDsearch outlines are in standard outline format, with headings labeled with Roman numerals, letters, etc., but you can customize this format to suit your preferences.

One of the best uses of the WORDsearch outliner is creating and editing your own outlines of the books of the Bible as a method of Bible study. Developing your own outlines is an excellent way to both acquire a broad view perspective of the book as a whole, and analyze the text thoroughly to find the seemingly infinite hidden treasures. The WORDsearch outliner makes it easy to analyze the book and reflect it in proper outline structure. By having the outline built into your computer Bible, it is always handy, easy to modify as you gain new insights, and available for quick reference.

See also

[Using Outlines](#)

Desktop Notes Overview



- > **To access:** On the bookshelf [click](#) the Desktop Notes [icon](#).
Or: Pull down the **Window** menu and click **Desktop Notes**.

The Desktop Notes window is an area into which you can type text or move verses. It is a text document, and WORDsearch provides [editing tools](#) for composing and editing notes in it. If you save your work in a file as a named [desktop](#), the Desktop Notes are saved with everything else on the desktop.

In addition to typing text directly into this window, you can also [copy](#) refs, whole [Ref Lists](#), and notes from other windows into the Desktop Notes.

There are many uses for the Desktop Notes, but some of the most frequent applications are:

- recording descriptions of the contents of the Ref Lists on the desktop
- writing sermon outlines, Sunday School lesson handouts, or other text documents
- recording insights you have gained or comments about what you have learned from your study.
- jotting down reminders of concepts to pursue later in your study
- creating a list of verses not in biblical order, so you can print them in the order you choose
- setting aside verses and jotting down ideas for eventual transfer to your word processor

In the Desktop Notes window you can use all the standard editing functions such as [cut](#), [copy](#), and [paste](#). You can also use some basic text formatting such as italics, bold, and color. In these respects the Desktop Notes are just like [personal commentaries](#). The major difference is that notes in personal commentaries are attached to specific verses, and are available when the verses are displayed in any Ref List. In contrast, the Desktop Notes are not associated with verses in the Bible, but with the collection of WORDsearch windows and tools on the desktop (the WORDsearch application window). Desktop Notes are saved only as part of a named desktop file. As you are deciding where to record notes, keep this distinction in mind.

See also:

[Managing Desktops](#)

Tables of Contents Overview



Sometimes it is helpful to browse through the contents of the [study tools](#). Many of the tools have tables of contents just for this purpose. With the study tool in the [active window](#), click the **Table of Contents** icon on the tool bar to show the table of contents for that tool.

Tables of contents are formatted with an outline-like hierarchy, with plus \oplus and minus \ominus signs to indicate the presence of subheadings. You can [click](#) these symbols to hide or reveal the details. To see the study tool's complete article for any heading, click the heading.

Tools from Other Publishers Overview



The Bible Software Industry Standards Group has established a set of standards for Bible study software that makes it possible for programs to use study tools published for other software. These tools are called STEP books. (STEP stands for Standard Template for Electronic Publishing.) Any STEP-compatible program such as WORDsearch can use any STEP book just as though it was created for that program.

To use STEP books in WORDsearch, you must tell WORDsearch where they are located on your hard disk or CD-ROM. Use the [STEP Book Locations dialog box](#) to do so.

Printing Overview



WORDsearch provides great flexibility in printing [Ref Lists](#) and other [study tools](#). You can:

- print all or any part of a Ref List or other study tool
- print references before or after the text of Ref List verses, or not at all
- print just a list of references without the text
- print the text as individual verses
- print consecutive verses as passages, formatted as they are in bound volumes
- print Ref Lists in any version of the Bible you have installed
- show the translation notes or other commentary with the verses they apply to
- mark the search words used to compile the Ref List
- mark the words of Christ

WORDsearch also has a [print preview](#) so you can see what the printed output will look like before you commit it to paper, and make adjustments, if necessary.

For more information on most of these options, see:

[Print Dialog Box](#)

ZIPscript Overview



ZIPscript is a companion program to WORDsearch that makes it easy to copy verses and passages from any Bible version into your word processor document, even when WORDsearch is not running. ZIPscript normally is just an [icon](#) on your Windows taskbar. When you need to put verses or passages into your word processor document, you can just [click](#) the icon, and ZIPscript displays a [dialog box](#) very much like the [Find by Refs](#) dialog box in WORDsearch. You can [type](#) or select verses or passages in this dialog box, select a Bible version from a list of installed versions, and click **Insert**. ZIPscript returns to the taskbar and types the verses or passages into your word processor document, with the same formatting WORDsearch uses. (All the [verse formatting options](#) that you set in WORDsearch apply to ZIPscript as well.)

See also:

[Exercise: ZIPscript](#)

Managing Desktops

When you study the Bible, you undoubtedly use different resources for different study topics. If you are studying a theological issue, you probably use different commentaries and translations than you do while preparing a Junior High Sunday School lesson. When you change from one study to another, you have to put some books away, and get others off the shelf.

In the same way, you can use different WORDsearch [study tools](#) for different studies. The WORDsearch application window, and all the study tool windows shown on it, are collectively called the WORDsearch desktop. When you finish a study session, you can save the desktop in a disk file. The file stores the entire WORDsearch window: which tools (windows) were open, which refs or notes were in each window, even the sizes and positions of the windows on the screen. When you come back to that study later, you can retrieve that desktop, and everything is just as you left it.

Of course, you don't have to save the desktop if you won't be needing that particular collection and layout of tools and refs again. That depends on your work style and what you are studying. Any notes you write or change in your [personal commentaries](#), and changes you make to [outlines](#), are saved separately, so this work is not lost even if you do not save the desktop. However, notes you record in the [Desktop Notes](#) window are saved only if you save the desktop.

Don't confuse desktops with layouts. A layout preserves the sizes and positions of windows in the WORDsearch application window. It does not keep any information about the contents of those windows. Desktops store all the information in a layout and the contents of the windows, in particular [Ref List](#) windows. The searches you have requested and the refs you have collected are all preserved in a desktop file (if you save it).

You might save a few layouts that correspond with different types of studies: one for adult Sunday School lessons, one for your personal devotions, one for deeper theological study. You might then save desktops for each particular study topic: one for last Sunday's lesson, another for next Sunday's lesson. These would contain the specific refs you collected for each lesson. The [Save Desktop](#) and [Open Desktop](#) icons on the tool bar make it very easy to put your work away, then get it back out later when you are ready to continue your study.

See also:

[New Desktop](#)

[Open Desktop](#)

[Save Layout](#)

[Restore Layout](#)

Open Desktop (Tool Bar Icon)



> **Then:** **To Access:** On the tool bar, click the **Open Desktop** icon,
Click a desktop name from the displayed list.

If you have [saved](#) desktop files for later use, when you [click](#) the **Open Desktop** icon, WORDsearch displays a list of their names immediately beneath the icon. Click a name to open a desktop.

See also:

[Open Desktop \(File Menu\)](#)

[Save Desktop \(File Menu\)](#)

Set Ref List Title Dialog Box

> **To access:** From a Ref List window, pull down the **File** menu and click **Set Ref List Title**.

Use **Set Ref List Title** to create or change the title for the current [Ref List](#). Type the title in the text box and press **Enter** or click **OK**.

Note that setting a Ref List title does *not* save your Ref List as a file on your hard disk. Ref Lists are saved only when you save the [desktop](#) that contains them.

See also:

[Save Desktop \(File Menu\)](#)

Print Dialog Box

Copy to Word Processor Dialog Box

Copy to Desktop Notes Dialog Box



>

To access: On the [tool bar](#), click the **Print**, **Print Preview**, or **Copy to Word Processor** icons,

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

Or: Pull down the **File** menu and click **Print Preview**.

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

Or: Pull down the **Edit** menu and click **Copy to Desktop Notes**.

In this [dialog box](#) select the needed options before printing, viewing the [print preview](#), or copying a Ref List to your word processor or [Desktop Notes](#). After selecting the options click **OK** or press **Enter**.

See also:

[Send](#)

[Show Paragraphs](#)

[Show Verse Nums](#)

[Mark Search Words](#)

[Mark Words of Christ](#)

[Show Scripture As](#)

[Refs](#)

[Bible](#)

[Include Commentaries](#)

[Save Options](#)

[Printing from Text Windows](#)

[Printing Outlines](#)

Send (Print and Copy Dialog Boxes)

Click either **Whole Ref List** or **Selected Verses** to indicate how much of your Ref List to print or copy.

Show Paragraphs (Print and Copy Dialog Boxes)

Select **Show Paragraphs** if you want passages printed or copied in paragraph form with the first lines indented and blank lines between paragraphs. If this box is not selected, passages are printed or copied as single paragraphs.

This option is only available if **Passages** is selected in the [Show Scripture As](#) option box.

Show Verse Numns (Print and Copy Dialog Boxes)

Select **Show Verse Numns** if you want verses within passages to be numbered individually. This option is only available if **Passages** is selected in the [Show Scripture As](#) option box.

Mark Search Words (Print and Copy Dialog Boxes)

Select **Mark Search Words** to indicate that the search words should be marked with bold printing.

Mark Words of Christ (Print and Copy Dialog Boxes)

Select **Mark Words of Christ** to indicate that the words of Christ should be marked with bold printing.

Show Scripture As (Print and Copy Dialog Boxes)

Use the **Show Scripture as** options to indicate how WORDsearch should format the verses when printing or copying the Ref List.

- **Refs.** Only the references are shown, not the text of the verses.
- **Passages.** Consecutive verses in the Ref List are formatted as a passage, not as individual verses. The passage has a single reference, which is shown as a range, such as *Matthew 6:25-34*.
- **Verses.** Each verse is shown individually.
- **Com Only.** Print or copy only the selected commentaries for the verses in the Ref List, but not the verses themselves.

See also:

- [Show Paragraphs \(Print and Copy Dialog Boxes\)](#)
- [Show Verse Nums \(Print and Copy Dialog Boxes\)](#)
- [Include Commentaries \(Print Dialog Box\)](#)

Refs (Print and Copy Dialog Boxes)

Use the **Refs** options to indicate where WORDsearch should place the references when printing or copying the Ref List.

- **At Beginning.** Put the refs before the text of the verses.
- **At End.** Put the refs after the text of the verses.
- **None.** Don't show the refs at all.

If you are showing the Scripture as passages, this option controls where the single main reference for each passage is placed. Internal verse numbers are controlled by the Show Verse Nums option.

Bible (Print and Copy Dialog Boxes)

In the [Print and Copy dialog boxes](#), select the Bible version to use when printing. (You can select only one.) Bible options that are [grayed](#) are not installed.

Include Commentaries (Print and Copy Dialog Boxes)

In the [Print and Copy dialog boxes](#) the **Include Commentaries** list box shows the commentaries you have installed. [Select](#) the commentaries whose notes you would like printed with the verses in your Ref List (if any). In the [Show Scripture As](#) box select **Cmy Only** if you want to print only the commentaries.

Save Options (Print and Copy Dialog Boxes)

In the [Print and Copy dialog boxes](#), you generally select the options that apply to the present Ref List printing only. If you want these print options to be used as the defaults at other times also, click **Save Options**.

Print Preview



- > **To access:** On the [tool bar](#) click the **Print Preview** icon,
Or: Pull down the **File** menu and click **Print Preview**.
Then: After selecting options in the **Print** dialog box, click **OK**.

Use **Print Preview** to show what the printed output will look like.

When you select **Print Preview**, WORDsearch first displays the [Print](#) dialog box so you can select whatever printing options you need. When the options are as you need them, click **OK**.

WORDsearch shows a picture of your printout on the screen. You can see how it will appear on paper so you can make adjustments before printing it.

Print. Prints the Ref List and notes as they are currently selected.

Next Page. Shows the next page of the printout.

Prev Page. Shows the previous page of the printout.

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

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

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

Close. Returns to the normal WORDsearch desktop.

See also:

[Printer Setup](#)

Printer Setup

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

Use **Printer Setup** to choose the printer to use (if you have more than one on your computer), and to select options available for it.

If you have more than printer, one of them is established as the [default](#) in the Windows Control Panel. If you need to use a different printer click the arrow button next to the **Name** list box and select one from the list.

Select the options you need in the **Paper** and **Orientation** option boxes, and click the **Properties** button for more choices. The specific choices available in each option area depend on the printer you are using.

The **Printer Setup** command opens a standard Windows dialog box. For more information on the options in this dialog box, see your Windows or printer documentation.

When you have selected all the options you need, click **OK** or press **Enter**.

See also:

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

Printing from Text Windows



- > **To access:** From any text window, [click](#) the **Print** icon on the [tool bar](#).
- Or:** Pull down the **File** menu and click **Print**,
- Or:** Press **Ctrl+P**.

Use **Print** to print all or any part of the contents of a text window. Text windows are:

- translation notes
- commentaries
- personal commentaries
- topics
- Treasury of Scripture Knowledge
- Desktop Notes

When a text window is the [active window](#):

1. To print only part of the text, [select](#) the part to print.
2. Pull down the **File** menu and click **Print**. The **Print dialog box** is displayed.
3. If you have more than printer, one of them is established as the [default](#) in the Windows Control Panel. If you need to use a different printer click the arrow button next to the **Name** list box and select one from the list.
4. Select the options you need in the **Print Range** and **Copies** option boxes, and click the **Properties** button for more choices. The specific choices available in each option area depend on the printer you are using.
5. When you have selected all the options you need, click **OK** or press **Enter**.

Printing Outlines



- > **To access:** From an outline window, click the **Print** icon on the [tool bar](#).
- Or:** Pull down the **File** menu and click **Print**,
- Or:** Press **Ctrl+P**.

Use **Print** to print all or part of an outline.

When you print an outline, only the [selected](#) heading and its descendants are printed. (If the selected heading has no descendants, just the one heading is printed.) If you want to print the outline for an entire book, select the title of the book before selecting the **Print** command.

The **Print** dialog box asks if you want to include hidden headings in the printout. This option gives you control over exactly how much of the outline is printed. If this box is checked, all headings descended from the selected heading are printed, even if they are hidden. If this option is not checked, only the headings that are showing are printed.

When you are ready to print, press **Enter** or click **OK**.

See also:

[Outlines Overview](#)

[Printer Setup](#)

[Print Dialog Box](#)

[Printing from Text Windows](#)

New Personal Commentary

- > **To access:** Pull down the **File** menu and click **Personal Cmy**. This opens a submenu.
Then: Click **New**.

You can have several personal commentaries, each with its own set of notes and its own name. This is convenient when you have several people using WORDsearch, and each would like to have his or her own personal commentary. You can also use this to separate your notes by their sources or contents: sermon notes, personal thoughts, theological comments, practical applications.

When you create a new commentary, WORDsearch asks for the title and filename. The filename is the DOS name on your computer's hard disk. It can be up to eight characters, and must follow DOS naming conventions. The filename [extension](#) is assigned by WORDsearch, and the file is put into the \PERSCMY subdirectory of your WORDsearch directory. It must remain here for WORDsearch to find it.

The title is for your use in the WORDsearch program only, and you can change it at any time with the [Set Title](#) function.

When you create a new commentary, WORDsearch puts an [icon](#) for it on the bookshelf. [Click](#) the icon to open the commentary again.

See also:

[Commentaries Overview](#)

[Importing and Exporting Personal Commentaries](#)

Set Title Dialog Box

- > **To access:** Make the personal commentary the [active window](#). Pull down the **File** menu, and click **Personal Cmy**.
- Then:** On the submenu that appears, click **Set Title**.

Type the title in the **Set Personal Commentary Title** [dialog box](#) and press **Enter** or click **OK**.

Importing and Exporting Personal Commentaries

> **To access:** Open a Personal Commentary window, then pull down the **File** menu and click **Personal Cmy**.

Then: From the submenu click **Import / Restore** or **Export / Backup**.

Use **Import** and **Export** to:

- Share [personal commentary](#) files with friends and colleagues who also use WORDsearch (for either DOS or Windows)
- Back up your notes

Export writes all the notes in the personal commentary to a text file on the hard disk (with the filename [extension .CMY](#)). **Import** reads such a text file and copies the notes into the personal commentary. You can give the text file to a friend to load into his or her personal commentary in WORDsearch. You can also copy it to a floppy disk as a [backup](#) copy in case a problem on your computer damages or destroys the notes in WORDsearch.

Import and **Export** affect only the open personal commentary. If you have more than one personal commentary, and are exporting them for backups, you must do each one individually.

If you import commentary into an existing personal commentary, the new notes are added to the existing notes.

Export / Backup Topics Dialog Box

> **To access:** Pull down the **File** menu and click **Topical Tools**, then click **Export / Backup**.

Use **Export / Backup** to copy all the topics, subtopics, refs, and cross-references in a topical tool you created to an [ASCII](#) file. Use this file as a [backup](#) of your data or to share your topics with another WORDsearch user.

1. In the **Export / Backup** [dialog box](#) select the tool to export and press **Enter** or click **OK**.
2. In the next dialog box select or enter a filename and press **Enter** or click **OK**.

WORDsearch creates an ASCII file that contains all the topics, refs and cross-references in that database. (Depending on the size of the database and the processing speed of your computer, this process might take quite a bit of time.)


If you create a lot of personal topics, it is a good idea to periodically export them to a file and save the file on a floppy disk. You can use this file to recreate your personal topical tool if it is ever lost or damaged.

See also:

[Import / Restore \(Topical Tools Menu\)](#)

Using Outlines



WORDsearch outlines look very much like the outline format in Windows tools such as the Windows Explorer. At the left of many headings is a small box with either a plus sign  or minus sign



in it. A plus sign indicates that there are hidden headings you can reveal by [clicking](#) the box. A minus sign means the headings are already showing. Click the box to hide them. (Headings without boxes have no subheadings.)

To [select](#) an outline heading, click it. To synchronize the Ref List to the outline, [double-click](#) the heading.

As you scroll through a Ref List, WORDsearch automatically keeps the outline synchronized to the selected verse, revealing subheadings as needed.

Use these cursor movement keys to move around in the Outline window:

Keystroke	Movement
, ↓	Up or down one outline heading
→	Show subheadings, or move to first subheading (if already showing)
←	Hide subheadings, or move to parent heading (if subheadings hidden)
PgUp, PgDn	Up or down one window-full
Ctrl+, Ctrl+↓	Scroll outline without changing selected heading

Use the vertical [scroll](#) bar to move through the outline. If headings are too long to display in the window completely, use the horizontal scroll bar to shift the outline from side to side.

See also:

[Outlines Overview](#)
[Editing Outlines](#)

Editing Outlines

There are several ways you can edit outlines:

- Insert new headings
- Revise existing headings
- Delete headings
- Change the indentation of individual or families of headings
- Change the position of headings vertically within the outline

To begin any of these operations, [right-click](#) the outline heading you want to work with (or any heading if you are inserting a new heading). WORDsearch displays a special outline menu.

- **Synchronize Bible Text.** Scrolls the text in the Ref List to the first verse for the outline heading. This is the same as [double-clicking](#) the heading.
- **Scroll Heading to Top of Window.** Scrolls the outline so the heading is at the top of the outline window.
- **[New Heading.](#)** Insert a new outline heading.
- **[Revise Heading.](#)** Change the outline heading.
- **Delete Heading.** Remove the outline heading and optionally its subheadings.
- **Move One Left.** Move the heading one indentation level to the left.
- **Move One Right.** Move the heading one indentation level to the right.
- **Move Group Left.** Move the heading and its subheadings (if any) one indentation level to the left.
- **Move Group Right.** Move the heading and its subheadings (if any) one indentation level to the right.

If any of the bottom four would result in two headings being at the same level on the same verse, they are are grayed. WORDsearch does not allow that. If any of the bottom four would result in an otherwise incorrectly structured outline (such as skipping a level) WORDsearch displays a message box to warn you of that condition, and asks for confirmation.

Although WORDsearch does not prevent you from modifying published outlines, it is best that you don't. If you need to restore the original outline for some reason, you will lose all your changes. If you do choose to modify published outlines, be sure to make a [backup](#) periodically.

See also:

- [Using Outlines](#)
- [Outlines Overview](#)

New Heading Dialog Box

Revise Heading Dialog Box

> **To Access:** [Right-click](#) an outline heading.
Then: [Click New Heading](#) or [Revise Heading](#).

Use **New Heading** to insert a new heading into an outline, specifying its text, indentation level, and first reference.

Use **Revise Heading** to change the text, indentation level, or first reference of an existing outline heading.

In the **New Heading** and **Revise Heading** [dialog boxes](#):

1. Type or edit the text for the outline heading. If the text is too long to fit in the box, it [scrolls](#) so you can enter more.
2. If the first ref showing in the dialog box is not correct, [click](#) that field (or tab to it) and enter the correct reference. You do not need to specify a range of refs or the ending ref for an outline heading, because WORDsearch determines the last ref according to the starting verse of the next heading at the same or higher level.
3. The indentation level defaults to the same level as the current heading. You can tab to the **Level** box and use the up and down arrows to select a different level, or click the level you need.
4. Press **Enter** or click **OK**.

If your changes would result in two headings at the same level on the same verse, WORDsearch displays a message box to remind you that this is not allowed.

See also:

[Editing Outlines](#)

Copying Outlines



> **To access:** From an outline window click the **Copy** icon on the tool bar,
Or: Pull down the **Edit** menu and click **Copy**.

With an outline use the copy command to copy any part or all of an outline to the Windows [Clipboard](#). From there you can paste it into another text window in WORDsearch (such as a personal commentary), your word processor, or to any other Windows application.

When you copy an outline, only the selected heading and its descendants are copied. (If the selected heading has no descendants, just the one heading is copied.) If you want to copy the outline for an entire book, select the title of the book before selecting the Copy command.

The Copy [dialog box](#) asks if you want to include hidden headings in the copy. This option gives you control over exactly how much of the outline is copied. If this box is checked, all headings descended from the selected heading are copied into the document, even if they are hidden. If this option is not checked, only the headings that are showing are copied.

WORDsearch copies the outline into the Windows Clipboard. You can then select a WORDsearch text window (such as a personal commentary), or switch to another application, and pull down the **Edit** menu and click **Paste**. The outline is pasted into the window or application at the position of the insertion point.

See also:

[Printing Outlines](#)

[Copy Text to Word Processor or Desktop Notes](#)

[Copy](#)

New Dialog Box (Topical Tools, & Outline)

Import/Restore Dialog Box (Topical Tools, & Outline)

> **To access:** Pull down the **File** menu and click **Topical Tools** or **Outline**,
Then: Click **New** or **Import/Restore**.

Use **New** to create a new topical tool or outline file.

Use **Import/Restore** to create a topical tool or outline file from an [ASCII](#) file you have previously saved with a **Restore/Backup** command. WORDsearch loads the topics or outlines in the ASCII file into the new file you create.

In the dialog box:

1. Type a three-character code for the new topical tool or outline. This will be displayed on the [bookshelf icon](#). A list of the existing codes is displayed. All the codes must be unique.
2. Press **Enter** or click **OK**.

WORDsearch prepares the file, and places an icon for it on the bookshelf.

Outline files contain outlines for every book of the Bible. An "empty" file shows the titles for each book, and is ready for you to fill in with full outlines.

See also:

[Export / Backup \(Topical Tools Menu\)](#)

[Export / Backup \(Outline Menu\)](#)

Set Outline Title Dialog Box

- > **To Access:** Pull down the **File** menu and click **Outline**,
Then: Click **Change Title**.

In this dialog box you can set or change the name of an outline (shown on its window title bar) and its bookshelf code (shown on the [bookshelf icon](#).)

In the **Set Outline Title** dialog box, type a three-character code in the top text box. This is the name of the outline file on your hard disk, and the code that appears on the bookshelf icon. In the second text box, type the name of the outline. This name is shown in the title bar of the outline window. In the bottom text box, you can enter a copyright notice if you like.

Where You've Been Tool Bar Icon



> **To Access:** In a [study tool](#) window, click the **Where You've Been** icon on the [tool bar](#).

Use **Where You've Been** to display a list of the sections of the current study tool you have looked at.

As you study, you probably jump around within the study tools following [cross-references](#) or looking at different passages. If you want to go back to something you have seen before, click the **Where You've Been** icon and select from the list the section you want to return to.

See also:

[Go Back](#)

Copy to Ref List

- > **To access:** With a Ref List in the [active window](#), pull down the **Edit** menu and click **Copy to Ref List**,
Or: Press **F5**.

You can copy a [Ref List](#) into another Ref List in two ways:

- Copy the entire Ref List
- Copy only the selected verses in the Ref List

The destination Ref List can be a second Ref List that is already open or a new one created during the copy.

1. Make sure the Ref List you want to copy into another is the active Ref List, and if you want to copy only part of it, select the refs you want to copy.
2. Pull down the **Edit** menu and click **Copy to Ref List**. The **Copy to Ref List dialog box** is displayed. It lists the Ref Lists you can copy your Ref List or [selected](#) verses into.
3. Select the name of the Ref List to copy to, and in the **Copy** box indicate if you want to copy the entire Ref List or just the selected verses.
4. Click **OK** or press **Enter**.

See also:

- [Exercise: Copy to Ref List](#)
- [Merge Ref Lists](#)

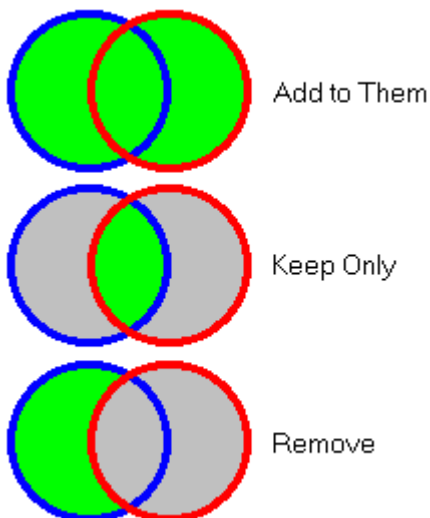
Merge Ref Lists

- > **To access:** With two Ref Lists open and with refs in them, and one of them the [active window](#), pull down the **Edit** menu and click **Copy to Ref List**, Press **F5**.
- Or:**

Fill out the [Copy to Ref List dialog box](#) and click **OK**. Since the destination Ref List already has refs in it, WORDsearch displays another dialog box. Select one of its options:

- **Add to Them.** Add the refs in the current Ref List to those already in the destination Ref List.
- **Keep Only.** Keep only the refs that are in both Ref Lists. Remove all others.
- **Remove.** Remove from the destination Ref List all the refs in the current Ref List.
- **Clear.** Empty all the verses from the destination Ref List before putting the new refs into it.

Three diagrams may help show the differences between the first three options. The red circles represent the refs in the current Ref List, and the blue circles are the refs in the destination Ref List. The green areas show the refs in the destination Ref List after the merge. The gray areas are the discarded refs.



Within __ verses. When you type a number between **1** and **99** in this box and click **Keep Only**, WORDsearch keeps the verses that are in both Ref Lists, and adds those within that many verses from them.

See also:

[Exercise: Copy to Ref List](#)

Copy Text to Word Processor or Desktop Notes



- > **To access:** On the tool bar click the **Copy to Word Processor** icon.
- Or:** Pull down the **Edit** menu and click **Copy to Word Processor**,
- Or:** Pull down the **Edit** menu and click **Copy to Desktop Notes**.

Use this to copy text, such as notes or topics into your word processor or the [Desktop Notes](#) window. Depending on what you are copying, WORDsearch might display a dialog box requesting additional information, such as whether to copy only selected text or an entire note.

See also:

[Copy Refs to Word Processor or Desktop Notes](#)

Text-Editing Functions

WORDsearch provides a full set of text-editing functions, which you can use in several windows. Not all of the functions are appropriate in all windows.

For details on entering and editing text, see:

[Text Entry](#)

[Selecting Text](#)

[Copying or Moving Text](#)

[Insert Verse \(Edit Menu\)](#)

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

[Edit Menu](#)

[Copy Text to Word Processor or Desktop Notes](#)

[Merge Ref Lists](#)

[Typing Refs](#)

Text Entry

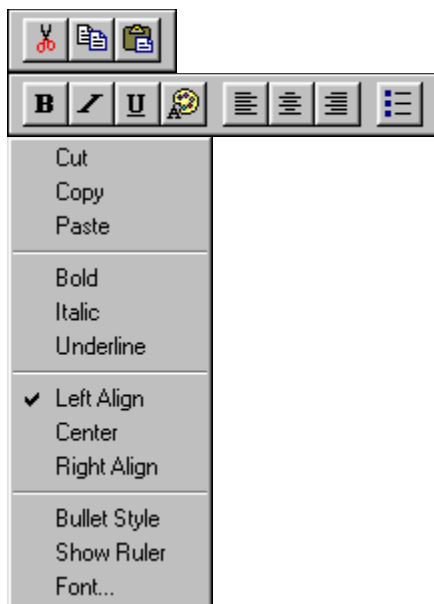
You can enter text into [Personal Commentary](#), [Desktop Notes](#), and [Outline](#) windows.

In a text window the [insertion point](#) shows where the text you type is entered. Move the insertion point with either the [mouse](#) or the [cursor movement keys](#) on the keyboard. As you type into a text window, press **Enter** at the ends of paragraphs, not lines (just as you would in a word processor).

Moving the insertion point. Use these keys to move the insertion point and edit text (Some of these keys have different functions within outlines.)

Keystrokes	Insertion Point Movement
←, →, , ↓	Move one character or line
Home	Move to the beginning of the line
End	Move to the end of the line
PgUp	Move to the previous screen
PgDn	Move to the next screen
Ctrl+Home	Move to the beginning of the text
Ctrl+End	Move to the end of the text
Tab	Insert a tab character
Bksp	Erase one character to the left of the insertion point
Del	Erase the selected text or the character to the right of the insertion point

With the mouse, move the insertion point by moving the mouse pointer to where you need to put the insertion point, and [clicking](#) once. You can also use the mouse to [select](#) text to be [copied](#), [deleted](#) or [cut](#).



WORDsearch also provides several text formatting options which are accessible from the Edit menu, icons on the tool bar, and from a shortcut menu. For more information on these options, click the icons or menu commands shown.

Bold Tool Bar Icon



- > **To access:** [Select](#) the text to make bold,
- Then:** Click the tool bar icon,
- Or:** Right-click to open a shortcut menu and click **Bold**,
- Or:** Press **Ctrl+B**.

Use **Bold** to display text in personal commentaries, Desktop Notes, and personal topics in bold letters. In addition to selecting the text and then making it bold as shown above, you can turn on Bold by any of the means shown, type the text, then turn off Bold by repeating the Bold command.

See also:

[Text-Editing Functions](#)

Italic Tool Bar Icon



- > **To access:** [Select](#) the text to make italics,
- Then:** Click the tool bar icon,
- Or:** Right-click to open a shortcut menu and click **Italic**,
- Or:** Press **Ctrl+I**.

Use **Italic** to display text in personal commentaries, Desktop Notes, and personal topics in italic letters. In addition to selecting the text and then making it italic as shown above, you can turn on Italic by any of the means shown, type the text, then turn off Italic by repeating the Italic command.

See also:

[Text-Editing Functions](#)

Underline Tool Bar Icon



- > **To access:** [Select](#) the text to underline,
- Then:** Click the tool bar icon,
- Or:** Right-click to open a shortcut menu and click **Underline**,
- Or:** Press **Ctrl+U**.

Use **Underline** to display text in personal commentaries, Desktop Notes, and personal topics with a single underline. In addition to selecting the text and then underlining it as shown above, you can turn on Underlining by any of the means shown, type the text, then turn off Underlining by repeating the Underline command.

See also:

[Text-Editing Functions](#)

Color Tool Bar Icon



> **Then:** **To access:** [Select](#) the text to color,
Click the tool bar icon.

Use **Color** to display text in personal commentaries, Desktop Notes, and personal topics with colored text.

When you click the Color icon, WORDsearch displays a list of the available colors. Click one of the options to select it.

In addition to selecting the text and then coloring it as shown above, you can turn on the desired color by any of the means shown, type the text, then turn off the color by repeating the Color command and selecting another color.

See also:

[Text-Editing Functions](#)

Left Align Tool Bar Icon



- > **To access:** [Click](#) in the paragraph to align,
Then: Click the tool bar icon,
Or: Right-click to open a shortcut menu and click **Left Align**.

Use **Left Align** to format text in personal commentaries, Desktop Notes, and personal topics flush with the left margin of the window. This is the default alignment. In addition to selecting the text and then aligning it as shown above, you can turn on the desired alignment by any of the means shown, type the text, then turn off the alignment by selecting another alignment command. Alignments affect only whole paragraphs.

See also:

[Text-Editing Functions](#)

[Center](#)

[Right Align](#)

Center Tool Bar Icon



- > **To access:** [Click](#) in the paragraph to align,
Then: Click the tool bar icon,
Or: Right-click to open a shortcut menu and click **Center**.

Use **Center** to format text in personal commentaries, Desktop Notes, and personal topics with each line centered in the window. In addition to selecting the text and then aligning it as shown above, you can turn on the desired alignment by any of the means shown, type the text, then turn off the alignment by selecting another alignment command. Alignments affect only whole paragraphs.

See also:

[Text-Editing Functions](#)

[Left Align](#)

[Right Align](#)

Right Align Tool Bar Icon



- > **To access:** [Click](#) in the paragraph to align,
Then: Click the tool bar icon,
Or: Right-click to open a shortcut menu and click **Right Align**.

Use **Right Align** to format text in personal commentaries, Desktop Notes, and personal topics flush with the right margin of the window. In addition to selecting the text and then aligning it as shown above, you can turn on the desired alignment by any of the means shown, type the text, then turn off the alignment by selecting another alignment command. Alignments affect only whole paragraphs.

See also:

[Text-Editing Functions](#)

[Left Align](#)

[Center](#)

Bullet Tool Bar Icon



- > **To access:** [Click](#) in the paragraph, or [drag](#) across several paragraphs, to format with bullets,
Then: Click the tool bar icon,
Or: Right-click to open a shortcut menu and click **Bullet Style**.

Use bullets to display text in personal commentaries, Desktop Notes, and personal topics as a list. In addition to selecting the text and then adding bullets as shown above, you can turn on bullets by either of the means shown, type the text, then turn off bullets by repeating the command.

Use the [ruler](#) to adjust the indentation of bulleted lists.

See also:

[Text-Editing Functions](#)

Ruler

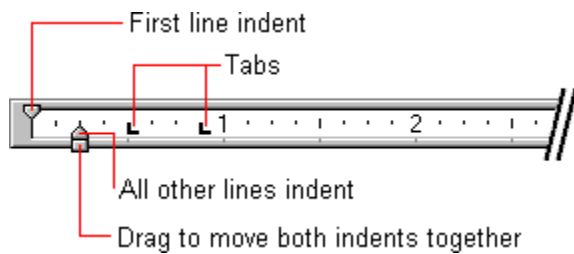
> **To access:** [Right-click](#) to open a shortcut menu and click **Show Ruler**.

Use the ruler to set indents and tab stops in personal commentary, Desktop Notes, and personal topics windows. All the settings apply only to the paragraph that contains the [insertion point](#), or to all [selected](#) paragraphs. When you press **Enter** to create a new paragraph, the settings carry forward into the new paragraph.

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

- The top slider sets the indentation of the first line of the paragraph.
- The middle slider sets the indentation of all other lines of the paragraph.
- The bottom slider moves both indentation sliders together to set the left margin.

[Click](#) anywhere inside the ruler to create a tab stop. To remove a tab stop, click and drag the tab symbol off the ruler.



See also:

[Text-Editing Functions](#)

[Bullet Tool Bar Icon](#)

Font Dialog Box

- > **To access:** [Select](#) the text to change,
Then: Right-click to open a shortcut menu and click **Font**.
Then: Make desired changes.

Use the **Font** dialog box to change the type, type style, and type size of text in personal commentary Desktop Notes, and personal topics windows. You can also add strikeouts and color.

See also:

[Text-Editing Functions](#)

Typing Refs

When entering refs in the [Find by Refs](#) dialog box or into [commentary](#) or [topics](#) windows, you need to follow some simple formatting rules.

- Format references in the conventional way: the book name, the chapter number, and the verse number. **John 3:16**
- Separate chapter and verse numbers with colons (:) or periods. **Psalm 119:105; Romans 8.28**
- Separate complete refs with semicolons (;). **Mat 24:1-14; Mar 13:1-13; Luk 21:5-19**
- Show passages (ranges of verses, chapters, or books) with hyphens. **Romans 11:33-36; Matt 5-7, 1 Kings-2 Kings**
- If you need a full book, the book name is sufficient. **1 John**
- For a full chapter, you do not need to indicate the verses. **Psa 23**
- For books that have only one chapter, to specify verses you must include the chapter: **Jude 1:24-25**, not **Jude 24-25**
- Abbreviate book names with enough letters to make the abbreviation unique. Some books can be abbreviated with only one or two letters, but an easy-to-remember rule is to use the first three letters, except for Judges and Jude (which require four letters) and Philippians and Philemon (which require five). **Gen; Pro; 2Jo
Judg; Jude
Phili; Phile**
- For numbered books, use Arabic numerals, not Roman. (A space between the number and the name is optional.) **3 John**, not **III John**

See also:

[Text-Editing Functions](#)

Selecting Text

You can [select](#) text with either the [mouse](#) or the keyboard.

The mouse

[Click and drag](#) the mouse across the text; the selected text is highlighted. Select a word by [double-clicking](#) it.

The keyboard

Put the [insertion point](#) at one end of the block of text you need to select. Hold down the **Shift** key while you move the insertion point with the [cursor movement keys](#). This highlights the text. When the entire block is selected, release the **Shift** key.

In a Ref List, you can select more than one block of refs. Make the first selection the usual way; then move to the next section and hold down the **Ctrl** key as you select the next block. You may select as many blocks as you need.

See also:

[Select All](#)

Copying or Moving Text

WORDsearch uses the Windows [Clipboard](#) for edit functions on [Ref Lists](#) and text windows. To copy or move verses or blocks of text:

1. [Select](#) the information to move or copy.
2. Pull down the **Edit** menu, and click [Cut](#) or [Copy](#) to put the verses or text into the Clipboard.
3. Click in the window or application to receive the text or verses to make it the [active window](#).
4. Position the [insertion point](#) within the window with the [mouse](#) or [cursor movement keys](#).
5. Pull down the **Edit** menu and click [Paste](#).

In personal commentary, Desktop Notes, and personal topics windows, you can also copy and move text with single drag-and-drop operations. To move text:

1. Select the text to move.
2. [Click and drag](#) the selected text to the desired location.

To copy text:

1. Select the text to copy.
2. Hold down the **Ctrl** key, and click and drag the selected text to the desired location.
3. Release the **Ctrl** key.

See also:

[Delete](#)

[Undo](#)

[Text-Editing Functions](#)

Entering and Viewing your Personal Commentary

To enter new personal commentary, or to see the personal commentary notes for the verses in your active [Ref List](#), open the commentary window, by either [clicking](#) its icon on the [bookshelf](#) or pulling down the **Window** menu and clicking the name of your personal commentary.

All commentary windows, including personal commentary, are [synchronized](#) with your active Ref List, so as you move from verse to verse in the Ref List, the commentary window displays the notes for that verse. When the commentary window is active (and if there are already notes on the current verse), use the mouse or the [cursor movement keys](#) to put the [insertion point](#) where you need to type your comments.

See also:

[Exercise: Writing a Personal Commentary Note](#)
[Commentaries Overview](#)
[Text Editing Functions](#)

Topics Window

The Topics window is very much like any other [window](#), especially a [personal commentary](#) window. You can move it, change its size, or maximize it to occupy the whole [desktop](#). The title bar of the Topics window shows the topic heading and the tool that contains it.

In the topical tools NavPress Software publishes, we use these conventions:

- Each subtopic is preceded by a bullet (•).
- All the refs for each subtopic are on one line without carriage returns (they automatically wrap to fit the window).
- Subtopics are indented to create a simple outline format.
- Topical cross-references are indicated by a double-arrow character (») and the word "See."

We recommend that you follow these conventions when entering your own topics.

See also:

[Editing Topics](#)

Edit Topics

To enter or change subtopics, references or cross-references in a new or existing topic, use [Find by Topic](#) to show the topic in the [Topics window](#). Then [type](#) the subtopics and refs in the Topics window. Although there are very few restrictions on how you organize text in the Topics window, we use some conventions that we recommend you follow.

- Precede each subtopic with a bullet (•). Enter the bullet character by clicking the Bullet icon on the tool bar or right-clicking the paragraph and selecting **Bullet Style** from the shortcut menu.
- Enter all the refs for each subtopic on one line, without carriage returns. (They wrap to fit the window automatically.) It is easiest to select all of them this way. You can type the refs into the window, but you must be careful to spell the names of the books of correctly and use the proper [formatting](#).
- Use tabs or the [ruler](#) to indent subtopics in an outline form if you wish.
- For topical cross-reference headings you can include the word "See" as in the published tools, if you wish.
- Each cross-reference should be on a line by itself.

Viewing Ref Lists

When you have collected a list of references to study, you need to be able to read them. Depending on the situation, you might want to see them different ways. Switch easily between the views by either clicking their tool bar icons, or by pressing Enter to cycle around the three views.



Sometimes you need to just review the list of [references](#), without seeing the actual text of the verses. WORDsearch can show them to you this way. It even combines consecutive verses into a single reference, just as you are accustomed to seeing them. So if your [Ref List](#) contains the first three verses of Psalm 1, it doesn't show you Psalm 1:1, Psalm 1:2, Psalm 1:3. It displays Psalm 1:1-3 as a single reference. If you later add the rest of the psalm to your list, WORDsearch automatically shows the reference as Psalm 1:1-6.



Most of the time you need to read the text of the verses. One mouse click or keystroke redisplay your Ref List with the full text of each [verse](#). Consecutive verses are shown together in the same paragraph form used in the printed volumes.



Many times as you are studying, you need to look at the context of a verse. Press **Enter** or click the **View in Context** icon to see the selected verse in its biblical [context](#). You can read as far before or after the verse as you need.

Whenever you are viewing a Ref List as either verses or in context, you can show it in as many [versions](#) of the Bible as you have installed on your computer (and can fit on the screen). As you scroll through the verses in one version, all the others scroll with it to stay synchronized. You can open and close different versions whenever you want.

As much as possible, WORDsearch shows Ref Lists on the screen with the same formatting used in the printed editions. This means that poetry is indented to show the lines, italics are used the same way they are in print, and the words of Christ are shown in red (or another [color](#), if you prefer).

See also:

[Moving around in Ref Lists](#)
[Synchronized Windows](#)

Moving around in Ref Lists

If a Ref List is too long to be displayed in the Ref List window, use the [cursor movement keys](#) as you would in any windows application. The up and down arrow keys move the selection highlight up and down through the Ref List. **PgUp** and **PgDn** move up and down through the Ref List one "window-full" at a time. **Ctrl+Home** and **Ctrl+End** go to the very top and very bottom of the list. The scroll bars also operate as they do in all Windows applications. In [Context](#) view you can quickly locate the verses in your Ref List with [Previous](#) and [Next](#).

See also:

[Using Outlines](#)

Viewing Ref Lists in Two or More Bible Versions

You can display the verses in your [Ref List](#) in two or more [Bible versions](#) side by side to compare wording. To open another version of the Bible, click the icon on the [bookshelf](#) for the version you want to see. Your Ref List window is divided into panes, with each pane containing a different version. You can display as many versions as you have installed (and have room for on the screen). As you [scroll](#) through the Ref List, all the versions displayed scroll together.

Synchronized Windows

One of the most useful features of WORDsearch is that windows that show information relevant to Bible verses are synchronized to the verse you are viewing. [Select](#) a verse in a [Ref List](#) window, and the synchronized windows that are open display their data for that verse. As you select other verses in the Ref List, the information in the synchronized windows is updated to correspond to the new selected verse.

The synchronized windows in WORDsearch are:

- [commentaries](#)
- [personal commentaries](#)
- [translation notes](#)
- [maps](#)
- [cross-references](#)
- [outlines](#)

See also:


[Exercise: Viewing Commentary](#)

Bible Options Dialog Box

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

In the **Bible Options dialog box** you can specify the order of the Bible version icons on the [bookshelf](#) and how many versions are shown in Ref Lists when they are first opened.

In the **Order of Bibles** options box, the **Current** box lists the Bible versions installed on your system in the order they are now shown on the bookshelf. To change the order select each version and click the » button in the order you want them shown. When you click the » button, WORDsearch moves the selected version to the **New** box.

In the **New Ref Lists** option box, indicate the number of versions WORDsearch should when it opens a new Ref List on the [desktop](#). You can, of course add a version to any Ref List displayed at any time by clicking its bookshelf icon. Remove a version from a Ref List window by clicking the **Close** button  on its title bar.

To reset all the settings on this dialog box to the defaults, click **Reset**.

When these are set the way you want them, click **OK**. The changes take effect the next time you start WORDsearch.

Word Processor Dialog Box

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

In this [dialog box](#) select the word processor WORDsearch should send Ref Lists or notes to when you use [Copy to Word Processor](#) on the **Edit** menu.

In the list box [double-click](#) your word processor, or the **Other** option if yours is not on the list. WORDsearch records default information on how to perform the transfers. If you need to modify the default setup, click **Manual Setup**.

See also:

[Word Processor Manual Setup Dialog Box](#)

[RTF Settings Dialog Box](#)

Word Processor Manual Setup Dialog Box

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

On this dialog box you can manually enter the information WORDsearch needs to communicate with your word processor.

See also:

[Program File](#)

[Browse](#)

[Working Directory](#)

[Window Title](#)

[Paste Keys](#)

[Use Rich Text Format \(RTF\)](#)

[Word Processor Dialog Box](#)

[RTF Settings Dialog Box](#)

Program File (Word Processor Manual Setup Dialog Box) Browse Button

The **Program File** text box should contain the path and filename for your word processor, so WORDsearch can start it when you use [Copy to Word Processor](#) on the **Edit** menu. It is normally filled in correctly when you select a word processor from the list on the [Word Processor](#) dialog box. If you need to fill it in but do not know the exact name to use, click **Browse**. WORDsearch then helps you find the correct path and filename by searching through the folders and program names on your hard disk.

See also:

[Word Processor Dialog Box](#)

[Word Processor Manual Setup Dialog Box](#)

Working Directory (Word Processor Manual Setup Dialog Box)

In this text box enter the [folder](#) that WORDsearch should change to when it starts your word processor. Normally this is the folder your word processor is in.

See also:

[Word Processor Dialog Box](#)

[Word Processor Manual Setup Dialog Box](#)

Window Title (Word Processor Manual Setup Dialog Box)

This text box should contain the title that shows at the top of your word processor window. It is normally filled in correctly when you select a word processor from the list on the [Word Processor dialog box](#). If you need to fill it in but do not know the exact name to use, start your word processor and make a note of the name. If the title on the word processor window includes the name of the current document or any other information, do *not* include that in this box. Enter only the name of the word processor, and be careful to include all spaces and capital letters exactly as they appear on the title bar. This box does not have to include everything showing in the title bar of your word processor, but it must have at least the beginning of the title, and it must appear *exactly* as on the title bar.

See also:

[Word Processor Dialog Box](#)

[Word Processor Manual Setup Dialog Box](#)

Paste Keys (Word Processor Manual Setup Dialog Box)

WORDsearch normally fills in this box correctly when you select a word processor from the list on the [Word Processor dialog box](#). But if necessary, type into this box the keystrokes your word processor uses to [Paste](#) data from the Windows [Clipboard](#). Most Windows applications use **Ctrl+V** (^v). Some older applications use **Shift+Ins** (+ {insert}). **Alt+EP** (%ep) works with most applications, also.

See also:

[Word Processor Dialog Box](#)

[Word Processor Manual Setup Dialog Box](#)

Use Rich Text Format (RTF) (Word Processor Manual Setup Dialog Box)

This checkbox determines whether WORDsearch should send codes to your word processor to format text. These codes set colors, text attributes, and indentations. WORDsearch normally sets this correctly for your word processor, but you can change it by clicking it.

If WORDsearch has checked this box, you might want to uncheck it if your printer cannot print in color and does not convert colored text to an acceptable shade of gray.

See also:

[Word Processor Dialog Box](#)

[Word Processor Manual Setup Dialog Box](#)

[RTF Settings Dialog Box](#)

RTF Settings Dialog Box

- > **To access:** Pull down the **Options** menu and click **Word Processor**,
- Then:** Click **Manual Setup**,
- Then:** Click **RTF Settings**.

This [dialog box](#) contains the detailed codes that WORDsearch uses to send your [Ref Lists](#) or verses to your word processor. We provide this information for advanced computer users who may want to modify it.

Normally, we advise not changing these options.

For most word processors, this dialog box contains Microsoft's Rich Text Format, and you should contact Microsoft for documentation if you need it. For other word processors, it contains [ASCII](#), with the **Enter** character represented by **{enter}**.

If you do make changes, and need to bring back the original codes, click **Reset**.

See also:

[Word Processor Dialog Box](#)

[Word Processor Manual Setup Dialog Box](#)

[Use Rich Text Format \(RTF\)](#)

Outline Options Dialog Box

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

Use **Outline Options** to customize the format of outlines.

In this [dialog box](#), for each indentation level you can indicate:

- the type of number to use (Roman numerals, Arabic numerals, upper or lower case letters, or none)
- the punctuation to precede or follow the number

In the **Outline Options** dialog box:

1. In the **Outline Level to Change** list box [click](#) an outline level.
2. In the **Type** box select the style of number or letter to use for the selected level. You can also choose to not use any letter or number.
3. In the **Prefix** and **Suffix** boxes type the punctuation or other characters to precede and follow the letter or number.
4. Press **Enter** or click **OK**.

To return all the settings to the defaults, click **Reset All**.

See also:

[Outlines Overview](#)

Bible Text Colors Dialog Box

> **To access:** Pull down the **Options** menu and click **Bible Text Colors**.

Use **Bible Text Colors** to set the colors for text in [Ref List](#) windows.

In the **Set Color For** box select the element to change, and click the **Change Color** button. WORDsearch displays a standard Windows color-selection dialog box in which you can choose a different color, and even define custom colors. Click the color you want to use and click **OK**. In the **Samples** box WORDsearch shows the results of your selection. Select each item in the **Set Color For** box you wish to change, and follow the same procedure. To reset the selected item to its default color, click **Reset**. To return all the colors to the defaults, click **Reset All Colors**.

Unselect the **Show Words of Christ in Red** check box if you do not want WORDsearch to display the words of Christ in a different color.

You can set the colors for these items:

- **Verses in the Ref List.** The text of verses actually in Ref Lists (not context verses).
- **Verses in Context.** Verses which are not in the Ref Lists (visible only in [Context view](#)).
- **Red Letters in the Ref List.** The words of Christ in verses in Ref Lists.
- **Red Letters in Context.** The words of Christ in context verses.
- **Bible References.** The book names, and chapter and verse numbers.
- **Background.** The screen "behind" the text of the Ref List.
- **Selected Verses Backgrnd.** The background that indicates the selected verse(s).

Screen Layout Dialog Box

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

Use **Screen Layout** to set the initial size of [study tool](#) windows.

By default, WORDsearch places all study tool windows (except maps) in one of two stacks, splitting the desktop either in left and right ("[side by side](#)") stacks or top and bottom ("[over & under](#)") stacks. On the **Screen Layout** dialog box set the percentage of the desktop to devote to the left and top stacks by [dragging](#) the sliders with the mouse. The balance is used for the right and bottom stacks.

Study tools in each stack:

Left or top of desktop:

- [Ref Lists](#)
- Scripture [cross-references](#)
- [Greek and Hebrew search results](#)
- [Tables of Contents](#)

Right or bottom of desktop

- [Commentaries](#)
- [Personal Commentaries](#)
- [Translation Notes](#)
- [Topics](#)
- [Outlines](#)
- [Greek and Hebrew dictionaries](#)
- [Desktop Notes](#)

STEP Book Locations Dialog Box



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

In the **STEP Book Locations dialog box** you can list additional [folders](#) WORDsearch should check for [study tool](#) files ([STEP](#) books), especially those published for other Bible software. This is only needed in rare circumstances, and normally you should put nothing in the text box.

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

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

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

D:\NAVPRESS

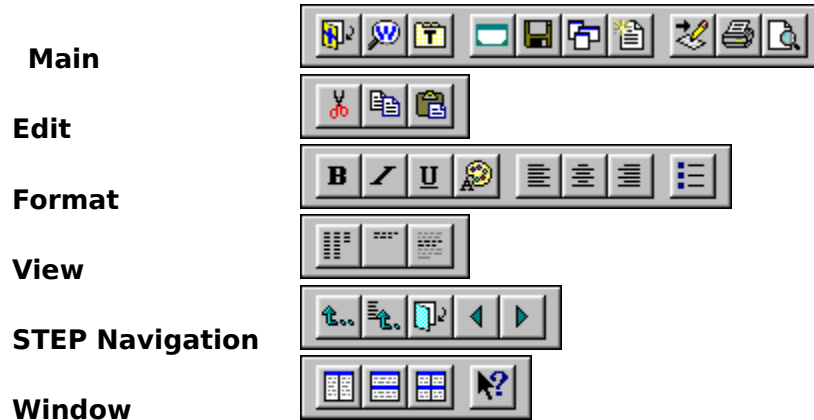
NOTE: Some publishers of STEP books make it possible to install some of the STEP book files on your hard disk and leave the others on the CD-ROM. This can speed up access to the books, without using as much disk space. If you have STEP books installed this way, you must list the paths to both sets of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

Tool Bars Dialog Box

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

In the **Tool Bars** dialog box, select the [tool bar](#) groups you want WORDsearch to display. To check or uncheck the tool bar groups, [click](#) them.

To see what each [icon](#) does, click it here.



See also:

[Tool Bar Overview](#)

Bookshelf Dialog Box

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

Use the **Bookshelf dialog box** to indicate which [study tools](#) you want shown on the [bookshelf](#). All the installed tools are listed, and you can click each one to place or remove a check mark before it. WORDsearch puts the checked tools on the bookshelf. All installed tools are available on the Bible and Window menus, so you can always access them even if you choose not to show them on the bookshelf.

See also:

[Bookshelf Overview](#)

Bookshelf Code Dialog Box

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

In the **Bookshelf Code** [dialog box](#) you can set the three-character code shown on the [bookshelf](#) icons for commentaries, topical tools, and Greek and Hebrew dictionaries.

You can set the bookshelf codes for Ref Lists in the [Set Ref List Title](#) dialog box, and for outlines in the [Set Outline Title](#) dialog box.

You cannot change the bookshelf codes for Bible versions, maps, Greek and Hebrew Search Results window, or the Cross-Reference window.

See also:

[Bookshelf Overview](#)

The WORDsearch Window

Most components of the WORDsearch application window (the "desktop") are common to most Windows applications. These include:

- The main title bar
- The window control icons in the upper-right corner
- The main menu
- Scroll bars along the right and bottom edges when needed
- Document windows that in WORDsearch contain Ref Lists and other study tools
- Dialog and message boxes

See your Windows manual and Help for information about these if you need it.

These components are not as common:

- The [tool bar](#), beneath the [menu bar](#), is a set of square buttons for selecting the most frequently-used functions in WORDsearch. Clicking a button to perform a task is often easier than using the menus.
- The [bookshelf](#), beneath the tool bar, shows the [study tools](#) available to you while working on your study. The tools are grouped in categories, and each tool is shown as a book icon.

See also:

[Using and Customizing Windows](#)

[Arranging Windows](#)

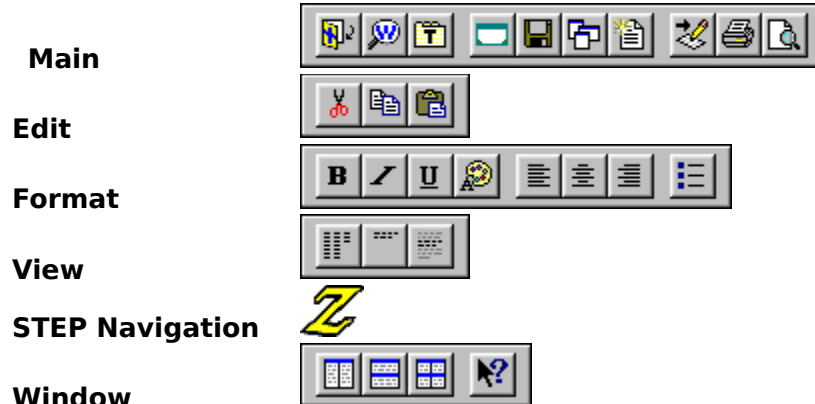
[Managing Desktops](#)

Tool Bar Overview

The square icons immediately beneath the menu comprise the tool bar. These icons represent common WORDsearch commands or functions, such as for searching the Bible, editing text, or arranging windows. If you have used other Windows software, some of them are probably familiar to you, but some are unique to WORDsearch. To perform the function of an icon, [click](#) it with the [mouse](#). (If you prefer to use the [keyboard](#), most of the functions available on the tool bar are also on the [menus](#), and most have [shortcut keys](#) as well.)

The purpose of the pictures on the tool bar buttons, of course, is to make it easy to recognize and remember their functions. We have tried to make them clear and obvious, but to help you while you are learning what they all do, WORDsearch provides [tool tips](#) for each icon. When you put the mouse pointer on an icon without clicking it, WORDsearch displays a short description of that icon's function.

The icons are in groups. You can select which groups are shown by pulling down the Options menu and clicking [Tool Bar](#). The groups are shown here. Click on these icons to see what each one does.



You might have noticed also that sometimes the icons are in color, and sometimes they are gray. When an icon is [grayed](#) its function is not available or appropriate in the current situation. For example, if the active window is the maps window, the format icons are grayed because you cannot use them with maps. When you click in a Personal Commentary window, they become available again, and their color changes to show this.

If you wish, you can move the tool bar groups to other positions on the screen. To do this, click in the small area just to the left of the left-most icon in the group, and drag the group away from its normal position at the top of the screen. As you do, it becomes a window outline. You can place it anywhere you want on the screen, and when you release the mouse button it becomes a window with its own title bar. You can change its shape by dragging its sides. To put it back in its normal position, drag it back or pull down the Options window and click [Reset Bookshelf - Top](#) or [Reset Bookshelf - Left](#).

See also:

[Bookshelf Overview](#)

Bookshelf Overview



Near the top of the WORDsearch [desktop](#), (just beneath the [tool bar](#)) is a set of [icons](#) that look like books on a shelf. This is the bookshelf. These icons represent the [study tools](#) that are available to you in WORDsearch, such as Bible versions, commentaries, and outlines. Their names are abbreviated on the icons, but their [tool tips](#) show their full names. You can access the books on the bookshelf by [clicking](#) them with the [mouse](#).

The icons on the bookshelf are normally colored, with each group a different color. But sometimes the icons become [gray](#). What a grayed icon indicates depends on the type of tool it is. Bible versions are gray whenever the active window is not a [Ref List](#). This simply means that nothing happens if you click them. For [commentaries](#), the icons are gray if they have no notes on the verse selected in a Ref List. Clicking a commentary icon always opens it on the desktop (or brings it to the top) regardless of whether it is colored or gray.



The [Cross Reference](#) window and the Greek and Hebrew search results window are empty when you start WORDsearch, and their bookshelf icons are gray. Clicking on the icons has no effect until you put something in the windows. When you click a Scripture cross-reference in a commentary or other text window, WORDsearch puts the verses in the Cross Reference window and opens it on the desktop. Its icon becomes colored to indicate it contains refs, and if you later close or cover that window, clicking its icon brings it back.

The Greek and Hebrew search results window shows the refs WORDsearch finds when you search for Greek and Hebrew words. Its icon is gray when it is empty, and colored when it contains refs.

All the other bookshelf icons are always colored because the related study tools are always available.

You can [choose](#) which study tools appear on the bookshelf and change the [abbreviations](#) on the icons.

See also:

[Tool Bar Overview](#)

Using and Customizing Windows

Most operations you perform on windows themselves (in contrast to the contents of the windows) are common to Windows applications. Some of the most important of them are listed here. See your Windows manual and Help for more information.

[Arranging Windows](#)

[Maximizing a Window](#)

[Closing a Window](#)

Some operations are unique to WORDsearch, or at least not as common.



[Synchronized windows](#)

[Bible Text Colors](#)

[Managing Desktops](#)

Arranging Windows


Use the standard Windows functions to arrange [windows](#) on the [desktop](#):

- Drag windows where you want them.
- Size windows by dragging their boundaries or clicking on the Minimize  and Maximize  buttons in the upper-right corner.
- Arrange windows with the [Side by Side](#), [Over & Under](#), [Cascade](#), and [Tile](#) commands on the tool bar or Window menu.


See also:

[Window Menu](#)

Maximizing a Window

If you have several windows open on your screen, you may want to expand the [active window](#) to fill the screen. There are two ways to do this. Click the Maximize button  in the upper right corner of the window, or [double-click](#) the title bar of the window. If a [Ref List](#) window is displaying multiple Bible versions, you can maximize one of the versions by double-clicking its title bar.

Closing a Window

To close a window, [click](#) its close icon  in the upper-right corner of the window. Closing a window does not affect its contents; it merely removes it from the desktop. If you reopen the window, its contents are still intact. If it is a [synchronized window](#)--one that corresponds to your location in your [Ref List](#)--it shows the information that corresponds to the current verse in the most recently active Ref List window.

Using the Mouse

The [mouse](#) is the primary tool for selecting text and options, and executing commands in WORDsearch. (You can, of course, use the [keyboard](#) as well, and once you learn them, keyboard commands are often faster and easier.)

Use the mouse to pull down a [menu](#) by [clicking](#) on the menu name. Execute a command on the menu by clicking on it. Close a menu by clicking anywhere outside the menu.

Click icons on the [tool bar](#) to perform their functions, and click [study tool](#) icons on the [bookshelf](#) to open them. [Click and drag](#) the mouse to [select](#) text, to drag a window where you want it, and to size a window by dragging its borders.

As in all Windows applications, use the left button for most mouse operations: whenever instructions say to click a screen object or click and drag, use the left mouse button. But there are some uses for the right button, also. In WORDsearch, when you click the right button, WORDsearch displays a shortcut menu with options appropriate for what you clicked on.

Shortcut (right-click) menus:

In Ref Lists:

- [Show Greek/Hebrew Definition](#)
- [Find by Words](#)

In the [Greek and Hebrew Dictionary windows](#):

- View Definition
- Find KJV Verses
- Find NASB Verses
- Make Bold
- Make Only Bold

In study tools with [cross-references](#):

- Show Refs in this Paragraph
- Show Selected Refs
- Show All Refs

In [outlines](#):

- Synchronize Bible Text
- Scroll Heading to Top of Window
- [New Heading](#)
- [Revise Heading](#)
- Delete Heading
- Move One Left
- Move One Right
- Move Group Left.
- Move Group Right

Using the Keyboard

The [mouse](#) is given priority in our instructions because the Windows interface is optimized for it, but every major function in WORDsearch is accessible from the keyboard, too.

Each [pull-down menu](#) on the [menu bar](#) has a single underscored character in its name. Pull down a menu by pressing **Alt** to activate the menu bar, and then pressing the underscored letter of the menu you need.

Each command on the pull-down menus has a letter underlined in it. Select the command by pressing its letter. You can also use the up and down arrow keys to move the selection bar to the item you need, and then press **Enter**. Finally, many commands have [shortcut keys](#)--keystroke combinations such as **F9** or **Ctrl+Z**--which are shortcuts for executing that command. The shortcut keystrokes are listed next to the names on the pull-down menus. The shortcut key sequences execute the commands even when the menu is not visible.

See also:

[Using the Mouse](#)

Searching Overview

The primary job of WORDsearch is searching the Bible for verses that meet criteria you determine, and collecting them into [Ref Lists](#). There are several criteria you can use.

- You can request specific [passages](#) by selecting the book, chapter, and verse.
- You can have WORDsearch search for verses that contain [words, phrases, or combinations](#) of words that you are looking for.
- WORDsearch can find verses that relate to [topics](#) you want to study, even if they don't use specific words.
- It can even find verses that use certain words in the original [Greek and Hebrew](#), regardless of how they are rendered in English translations.

Once you have gathered a list of references, you can use [additional searches](#) to expand or limit the list. You can mix the search methods, so your first search might be finding the verses that contain a certain word, and the second one might remove from that list the verses in the Old Testament. There is no limit to the number of consecutive searches you can perform to refine the Ref List into exactly the verses you need.

Searching is not limited to the Bible. You can search through [STEP books](#) such as [commentaries](#) and [topical study tools](#) to find any [word, phrase, combination](#) of words, or [reference](#). Use this to find a commentary's remarks on a subject without knowing what verses the notes are related to. It can also help find a note you have seen before, but can't remember what verse or topic it is with.

Searching in WORDsearch is virtually instantaneous, due to WORDsearch's complete indexes of each Bible version and study tool.

Find by Words/Phrases Dialog Box



- > **To access:** On the [tool bar](#), click the **Find by Words** icon,
Or: Pull down the **Find** menu and click **By Words**,
Or: Press **F2**,
Or: [Right-click](#) a word in a Ref List and choose **Find by Words**.

Use **Find by Words/Phrases** to search the Bible for verses that contain the words or phrases you request.

Single words or phrases

To find a single word or phrase, type it in the first text box on the **Find by Words/Phrases dialog box**, and press **Enter** or click **OK**. WORDsearch finds the references and puts them into the active [Ref List](#), clearing whatever refs might have been in it already.

Multiple words or phrases

To search for more than one word or phrase, type each one in a separate text box. Press **Tab** to move from box to box. Select one of the options in the [Find Verses Containing](#) box and press **Enter** or click **OK**.

Similar words or phrases

To find groups of related words and phrases use [wildcards](#) in the search words or phrases.

Refining Ref Lists

By default, if there are refs in a Ref List, WORDsearch discards them when you do a new search. If you want to merge the new search with the refs already in the Ref List, instead of clicking **OK**, click one of the buttons at the bottom of the dialog box.

- **Add Them (Or)**. Add the refs found by the new search to the refs already in the Ref List.
- **Keep Only Them (And)**. Keep only the refs that are both now in the Ref List and found by the new search. Discard all others.
- **Remove Them (Not)**. Remove from the existing refs all the refs found by the new search.

See [Refining the Ref List](#) for more details.

Searching other study tools and STEP books for words and phrases.

You can search all WORDsearch study tools such as commentaries, and other [STEP](#) books for any words or phrases used anywhere in them. First click in the tool's window to make it active, then click the **Find by Words** icon on the tool bar. For more information see [Searching Study Tools and STEP Books for Words and Phrases](#).

For information on the other options in the **Find by Words/Phrases** dialog box, see:

[Bible](#)
[Get Prev Search](#)
[Search Range](#)
[Case Sensitive](#)

Bible (Find by Words/Phrases Dialog Box)

In the [Find by Words/Phrases dialog box](#), use the **Bible** list box to select the version of the Bible you want WORDsearch to search. Click the down-arrow to see the Bible versions available to you. Click the version you want to use, or select **All** to search all of the available Bible versions.

Get Prev Search (Find by Words/Phrases Dialog Box)

In the [Find by Words/Phrases dialog box](#), click **Get Prev Search** to redisplay all the search options you used the last time you did a find by words or phrases. Use this to repeat your search in a different version of the Bible or to make other minor changes in the search options before repeating the search.

Get Prev Search only returns search options used in the current session.

Search Range (Find by Words/Phrases Dialog Box)

In the [Find by Words/Phrases dialog box](#), click **Search Range** to restrict a search to one or more specific portions of the Bible.

When you search by words or phrases, WORDsearch normally looks through the entire Bible. When you restrict the search range, you tell WORDsearch to look only in the books, chapters, or passages you specify. (The current search range is displayed in the **Find by Words/Phrases** dialog box beneath the **Search Range** button.)

In the **Search Range** dialog box, select the check boxes for the portions of the Bible you wish to search, or type in your own set of search ranges. Search ranges can be whole books, selected chapters, or even specific verses. Once you specify a search range, it remains in effect for all searches for that [Ref List](#) until you change it. If you want this search range to be the [default](#) search range for your future Ref Lists as well, click **Save as Default** in the **Search Range** dialog box. You can, of course, change the default later.

See also:

[Exercise: Restricting the Search Range](#)

Find Verses Containing (Find by Words/Phrases Dialog Box)

Find Verses Containing is an option box in the [Find by Words/Phrases dialog box](#).

Use this option when you are searching for more than one word or phrase, to indicate whether you want the verses to contain *any* of the words or phrases you have listed, or *all* of the words and phrases.

- **Any.** When you select **Any Word/Phrase (OR)**, WORDsearch finds every verse in the search range that contains at least one of the words or phrases you request. For instance, if you search for *faith*, *believing*, and *belief*, WORDsearch finds all the verses that contain *any* one of these three words.
- **All.** When you select **All Words/Phrases (AND)**, WORDsearch finds only verses that contain all of the words and phrases you request. For instance, if you are studying the mark of the beast in Revelation, then you might type **mark** and **beast** in the text boxes, and select **All Words/Phrases (AND)**. WORDsearch finds only the verses that contain *both* of these words.

See also:

[Within verses](#)

Within __ verses (Find by Words/Phrases Dialog Box)

This is an option on the [Find by Words/Phrases dialog box](#) in the **Find Verses Containing** option box.

Use this when you are looking for passages--not individual verses--that contain all of the words or phrases you request.

When you are searching for more than one word or phrase, select **All words/phrases (AND)** on the **Find by Words/Phrases** dialog box to find only verses that contain all the words and phrases you request. This helps you find related subjects if the words are used in the same verse. Sometimes, however, although the subjects are related, the words are not used in the same verse. They may be two or three or more verses apart. In the **Within __ verses** box, enter the maximum number of verses apart the words or phrases can be and still be "found" and put into your Ref List.

When you use this feature, be aware that words that are used within a few verses of each other, are not necessarily related. The larger the number you enter in the **Within __ verses** box, the more passages you will find in which the words you request are just coincidentally near each other, and not actually related in the context.

See also:

[Exercise: Using Within __ verses
Find verses containing](#)

Case Sensitive (Find by Words/Phrases Dialog Box)

In the [Find by Words/Phrases dialog box](#) select the **Case Sensitive** check box to find only the words that exactly match the capitalization of the search words. For example, if **Case Sensitive** is not selected when you search for **lord**, WORDsearch finds *lord*, *Lord*, and *LORD*. With it selected, however, WORDsearch finds only occurrences of *lord* that are not capitalized.

Refining the Ref List

- > **To access:** From a [Ref List](#) that already contains references, start another search by [Refs](#) or [Words or Phrases](#). On either of the [Find dialog boxes](#), instead of clicking **OK** to start the search, click one of the three buttons at the bottom of the box.

Find by Words/Phrases

Words or phrases to find, one per line:

faith

Bible: NIV

OK

Get Prev Search

Cancel

Search Range...

Help

Case Sensitive

Click "OK" to clear "Ref List 1," or click below.

How to use the new verses that are found:

Add Them (Or) Remove Them (Not) Keep Only Them (&)

& those within 0 verses

Refine a Ref List by combining the refs found in a new search with the refs already in the Ref List in one of three ways,:

- **Add Them (Or).** Add the refs found by the new search to the refs already in the Ref List.
- **Remove Them (Not).** Remove from the existing refs all the refs found by the new search.
- **Keep Only Them (And).** Keep only the refs that are both now in the Ref List and found by the new search. Discard all others.

Three diagrams may help show the differences. The blue circles represent all the refs now in the Ref List, and the red circles are the refs found in the new search. The green areas show the refs in the Ref List after the existing refs and the new search have been combined. The gray areas are the discarded refs.



Within __ verses. When you type a number between **1** and **99** in this box and click **Keep Only Them (And)**, WORDsearch keeps the refs that are *both* already in the Ref List and found by the new search, and those within that many verses from them.

For examples see:

- [Exercise: Expand - Add Them](#)
- [Exercise: Refine - Remove Them](#)
- [Exercise: Refine - Keep Only Them \(1\)](#)
- [Exercise: Refine - Keep Only Them \(2\)](#)

Technical Note. AND/OR/NOT Logic. Those with computer experience may be familiar with AND/OR/NOT logic (also called Boolean logic), and should be aware that WORDsearch provides these functions, but uses different terminology, which most people find easier to

understand. Here is the correspondence:

- OR = Add to Them
- AND = Keep Only
- NOT = Remove

If you are not familiar with AND/OR/NOT logic, don't worry about it. You do not need to understand this to use WORDsearch.

Wildcard Searches

If you want to search for several similar words (words which begin or end with the same letters), you can do a wildcard search, in which you substitute an asterisk (*) for a group of letters. When you search for **know***, for instance, WORDsearch finds any word beginning with the letters *know*, such as *know*, *knowing*, *knowledge*, *known*, and *knows*.

Wildcard searches are also useful when you need to find a word that you are not sure how to spell. For instance, if you are searching for the name of a Bible character, and you are not sure how the name is spelled, but you know that it ends with *-ziel*, you can search for ***ziel**. WORDsearch finds all the words in the Bible that end with the letters *-ziel*.

When you do a wildcard search, WORDsearch displays the [Wildcard Matches](#) box listing all the words in the Bible that match your search. These words are all highlighted, meaning that they are all selected search words. If you want WORDsearch to find verses that use any of these words, press **Enter** or click **OK**. However, if there are some words on the list that you don't want to include in your search, hold down the **Ctrl** key and [click](#) them to deselect them and exclude them from the search. Then press **Enter** or click **OK** to start the search.

See also:

[Advanced Wildcard Searches](#)
[Using Wildcards in Phrases](#)

Using Wildcards in Phrases

In a phrase, you can substitute asterisks for entire words. For instance, if you search for **the * of God**, WORDsearch locates the phrases *the spirit of God*, and *the image of God*.

You can use more than one asterisk at a time. You can, for instance, search for **spirit of * God***, which (in the [NIV](#)) locates both *spirit of the gods* and *spirit of our God*. Searching for **Jesus * * Christ** finds both *Jesus is the Christ* and *Jesus was the Christ*.

See also:

[Wildcard Searches](#)

[Advanced Wildcard Searches](#)

Advanced Wildcard Searches

Wildcards can be in any position within the search word, and you can use more than one at a time. Wildcard searches are faster when the wildcards are near the end of the word.

Several different wildcards are available:

- **Asterisk (*).** Substitutes for any sequence of zero or more letters. Searching for ***lov*** in the NIV finds several words, including *beloved, love, loves, loving, lovingly,* and *unloved*.
- **Question mark (?).** Substitutes for any single letter. Searching for **?saia?** in the KJV finds *Asaiah, Isaiah,* and *Esaias*.
- **Plus sign (+).** Substitutes for any sequence of one or more letters. This is slightly different from the *. Searching for **lord*** finds *lord, lord's, lorded, lording,* and *lords*. Searching for **lord+** finds all of those except *lord*.

See also:

[Wildcard Searches](#)

[Using Wildcards in Phrases](#)

Wildcard Matches

When you do a [wildcard search](#), WORDsearch displays the **Wildcard Matches** box showing all the words in the Bible that match your search words. These words are all highlighted, meaning that they are all selected search words. If you want WORDsearch to find all of them, press **Enter** or click **OK**.

However, if there are some words on the list that you do not want to include in your search, hold down the **Ctrl** key and click them to unselect them before continuing with the search.

Stop Asking

If your search has several wildcards, WORDsearch displays a **Wildcard Matches** box for each wildcard, one at a time. If you do not want to see any more of these, click **Stop Asking** instead of **OK**, and WORDsearch suppresses them for the remainder of the current search.

Cancel

This button cancels the search.

Find by Refs Dialog Box



- > **To access:** On the tool bar, click the **Find by Refs** icon,
- Or:** Pull down the **Find** menu and click **By Refs**.
- Or:** Press **F2**.

Use **Find by Refs** to put specific books, chapters, passages or verses into your [Ref List](#).

In the **Find by Refs** dialog box use the mouse to select the [references](#) of the verses to find or type them into the **Refs to Find** text box at the bottom. Press **Enter** or click **OK**.

See also:

[Refining the Ref List](#)

[Find by Words/Phrases](#)

Specifying References to Find

When using [Find by Refs](#), indicate the refs to find in the Find by Refs [dialog box](#), by either [typing](#) them in the **Refs to Find** text box or by selecting them with the mouse.

Selecting refs with the mouse

The large selection box shows the book names, chapter numbers and verse numbers one at a time. As you [select](#) each element with the mouse, it is written into the text box at the bottom, and the display changes to present the next. Click the hyphen button when needed. All other punctuation is added automatically. Select a range of books, chapters or verses by [clicking and dragging](#) the mouse across the range. When all the refs are complete, click **OK** or press **Enter**.

At any point, change the display to the needed element by selecting a radio button at the top of the dialog box. Click **Undo** to remove the last element selected. You can click in the text box and edit the refs with the keyboard if you need to.

Finding All Verses Containing a Greek or Hebrew Word

With the [Strong's or NASB Greek & Hebrew Dictionaries](#) you can collect all the verses containing any Greek or Hebrew word, regardless of how that word was translated into English. This is useful because a Greek or Hebrew word can have several different renderings in English, and different Greek or Hebrew words might all have the same English translation. But with WORDsearch you can easily restrict your study to a particular Greek or Hebrew word.

To do this, first [display](#) the Greek or Hebrew definition in one of the [Greek & Hebrew Dictionary windows](#). Then in the dictionary window [right-click](#) the Greek or Hebrew word. On the [shortcut menu](#) WORDsearch displays, click **Find KJV Verses** or **Find NASB Verses**. WORDsearch opens the Greek / Hebrew Search Results [Ref List](#) window, containing every verse that uses that Greek or Hebrew word. The English rendering of the word is shown in bold as the search word so you can see how the word was translated in each verse.

See also:

[Greek and Hebrew Tools Overview](#)

[Exercise: Finding all Occurances of a Greek Word](#)

Show Greek/Hebrew Definition

- > **To access:** In a [Ref List](#) in either the [KJV](#) or [NASB](#), [right-click](#) a word and choose **Show Greek/Hebrew Definition**,
- Or:** Pull down the **Find** menu and choose **Greek/Heb Defn**,
- Or:** Press **F4**.

Use **Show Greek/Hebrew Definition** to display the [definitions](#) of the Greek or Hebrew words from which the NASB and KJV were translated. WORDsearch shows the definitions in the [Strong's and NASB Greek & Hebrew Dictionary](#) windows.

If you clicked a word in the KJV, WORDsearch [activates](#) the Strong's Dictionary window. If you clicked the word in the NASB, it activates the NASB Dictionary window.

Some words in the KJV and NASB do not have Greek and Hebrew definitions available for them, and when you right-click these words, the **Show Greek/Hebrew Definition** option is [grayed](#). There are two reasons for this.

- In both the KJV and NASB the translators sometimes added words to complete a thought or sentence in the English rendering, even though it was complete in the original language without the words. These words have no Greek or Hebrew words corresponding to them in the text, so there are no links to the dictionaries. In the English translations, these words are shown in italics.
- Some words are so common that Dr. Strong did not include them in the main body of his concordance and dictionary. Since the WORDsearch links to the dictionary for the KJV are taken directly from Strong's concordance, these words are not linked to the dictionary in WORDsearch.

See also:

- [Greek and Hebrew Tools Overview](#)
- [Finding all Verses Containing a Greek or Hebrew Word](#)
- [Displaying Greek or Hebrew Cross-References](#)

Using the Greek & Hebrew Dictionary Windows

The NASB and Strong's Greek & Hebrew Dictionary windows show the definitions of Greek and Hebrew words you have [selected](#) in a [Ref List](#). From these definitions you can:

- [find the verses](#) containing this word
- [display the definitions](#) of other Greek and Hebrew words referred to in this definition
- mark the English translation of this Greek or Hebrew word in bold characters in the Ref List
- mark the English translation of this Greek or Hebrew word in bold characters, and unmark your original search words

[Right-click](#) a Greek or Hebrew word to display a shortcut menu listing five options:

- **View Definition** [displays](#) the definition of the word. (You can also just [click](#) the word and by-pass this menu.)
- **Find KJV Verses** opens the Greek / Hebrew Search Results [Ref List](#) window and [puts](#) in it all the verses that contain this Greek or Hebrew word, according to the [KJV](#).
- **Find NASB Verses** opens the Greek / Hebrew Search Results Ref List window and puts in it all the verses that contain this Greek or Hebrew word, according to the [NASB](#).
- **Make Bold** displays the English translations of this Greek or Hebrew word in boldface characters in your Ref List, even if you did not use this word to find refs.
- **Make Only Bold** displays the English translations of this Greek or Hebrew word in boldface characters in your Ref List, and displays all other words (including your search words) in regular characters.

Key to the Definitions

Transliteration	Strong's Number	Dictionary	Definition
entole	Greek 1785	NASB	
entole; from Greek 1781 (entello); an injunction, order, command :- command(2), commanded*(1), commandment(38), commandments(23), instructions(1), orders(1), requirement(1).			
List of the English words used to translate this Greek or Hebrew word			

Features in the NASB Definitions Only

Page number and quadrant where discussed in A Hebrew and English Lexicon of the Old Testament, by Brown, Driver, and Briggs

Quadrants

a	c
b	d

lebab, Hebrew 3824, NASB

lebab [523b]; from an unused word; *inner man, mind, will, heart* :- anger(m)(1), breasts(m)(1), conscientious*(1), consider*(5), courage(m)(1), desire(m)(1), encouragingly*(1), fainthearted*(3), heart(186), heart's(1), hearts(29), intelligence(1), intended(m)(2), mind(m)(8), purpose(m)(1), thought(m)(1), timid*(1), understanding(2), wholehearted*(1), wholeheartedly*(1), yourself(m)(1).

Number of times this translation is used

This translation is used for two or more Greek or Hebrew words

There may be a comment in the Translation Notes on a specific occurrence of this translation. To check, find all occurrences of this Greek or Hebrew word, then "Keep Only" verses with the English word.

Features in the Strong's Definitions Only

Pronunciation

This English rendering translates more than one Greek or Hebrew word used together as a single expression

lebab, Hebrew 3824, Strong's

lebab, *lay-bawb'*, from Hebrew 3823 (*labab*); the *heart* (as the most interior organ); used also like Hebrew 3820 (*leb*) :- + bethink themselves, breast, comfortably, courage, ([faint], [tender-] heart [-ed]), midst, mind, × unawares, understanding.

This English rendering results from an idiom unique to Greek or Hebrew

Brackets indicate the inclusion of an additional word in the Greek or Hebrew

Parentheses indicate words or syllables sometimes connected with the principle word

Note:


In some cases Strong grouped two or more related words under one number. In the NASB dictionary these are shown with letters after the number to differentiate between them.

See also:

[Greek and Hebrew Tools Overview](#)

[Abbreviations used in the NASB Greek, Hebrew, and Aramaic Dictionary](#)

Displaying Greek or Hebrew Cross-References

In the [Greek & Hebrew Dictionary Windows](#) definitions of Greek or Hebrew words often refer to related words. To view the definition of a related word [click](#) the word or its number. (It is marked in green as a cross-reference.) Its definition replaces the current one in the dictionary window. To return to the original definition, on the [tool bar](#) click the **Go Back**  button.

See also:

[Greek and Hebrew Tools Overview](#)

Abbreviations in the NASB Greek and Hebrew 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
Assyr.	Assyrian
Bab.	Babylon, Babylonian
card.	cardinal
caus.	causative
Chr.	Christian
cf.	compare
comp.	compound
conjunc.	conjunction
contr.	contracted, contraction
cop.	copulative
corr.	corresponding
cptv.	comparative, comparatively
dat.	dative (case)
def.	definite
denom.	denominative
der.	derivation, derivative, derived
desc.	descended, descendant(s)
dim.	diminutive
E.	east, eastern
Eg.	Egypt, Egyptian
equiv.	equivalent
esp.	especially
euph.	euphemism
ext.	extension
etc.	et cetera
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
orth.	orthographic
O.T.	Old Testament
Pal.	Palestine
part.	participle
pass.	passive
perf.	perfect
perh.	perhaps
pers.	person, personal
Pers.	Persian
pl.	plural
poss.	possessive
pref.	prefix
prep.	preposition, prepositional
pres.	present
prim.	primary, primitive
prob.	probably
prol.	prolongated, prolongation
pron.	pronoun
q.v.	quod vide, which see

recip.	reciprocal
redupl.	reduplicated, reduplication
refl.	reflexive
rel.	relative
Rom.	Roman

S.	south, southern
short.	shortened
sing.	singular
spec,	specifically
subst.	substantive
suff.	suffix
superl.	superlative

transp.	transposition
---------	---------------

unc.	uncertain
------	-----------

var.	variation
vb.	verb

W.	west, western
----	---------------

See also:

[Using the Greek & Hebrew Dictionary Windows](#)

Find by Topic Dialog Box



- > **To access:** On the [tool bar](#) click the **Find by Topic** icon,
Or: Pull down the **Find** menu and click **By Topic**,
Or: Press **F8**.

Use **Find by Topic** to find the passages in the Bible that relate to a topic, even if they do not use a specific word.

1. Type the topic in the input box at the top of the [dialog box](#). As you type, the list box shows the topics that match what you have typed.
2. When the topic you are looking for is shown in the list box, press [click](#) it. This opens the topical tool which shows its subtopics and references. (WORDsearch removes the **Find by Topic** dialog box from the [desktop](#) as soon as you click anywhere outside it.)

For details on the options in the **Find by Topic** dialog box, see:

- [Topic entry line](#)
- [Topics list box](#)
- [Topical Tools list box](#)
- [New Topic](#)
- [Delete Topic](#)

See also:

- [Topics Overview](#)

Topic Entry Line (Find by Topic Dialog Box)

In this text box at the top of the [Find by Topic dialog box](#), type the topic you want to find. As you type, WORDsearch shows the topics that match what you have typed in the [topics list box](#) beneath it.

At the end of the text box is an arrow button. [Click](#) this button to list the topics you have typed in during this session. Click on the items from this list to find them again.

Topics List Box (Find by Topic Dialog Box)

As you type topic names in the [Find by Topic dialog box](#), WORDsearch lists topics that match what you type in this list. At any time, you can [click](#) on a topic in this list to display it. The right-hand column shows which topical tool contains each topic. (Many topics are in more than one tool, although the contents of the tool is unique in each tool.)

See also:

[Topical Tools List Box](#)

Topical Tools List Box (Find by Topic Dialog Box)

In this list box at the bottom of the [Find by Topic dialog box](#), WORDsearch shows all the topical tools installed on your system. In the [topics list box](#) above it, WORDsearch shows topics only from the [selected](#) tools. If you know which tool or tools you want to use, select them here to limit the topics list and make it easier to find what you are looking for. [Click](#) topical tools to select or deselect them.

Just above this list box are two buttons, **All** and **Clear**. Click **All** to select all the tools in the list, and click **Clear** to deselect them.

New Topic Dialog Box



> **To access:** On the [tool bar](#) click **Find by Topic**,
Then: In the **Find by Topic dialog box**, click **New**.

Use the New Topic dialog box to create a new topic in your personal topical tool.

1. In the **Topic** text box, type the topic heading you want to create.
2. In the **Database** list box, select the topic database into which you want to put the new topic. You cannot make changes in the published topical tools, so only your personal tools are listed.
3. Click **OK** or press **Enter**.
4. [Enter](#) refs, subtopics, and cross-references for this topic in the Topics window.

See also:

[Topics Overview](#)

Delete Topic



> **To access:** On the [tool bar](#) click **Find by Topic**,
Then: In the **Find by Topic dialog box**, click the topic to delete and click **Delete**.

Use Delete to remove a topic from your personal topical tool that you no longer need.

The **Delete Topic dialog box** shows the topic you selected and the topic database that contains it. If you are sure you want to delete it, click **Delete**, otherwise click **Cancel**.

Deleted topics cannot be recovered, except by restoring them from a [backup](#) of the database.

See also:


[Edit Topics](#)

Find by Words/Phrases Dialog Box (for Study Tools and STEP Books)



- > **To access:** From a [study tool](#) window (other than a [Ref List](#)):
Click the **Find by Words** icon on the [tool bar](#).
- Or:** Pull down the **Find** menu and click **By Words**,
- Or:** Press **F2**.

Use **Find by Words/Phrases** to locate words or phrases used anywhere in the text of study tools and [STEP books](#)--not just as keywords.

1. In the ten **Words/Phrases to Find** boxes, type words or phrases to find. As you type them, words that match what you type are listed in the large box at the bottom. If you see in this list the word you want, you can just [click](#) it instead of typing the whole word.
2. If you enter more than one word or phrase, select an option in the **Find Articles Containing** box:
 - **Any Word/Phrase (OR)**. Find articles that contain one or more of the words and phrases you are looking for.
 - **All Words/Phrases (AND)**. Only find articles that contain all of the words and phrases. To make sure the words are really related, you can enter a maximum number of words that can separate the search words in the articles, and still be returned as found.
3. After you enter the words to search for, click one of the **Search** buttons.
4. When the search is complete, the study tools in which the words were found are listed in the large box at the bottom. Before each one is a small box with a plus sign . Click a plus sign to see the list of articles in that study tool that were found in the search.
5. Click the name of the article to open the study tool (if it isn't already open) and display the article.

To remove all the search words and begin a new search, click the **Clear** button.

See also:


[Find by Refs Dialog Box \(for Study Tools and STEP Books\)](#)

Find by Refs Dialog Box (for Study Tools and STEP Books)



- > **To access:** From a [study tool](#) window (other than a [Ref List](#)):
Click the **Find by Refs** icon on the [tool bar](#).
- Or:** Pull down the **Find** menu and click **By Refs**,
- Or:** Press **F3**.

Use **Find by Refs** to locate references referred to anywhere in the text of study tools and [STEP books](#).

1. In the **Refs to Find** box at top, type one or more references to look for, being careful to use the proper reference [formatting](#).
2. [Click](#) one of the **Search** buttons. When the search is complete, a list of the study tools that contain the one or more of the references is shown in the large box at the bottom.
3. Each study tool listed has a small box with a plus sign  before it. Click the plus sign for a study tool to show the list of articles found.
4. Click an article to show it in the study tool's window.

See also:

[Find by Words/Phrases Dialog Box \(for Study Tools and STEP Books\)](#)

Menu Overview

Immediately beneath the title bar at the top of the WORDsearch window is the menu bar. Each of the menus lists several commands you can select.

There are two ways to pull down a menu:

- Use the mouse to [click](#) the name of the menu.
- On the keyboard, press **Alt**, then the underlined letter of the menu name.

To choose an option from a menu, click the name of that option, press the underlined letter in the option's name, or use the up and down arrow keys to select the option and press **Enter**. To close a menu, click anywhere outside the menu or press **Esc** twice.

If an item listed on the menu is dim, that option is unavailable. You may need to install an optional package or take some other action to make that option available. For example, on the **Bible** menu, versions are dimmed if they are not installed on your computer, and on the **Edit** menu, **Cut** is dimmed if there is no [selected text](#).

See also:

[Menu Conventions](#)

[File Menu](#)

[Edit Menu](#)

[Find Menu](#)

[View Menu](#)

[Bible Menu](#)

[Options Menu](#)

[Window Menu](#)

[Help Menu](#)

Menu Conventions

The WORDsearch [menus](#) follow all the standard Windows conventions:

Grayed command

The command is not available. Commands can be [grayed](#) for several reasons. For instance, if the name of a Bible version is grayed on the **Bible** menu, that Bible is not installed. If the **Undo** option on the **File** menu is grayed, your last action cannot be undone. If the **Cut** and **Copy** commands are grayed, there is no text selected and ready to cut or copy.

An ellipsis (...) following a command

A [dialog box](#) appears when you click this command. The dialog box contains options you need to select or places to type information before the command can be carried out.

A check mark next to an item

The item or option checked is in effect (or open). In most cases, if you select a checked option, the check mark is removed, and the item is no longer in effect.

Shortcuts

The keystroke combinations to the right of command names are shortcuts for the commands. Execute the commands directly from the keyboard by pressing the shortcuts. For instance, you can press **F2** from the keyboard to start a [search for words or phrases](#), or **Ctrl+Z** to [undo](#) your last step.

A triangle next to a command

When you click this command, a submenu appears, listing additional options to be selected.

See also:

[Menu Overview](#)

File Menu

New Desktop
Open Desktop
Save Desktop
Save Desktop As

Save Layout
Restore Layout

New Ref List
Set Ref List Title

Print
Print Preview
Printer Setup

Personal Cmy
Topical Tools
Outline

Exit

New Desktop (File Menu)

- > **To access:** Pull down the **File** menu and click **New Desktop**,
Press **Ctrl+N**.
- Or:** If the current desktop has not been saved, WORDsearch asks if you want to save it. Click **Yes**, **No**, or **Cancel**.

Use **New Desktop** to replace the current [desktop](#) with a new one that uses the standard layout.

While using WORDsearch for a particular study project, such as your weekly Sunday School lesson, you probably open more than one window. Perhaps you have the passage you are studying open in two versions, a [Greek & Hebrew Dictionary](#) window showing a Greek definition, and a [personal commentary](#) open to take notes in. While working on the lesson, you recall something brought up last Sunday that you want to look up and study. You can open a new desktop, saving the current one just as it is, and study the other subject as you wish. When you are ready to return to your lesson, open the saved desktop, and all your study tools are just as you left them.

See also:

[Managing Desktops](#)

[Open Desktop](#)

[Save Desktop](#)

Open Desktop (File Menu)



- > **To access:** On the [tool bar](#), click the **Open Desktop** icon,
- Or:** Pull down the **File** menu and click **Open Desktop**,
- Or:** Press **Ctrl+O**.

Use **Open Desktop** to use a [desktop](#) that you previously saved on your hard disk.

While using WORDsearch you probably open more than one window. Perhaps you have the passage you are studying open in two versions, a [Greek & Hebrew Dictionary](#) window showing a Greek definition, and a [personal commentary](#) open to take notes in. When you are finished studying for the day, you can save the desktop just as it is. When you return to your study later, open the saved desktop, and all your study tools are just as you left them.

If your current desktop has not been saved when you select the **Open Desktop** command, WORDsearch asks if you want to save it. Click **Yes**, **No**, or **Cancel**.

When you use the **Open Desktop** tool bar icon, WORDsearch shows a list of saved desktops beneath the icon. [Select](#) the desktop to open from the list by clicking on it.

When you use the menu or [shortcut key](#), WORDsearch displays a standard Windows **Open File** dialog box. Use its controls to select the desktop file to open, navigating to another [folder](#) if necessary.

See also:

[Managing Desktops](#)

[New Desktop](#)

[Save Desktop](#)

Save Desktop (File Menu)



- > **To access:** On the [tool bar](#), click the **Save Desktop** icon,
Or: Pull down the **File** menu and click **Save Desktop**,
Or: Press **Ctrl+S**.

Save the [desktop](#) so you can return to your study topic at another time, and have all the study tools arranged just as you left them.

The first time you save a desktop, WORDsearch asks for a filename and [folder](#) for the desktop file. After providing them, click **Save**.

All desktop filenames must end with the [extension](#) .DTP. If your desktop includes references on faith, you might call it FAITH.DTP.

Note that the filename of a desktop file is not the same as the [Ref List](#) title. To set the Ref List title, use the [Set Ref List Title](#) function.

See also:

[Managing Desktops](#)

[Open Desktop](#)

[Save Desktop As](#)

Save Desktop As (File Menu)

- > **To access:** Pull down the **File** menu and click **Save Desktop As**. Type the new filename and press **Enter** or click **Save**.

Use **Save Desktop As** to save your current [desktop](#) with a new filename. This is helpful if you have made or plan to make changes to the desktop, and want to keep both the new version and the version that was originally saved.

All desktop filenames must end with the [extension](#) .DTP. For instance, if your original desktop contained references on faith, you might call the new desktop file FAITH2.DTP. If you want to save the file in a [folder](#) other than the current one, [select](#) that folder from the list of folders in the **Save Desktop** dialog box.

Note that the filename of a desktop file is not the same as the [Ref List](#) title. To set the Ref List title, use [Set Ref List Title](#).

See also:

[Managing Desktops](#)

[Save Desktop](#)

[Open Desktop](#)

Save Layout (File Menu)

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

You probably use different study tools for different types of study. When you start preparing a Sunday School lesson you want certain windows open, but when you are doing your daily personal study, you need different tools. Use **Save Layout** to save your desktop layout (the window sizes and positions) for later use. When you are starting the same type of study, you can open the saved layout with [Restore Layout](#).

1. Resize and arrange your windows as you want them.
2. Pull down the **File** menu and click **Save Layout**.
3. In the **Save Layout dialog box**, type a filename that indicates what kind of layout it is. One might be SSLESSON.DLO, another you might call DEVOTION.DLO. (WORDsearch automatically provides the filename [extension](#).)
4. Press **Enter** or click **Save**.

To create a default layout for WORDsearch to use when it first starts, save it with the name STANDARD.DLO.

See also:

[Managing Desktops](#)

Restore Layout (File Menu)



- > **To access:** On the tool bar click the **Restore Layout** icon,
- Or:** Pull down the **File** menu and click **Restore Layout**,
- Or:** Press **F12**.

Use **Restore Layout** to open a [desktop](#) layout you have previously saved. In the **Restore Layout dialog box**, [select](#) the name of the layout file you want to open and press **Enter** or click **Open**. If you used the tool bar icon, you do not need to click **Open**.

See also:

[Save Layout](#)

[Managing Desktops](#)

New Ref List (File Menu)



> **To access:** On the tool bar, click the New Ref List icon,
Or: Pull down the **File** menu and click **New Ref List**.

Use **New Ref List** to open a new, empty [Ref List](#) window. WORDsearch shows it on the [desktop](#), and adds an icon for it on the [bookshelf](#).

See also:

[Set Ref List Title](#)

Set Ref List Title (File Menu)

> **To access:** From a Ref List window, pull down the **File** menu and click **Set Ref List Title**.

Use [Set Ref List Title](#) to create or change the title for the current [Ref List](#). In the **Title** box, type a name that describes the contents of the Ref List. For example, if you are collecting all the verses that use the word *life*, you might call the Ref List "Life."

In the **Bookshelf Code** box, type a three-character code to appear on the [bookshelf icon](#) for this Ref List.

Print (File Menu)



- > **To access:** On the [tool bar](#) click the **Print icon**.
- Or:** Pull down the **File** menu and click **Print**,
- Or:** Press **Ctrl+P**.

Use **Print** to print selected verses from a Ref List or an entire Ref List. You can also print notes for the verses being printed.

See also:

[Print Dialog Box](#)

[Printing Overview](#)

Print Preview (File Menu)



- > **To access:** On the [tool bar](#), click the **Print Preview** icon,
- Or:** Pull down the **File** menu and click **Print Preview**.
- Then:** After selecting options in the **Print** dialog box, click **OK**.

Use [Print Preview](#) to show what the printed output will look like.

See also:

[Printing Overview](#)

Printer Setup (File Menu)

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

Use **Printer Setup** to choose the printer and printer options to use. Printer Setup uses the standard Windows dialog boxes, so the exact options depend on your printer. See your Windows or printer documentation for more information.

See also:

[Printer Setup](#)

[Printing Overview](#)

Personal Cmy (File Menu)

> **To access:** Pull down the **File** menu and click **Personal Cmy**.

The **Personal Cmy** command opens a submenu with these commands:

- [New](#). Create a new personal commentary
- [Set Title](#). Set or change the title for the active personal commentary.
- [Export / Backup](#). Write your personal commentary to a file that can be imported in another system or saved as a backup.
- [Import / Restore](#). Read a personal commentary from another user into your WORDsearch system.

See also:

[Commentaries Overview](#)

New (Personal Cmy Menu)

- > **To access:** Pull down the **File** menu and click **Personal Cmy**. This opens a submenu.
Then: Click **New**.

The New command creates a new personal commentary file.

See also:

[New Personal Commentary](#)

Set Title (Personal Cmy Menu)

- > **To access:** Make the personal commentary the [active window](#).
- Then:** Pull down the **File** menu, and click **Personal Cmy**.
- Then:** On the submenu that appears, click **Set Title**.

Use the **Set Title** command to establish or change the titles of personal commentaries.

See also:

[Set Title Dialog Box](#)

Export / Backup (Personal Cmy Menu)

- > **To access:** Make the personal commentary the [active window](#).
- Then:** Pull down the **File** menu, and click **Personal Cmy**.
- Then:** On the submenu that appears, click **Export / Backup**.

Use the **Export / Backup** command to create an [ASCII](#) file from a personal commentary file. You can use this file as a backup, or to give your notes to someone else who also has WORDsearch.

See also:

[Importing and Exporting Personal Commentaries](#)

Import / Restore (Personal Cmy Menu)

- > **To access:** Make the personal commentary the [active window](#).
- Then:** Pull down the **File** menu, and click **Personal Cmy**.
- Then:** On the submenu that appears, click **Import / Restore**.

Use the **Import / Restore** command to read personal commentary notes from an [ASCII](#) file created with **Export / Restore**.

See also:

[Importing and Exporting Personal Commentaries](#)

Topical Tools (File Menu)

> **To access:** Pull down the **File** menu and click **Topical Tools**.

The **Topical Tools** command opens a submenu with these commands:

- [New](#). Create a new personal topical tool.
- [Export / Backup](#). Write your personal topics to a file that can be imported in another system or saved as a backup.
- [Import / Restore](#). Read personal topics from a backup copy or another user into your WORDsearch system.

See also:

[Topics Overview](#)

New (Topical Tools Menu)

- > **To access:** Pull down the **File** menu and click **Topical Tools**. This opens a submenu.
- Then:** Click **New**.

The **New** command creates a new personal topical tool.

See also:

[New & Import / Restore Dialog Box \(Topical Tools, & Outline\)](#)

Export / Backup (Topical Tools Menu)

> **To access:** Pull down the **File** menu and click **Topical Tools**,
Then: Click **Export / Backup**.

Use **Export / Backup** to copy all the topics, subtopics, refs, and cross-references in a topical tool you created to an [ASCII](#) file. Use this file as a [backup](#) of your data or to share your topics with another WORDsearch user.

See also:

[Export / Backup Topics Dialog Box](#)

[Import / Restore \(Topical Tools Menu\)](#)

Import / Restore (Topical Tools Menu)

> **To access:** Pull down the **File** menu and click **Topical Tools**. This opens a submenu.

Then: Click **Import / Restore**.

Use the **Import / Restore** command to read topics from an ASCII file into a topical tool.

See also:

[New & Import / Restore Dialog Box \(Topical Tools, & Outline\)](#)

Outline (File Menu)

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

The **Outline** command opens a submenu that contains these commands. Use them to maintain the outlines you purchase or create.

[New](#)

[Change Title](#)

[Export / Backup](#)

[Import / Restore](#)

See also:

[Outlines Overview](#)

New (Outline Menu)

- > **To access:** Pull down the **File** menu and click **Outline**. This opens a submenu.
- Then:** Click **New**.

The **New** command creates a new empty outline.

See also:

[New & Import / Restore Dialog Box \(Topical Tools, & Outline\)](#)

Change Title (Outline Menu)

> **To Access:** Pull down the **File** menu and click **Outline**,
Then: Click **Change Title**.

Use **Change Title** to set or change the name of an outline (shown on its window title bar) and its bookshelf code (shown on the [bookshelf icon](#).)

See also:

[Set Outline Title dialog box](#)

Export / Backup (Outline Menu)

- > **To access:** From within an outline window, pull down the **File** menu and click **Outline**,
Then: Click **Export / Backup**.

Use **Export / Backup** to create an [ASCII](#) file containing the outline. You can copy these files to floppy disks as [backups](#) to protect your work against accidental loss.

In the **File to Receive Exported Data** dialog box:

1. Enter the DOS filename of the file to receive the exported outline. The [default](#) filename is the name of the outline with an [extension](#) of **.OLA**. (Select another directory on this dialog box also, if you need to.)
2. Press **Enter** or click **OK**.

WORDsearch begins exporting the file, and a message box shows its progress. Depending on the size of the outline and the processing speed of your computer, this process might take several minutes.

See also:

[Import / Restore \(Outline Menu\)](#)

Import / Restore (Outline Menu)

- > **To access:** Pull down the **File** menu and click **Outline**. This opens a submenu.
- Then:** Click **Import / Restore**.

Use the **Import / Restore** command to read outlines from an [ASCII](#) file into an outline file.

See also:

[New & Import / Restore Dialog Box \(Topical Tools, & Outline\)](#)

Exit (File Menu)

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

Use **Exit** to leave WORDsearch and return to Windows or resume your previous application.

Edit Menu

Undo

Cut

Copy

Paste

Delete

Insert Verses

Copy to Ref List

Copy to Word Processor

Copy to Desktop Notes

Select All

Undo (Edit Menu)

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

Use **Undo** to reverse your last action that changed the contents of a [Ref List](#), personal commentary, topics, or Desktop Notes.

You can only undo one thing, because selecting **Undo** again will restore what was undone, as if **Undo** had not been used. However, only things that add or remove refs or change text are affected. Moving around and changing [views](#) do not change refs or text, so you can still undo something even if you have moved to other windows, selected other verses, or changed the view.

See also:

[Cut](#)

[Copy](#)

[Paste](#)

[Delete](#)

[Editing Commentary and Ref List Windows](#)

Cut (Edit Menu & Tool Bar Icon)



- > **To access:** [Select](#) the text to cut,
Then: Click the tool bar icon,
Or: Pull down the **Edit** menu and click **Cut**,
Or: Press **Ctrl+X**.

Use **Cut** to remove the selected text or refs from the [active window](#), and to place the information in the Windows [Clipboard](#). The information stays in the Clipboard until another **Cut** or [Copy](#) operation overwrites it. You can put the information somewhere else (in another Ref List, for instance) using [Paste](#).

If you cut some text by accident and need to restore it to your window, pull down the **Edit** menu and click [Undo](#).

You can duplicate Cut and Paste with a single drag-and-drop operation:

1. Select the text to cut.
2. [Click and drag](#) the selected text to the desired location.

See also:

[Delete](#)
[Editing Commentary and Ref List Windows](#)

Copy (Edit Menu & Tool Bar Icon)



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

Use **Copy** to duplicate text or refs selected in the [active window](#), putting the information into the Windows [Clipboard](#). Unlike [Cut](#), **Copy** does not remove the information from the original location.

Use [Paste](#) to put the copied data into another Ref List, text window, or application. The information you copy stays in the Clipboard until another **Cut** or **Copy** operation overwrites it.

You can duplicate Copy and Paste with a single drag-and-drop operation:

1. Select the text to copy.
2. Hold down the **Ctrl** key, and [click and drag](#) the selected text to the desired location.
3. Release the **Ctrl** key.

See also:

[Delete](#)

[Undo](#)

[Editing Commentary and Ref List Windows](#)

[Copy Refs to Word Processor or Desktop Notes](#)

[Copy Text to Word Processor or Desktop Notes](#)

[Copying Outlines](#)

Paste (Edit Menu & Tool Bar Icon)



- > **To access:** Put the [insertion point](#) where you need to paste the text,
Then: Click the tool bar icon,
Or: Pull down the **Edit** menu and click **Paste**,
Or: Press **Ctrl+V**.

Use **Paste** to put the data from the Windows [Clipboard](#) (that is, the text or refs that you have most recently [cut](#) or copied) into the [active window](#).

If you have some Scripture references in a word-processor document, and they are in a format acceptable to WORDsearch, you can view the verses and even their context using WORDsearch. First use [Copy](#) to put them into the Clipboard, and then use **Paste** to place them in a Ref List. (The Ref List window must be active when you **Paste**.)

Also, anything that has been copied or cut from a Ref List can be pasted into a Ref List. If the Clipboard holds text other than refs, that text cannot be pasted into a Ref List window, but it can be pasted into a commentary window or another application.

See also:

[Delete](#)

[Undo](#)

[Editing Commentary and Ref List Windows](#)

Delete (Edit Menu)

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

Use **Delete** to remove text or refs selected in the active window. Unlike [Cut](#), **Delete** does not put the data in the [Clipboard](#) so it cannot be pasted somewhere else.

See also:

[Copy](#)

[Paste](#)

[Undo](#)

[Editing Commentary and Ref List Windows](#)

Insert Verses (Edit Menu)

- > **To access:** In [Context](#) view in a Ref List, [select](#) the verse(s) to insert.
Then: Pull down the **Edit** menu and click **Insert Verses**,
Or: Press the **Insert** key.

Use **Insert Verses** to add the selected verses from context to the [Ref List](#) to complete a sentence or to complete the thought of the passage.

See also:

[Delete](#)

[Editing Commentary and Ref List windows](#)

Copy to Ref List (Edit Menu)

- > **To access:** With a Ref List in the [active window](#), pull down the **Edit** menu and click **Copy to Ref List**,
- Or:** Press **F5**.

Use Copy to Ref List to all or part of a [Ref List](#) into another Ref List:

See also:

[Copy to Ref List](#)

Copy to Word Processor (Edit Menu)

> **To access:** Pull down the **Edit** menu and click **Copy to Word Processor**,
Or: Press **F7**.

Use this to copy text or Ref Lists into your word processor. Depending on what you are copying, WORDsearch might display a dialog box requesting additional information, such as whether to copy only selected text or an entire note, or how to format refs.

See also:

[Copy Refs to Word Processor or Desktop Notes](#)

[Copy Text to Word Processor or Desktop Notes](#)

Copy to Desktop Notes (Edit Menu)

- > **To access:** Pull down the **Edit** menu and click **Copy to Desktop Notes**,
Or: Press **Shift+F7**.

Use this to copy text or Ref Lists into the [Desktop Notes](#) window. Depending on what you are copying, WORDsearch might display a dialog box requesting additional information, such as whether to copy only selected text or an entire note, or how to format refs.

See also:

[Copy Refs to Word Processor or Desktop Notes](#)
[Copy Text to Word Processor or Desktop Notes](#)

Select All (Edit Menu)

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

Use **Select All** to [select](#) the entire contents of the [active window](#), provided that it is a text window such as a [Ref List](#) or commentary. The selected information can then be [cut](#), [copied](#), or [copied to your word processor](#).

Find Menu

[By Words](#)

[By Refs](#)

[By Topic](#)

[Greek/Heb Defn](#)

[Go Back](#)

[Table of Contents](#)

[Previous](#)

[Next](#)

By Words (Find Menu)



- > **To access:** On the tool bar, click the **Find by Words** icon,
- Or:** Pull down the **Find** menu and click **By Words**,
- Or:** Press **F2**,
- Or:** [Right-click](#) a word in a Ref List and choose **Find by Words** from the shortcut menu.

Use **Find by Words/Phrases** to search the Bible for verses that contain the words or phrases you request.

See also:

[Find by Words/Phrases Dialog Box](#)

By Refs (Find Menu)



- > **To access:** On the tool bar, click the **Find by Refs** icon,
- Or:** Pull down the **Find** menu and click **By Refs**.
- Or:** Press **F2**.

Use **Find by Refs** to put specific books, chapters, passages or verses into your [Ref List](#).

See also:

[Find by Refs Dialog Box](#)

By Topic (Find Menu)



- > **To access:** On the [tool bar](#) click the **Find by Topics** icon,
- Or:** Pull down the **Find** menu and click **By Topic**,
- Or:** Press **F8**.

Use **Find by Topic** to find the passages in the Bible that relate to a topic, even if they do not use a specific word.

See also:

[Find by Topic Dialog Box](#)

Greek/Heb Defn (Find Menu)

- > **To access:** In a [Ref List](#) in either the [KJV](#) or [NASB](#), [right-click](#) a word and choose **Show Greek/Hebrew Definition**,
- Or:** Pull down the **Find** menu and choose **Greek/Heb Defn**,
- Or:** Press **F4**.

Use **Show Greek/Hebrew Definition** to display the [definitions](#) of the Greek or Hebrew words from which the NASB and KJV were translated.

See also:

[Show Greek/Hebrew Definition](#)

Go Back (Find Menu)



- > **To Access:** On the tool bar click the **Go Back** icon,
- Or:** Pull down the **Find** menu, and click **Go Back**,
- Or:** Press **Ctrl+B**.

Use Go Back to return to the previous section of the current study tool you looked at.

See also:

[Where You've Been](#)

Table of Contents (Find Menu)



- > **To Access:** On the tool bar click the **Table of Contents** icon,
- Or:** Pull down the **Find** menu, and click **Table of Contents**,
- Or:** Press **Ctrl+T**.

Use the **Tables of Contents** to browse the contents of study tools.

See also:

[Tables of Contents Overview](#)

Previous (Find Menu)



- > **To access:** On the tool bar, click the **Previous** button,
- Or:** Pull down the **Find** menu and click **Previous**,
- Or:** Press < (**Shift+comma**),
- Or:** Press **Ctrl+Up**.

In a [Ref List](#) in [Context](#) view use **Previous** to select the previous [ref](#) in your Ref List. That ref is displayed at the top of the Ref List window. **Previous** and [Next](#) make it easy to find the refs in your Ref List within the context of the Bible.

In [STEP books](#), use **Previous** to show the previous section of notes. For example, if a commentary has notes on verses 1 and 5 in a chapter of the Bible, and you are looking at the notes on verse 5, **Previous** displays the commentary on verse 1.

Next (Find Menu)



- > **To access:** On the tool bar, click the **Next** button,
- Or:** Pull down the **Find** menu and click **Next**,
- Or:** Press > (**Shift+period**),
- Or:** Press **Ctrl+Down**.

In a [Ref List](#) in [Context](#) view use **Next** to select the next [ref](#) in your Ref List. That ref is displayed at the top of the Ref List window. **Next** and [Previous](#) make it easy to find the refs in your Ref List within the context of the Bible.

In [STEP books](#), use **Next** to show the next section of notes. For example, if a commentary has notes on verses 1 and 5 in a chapter of the Bible, and you are looking at the notes on verse 1, **Next** displays the commentary on verse 5. This makes it easy to browse through the notes on a larger passage.

View Menu

[As Refs](#)

[As Verses](#)

[In Context](#)

As Refs (View Menu)



> **To access:** On the tool bar, click the **View as Refs** button,
Or: Pull down the **View** menu and click **As Refs**.

When a [Ref List](#) is in Refs [view](#), WORDsearch displays only the references of the verses in the list. A reference (or ref, for short) contains a book, chapter, and verse (such as **Romans 8:28**), or a range of them (such as **Matthew 6:25-34**, **Galatians 3:22-4:7** or **1 Timothy-2 Timothy**).

Press **Enter** to change from Refs to [Verses](#) view.

See also:

[Context view](#)

As Refs (View Menu)



> **To access:** On the tool bar, click the **View as Refs** button,
Or: Pull down the **View** menu and click **As Refs**.

When a [Ref List](#) is in Refs [view](#), WORDsearch displays only the references of the verses in the list. A reference (or ref, for short) contains a book, chapter, and verse (such as **Romans 8:28**), or a range of them (such as **Matthew 6:25-34**, **Galatians 3:22-4:7** or **1 Timothy-2 Timothy**).

Press **Enter** to change from Refs to [Verses](#) view.

See also:

[Context view](#)

As Verses (View Menu)



> **Or:** **To access:** On the tool bar, click the **View as Verses** button,
Pull down the **View** menu and click **As Verses**.

When a [Ref List](#) is in Verses [view](#), WORDsearch shows the full text of each verse in the list, along with the reference for each verse.

Press **Enter** to change from Verses to [Context](#) view, or **Esc** to change to [Refs](#) view.

In Context (View Menu)



> **Or:** **To access:** On the tool bar, click the **View in Context** button, Pull down the View menu and click **In Context**.

When a [Ref List](#) is in Context [view](#), WORDsearch shows the current verse in its Biblical context, so you can see the verses that come before and after it.

While in Context view, you can [scroll](#) as far backward or forward in the Bible as you like. Use [Previous](#) and [Next](#) to quickly locate the verses actually in your Ref List.

Press **Enter** to change from Context to [Refs](#) view, or **Esc** to change to [Verses](#) view.

Bible Menu

The **Bible** menu shows the versions of the Bible available for WORDsearch. Click one to display your Ref List in that version. Versions that are [grayed](#) are not installed on your system.

[New International Version](#)

[King James Version](#)

[New American Standard Bible](#)

[New King James Version](#)

[New Revised Standard Version](#)

[New American Bible](#)

[New Jerusalem Bible](#)

[The Living Bible](#)

[The Message](#)

Options Menu

[Bibles](#)

[Word Processor](#)

[Outline](#)

[Bible Text Colors](#)

[Screen Layout](#)

[Show Sampler Books](#)

[Re-Scan for Books](#)

[STEP Book Locations](#)

[Tool Bar](#)

[Bookshelf](#)

[Reset Bookshelf - Top](#)

[Reset Bookshelf - Left](#)

[Bookshelf Code](#)

Bibles (Options Menu)

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

In the **Bible Options [dialog box](#)** you can specify the order of the Bible version icons on the [bookshelf](#) and how many versions are shown in Ref Lists when they are first opened.

See also:

[Bible Options Dialog Box](#)

Word Processor (Options Menu)

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

Use **Word Processor** to select the word processor WORDsearch should send Ref Lists or notes to when you use [Copy to Word Processor](#) on the **Edit** menu.

See also:

[Word Processor Dialog Box](#)

Outline (Options Menu)

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

Use **Outline Options** to customize the format of outlines.

See also:

[Outline Options Dialog Box](#)

Bible Text Colors (Options Menu)

> **To access:** Pull down the **Options** menu and click **Bible Text Colors**.

Use **Bible Text Colors** to set the colors for text in [Ref List](#) windows.

See also:

[Bible Text Colors Dialog Box](#)

Screen Layout (Options Menu)

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

Use **Screen Layout** to set the initial size of [study tool](#) windows.

See also:

[Screen Layout Dialog Box](#)

Show Sampler Books (Options Menu)

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

Use **Show Sampler Books** to indicate whether samplers of uninstalled [study tools](#) should be shown on the WORDsearch [tool bar](#). Clicking this menu command turns the option on and off.

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

Samplers are indicated on the tool bar with blue lettering on the [icons](#).

Re-Scan for Books (Options Menu)

> **To Access:** Pull down the **Options** menu and click **Re-Scan for Books**.

Use **Re-Scan for Books** to have WORDsearch check your hard disk and [CD-ROM](#) drive for [study tools](#), without restarting WORDsearch. Use this if you have study tools on more than one CD-ROM, but only one CD-ROM drive. With WORDsearch running, you can replace the CD in the drive, and have WORDsearch check the new CD for study tools.

STEP Book Locations (Options Menu)



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

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

See also:

[STEP Book Locations Dialog Box](#)

Tool Bar (Options Menu)

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

Use the **Tool Bar** command to select which [tool bar](#) groups you want WORDsearch to display.

See also:

[Tool Bars Dialog Box](#)

Bookshelf (Options Menu)

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

Use **Bookshelf** to indicate which [study tools](#) you want shown on the [bookshelf](#).

See also:

[Bookshelf Dialog Box](#)

Reset Bookshelf - Top (Options Menu)

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

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

See also:

[Reset Bookshelf - Left](#)
[Bookshelf Overview](#)
[Tool Bar Overview](#)

Reset Bookshelf - Left (Options Menu)

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

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

See also:

[Reset Bookshelf - Top](#)
[Bookshelf Overview](#)
[Tool Bar Overview](#)

Bookshelf Code (Options Menu)

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

In the **Bookshelf Code** [dialog box](#) you can set the three-character code shown on the [bookshelf](#) icons for commentaries, topical tools, and Greek and Hebrew dictionaries.

See also:

[Bookshelf Code Dialog Box](#)

Window Menu

Side by Side

Over & Under

Cascade

Tile

Listed Study Tool Windows

Side by Side (Window Menu)



- > **Or:** **To access:** On the [tool bar](#), click the **Side by Side** button,
Pull down the **Window** menu and click **Side by Side**.

Use **Side by Side** to arrange the open windows in two stacks with Ref List windows (including cross-references) on the left-hand side of the desktop, and other study tool windows on the right-hand side. Only the top window in each stack is visible. This is the default layout. You can set the relative sizes of the two stacks with the [Screen Layout](#) command.

Study tools in each stack:

Left side of desktop

- Ref Lists
- Scripture cross-references
- Greek and Hebrew search results
- Tables of Contents

Right side of desktop

- Commentaries
- Personal Commentaries
- Translation Notes
- Topics
- Outlines
- Greek and Hebrew dictionaries
- Desktop Notes

See also:

[Arranging Windows](#)
[Over & Under](#)
[Cascade](#)
[Tile](#)

Over & Under (Window Menu)



- > **To access:** On the tool bar, click the **Over & Under** button,
Or: Pull down the **Window** menu and click **Over & Under**.

Use **Over & Under** to arrange the open windows in two stacks with Ref List windows (including cross-references) across the top of the desktop, and other study tool windows along the bottom. Only the top window in each stack is visible. You can set the relative sizes of the two stacks with the [Screen Layout](#) command.

Study tools in each stack:

Top of desktop

- Ref Lists
- Scripture cross-references
- Greek and Hebrew search results
- Tables of Contents

Bottom of desktop

- Commentaries
- Personal Commentaries
- Translation Notes
- Topics
- Outlines
- Greek and Hebrew dictionaries
- Desktop Notes

See also:

- [Arranging Windows](#)
- [Side by Side](#)
- [Cascade](#)
- [Tile](#)

Cascade (Window Menu)

> **To access:** Pull down the **Window** menu and click **Cascade**.

Use **Cascade** to arrange the open windows in a stack so each window overlaps the window beneath it, each title bar is visible, and the [active window](#) is on top.

See also:

[Arranging Windows](#)

[Side by Side](#)

[Over & Under](#)

[Tile](#)

Tile (Window Menu)



> **To access:** On the tool bar, click the **Tile** button,
Or: Pull down the **Window** menu and click **Tile**.

Use **Tile** to arrange all the open windows on the [desktop](#) like tiles on a floor, so all the windows fit on the desktop without overlapping.

See also:

[Arranging Windows](#)

[Side by Side](#)

[Over & Under](#)

[Cascade](#)

Listed Study Tool Windows

> **To access:** Pull down the **Window** menu and select a window from the list.

The [study tool](#) windows are listed on the **Window** menu. They include any [Ref Lists](#) you have used in this session, other study tool windows such as [Maps](#), [Personal Commentaries](#), [Definitions](#), and any special Ref Lists, such as [Greek / Heb Search Results](#). The [active window](#) is indicated by a check mark. You can [select](#) any window on the list to make it the active window (if it is not open, WORDsearch opens it).

All study tools are available on the Window and Bible menus, even if you have [removed](#) their icons from the [bookshelf](#).

See also:

[Bookshelf Overview](#)

Help Menu

[Contents](#)

[Search](#)

[QuickStart Tutorial](#)

[How to](#)

[Tip of the Day](#)

[About WORDsearch](#)

Contents (Help Menu)

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

Help **Contents** is just like the table of contents in a book. It shows the titles of all the major sections in the WORDsearch Help system, and provides a way to quickly move to the section you want to look at.

Search (Help menu)

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

Use **Search** to search an index of all the topics discussed in the WORDsearch Help system.

QuickStart Tutorial (Help menu)

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

Use the **QuickStart Tutorial** to work through a list of the most common WORDsearch functions. Many users who are familiar with Windows applications find this to be a good way to get started using WORDsearch quickly.

How To (Help menu)

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

The **How to** section of Help shows a list of major WORDsearch functions. You can click on them to jump immediately to the instructions for using them.

Tip of the Day (Help Menu)

> **To Access:** Pull down the Help menu and click **Tip of the Day**.

The Tip of the Day shows a brief hint about ways to use WORDsearch. WORDsearch shows a tip when you start the program, also. You can use the arrow buttons to look through the tips. [Unselect](#) the **Show Tip at Startup** checkbox if you do not want tips shown when you start WORDsearch.

About WORDsearch (Help menu)

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

Use **About WORDsearch** to see the version number and copyright information for WORDsearch and its [study tools](#).

Exercises Overview

These exercises help you practice some of the primary features and functions of WORDsearch. They are not all-inclusive, of course; in fact they are just the beginning of what you can do in WORDsearch. But they are enough to get you started, and you can build on the features you learn through them.

As you work through these exercises, you should be aware of a few things. First, in all the exercises we assume that you have the layout set to [Side by Side](#), which is the WORDsearch default. Next, you might not see on your screen exactly the same thing we show in the illustrations, because you probably have different options installed, or different configuration settings. Third, because of the way Windows is designed, there are usually several ways to do the same thing. For example, in WORDsearch you can do almost everything with either the [mouse](#) or the [keyboard](#). We have favored mouse operations in the instructions because the Windows interface is optimized for it, so they are usually easiest while you are learning. Also, the screen objects you click on with the mouse usually have the keystrokes you could use shown on them. So as you are working with the mouse, you can be learning the keyboard equivalents, too. As you become more familiar with the program, you may find the keyboard options easier in some situations. Finally, the instructions and explanations in these exercises are intentionally brief, so you can work through them without having to wade through a lot of details.

See also:

Basic Searches and Features

[Exercise: Find by Words](#)

[Exercise: Views and Versions](#)

[Exercise: Find by Refs](#)

Multiple Searches

[Exercise: Expand - Add Them](#)

[Exercise: Refine - Remove Them](#)

[Exercise: Refine - Keep Only Them \(1\)](#)

[Exercise: Refine - Keep Only Them \(2\)](#)

Additional Search Techniques

[Exercise: Restricting the Search Range](#)

[Exercise: Using Within ___ verses](#)

[Exercise: Copy to Ref List](#)

Using WORDsearch Study Tools

[Exercise: Find by Topic](#)

[Exercise: Viewing Encyclopedias and Other Topical Tools](#)

[Exercise: Viewing Commentary](#)

[Exercise: Writing a Personal Commentary Note](#)

[Exercise: Viewing Outlines](#)

[Exercise: Creating Outlines](#)

[Exercise: Viewing a Greek or Hebrew Definition](#)

[Exercise: Find by a Greek or Hebrew Word](#)

[Exercise: Using a Table of Contents](#)

Working with other applications

[Exercise: Copy to Word Processor](#)

[Exercise: ZIPscript](#)

Exercise: Find by Words



1. Click in a [Ref List](#) window to select it, then on the [tool bar](#) click the **Find by Words** icon. WORDsearch displays the [Find by Words/Phrases dialog box](#).
2. In the top box type *God*. In the second box type *Lord*. Notice the **Find Verses Containing** box on the left side. In this box, WORDsearch has selected **Any Word/Phrase (OR)**. This means it will find all the verses that contain either *God* or *Lord* (or both).
3. [Click OK](#). WORDsearch performs the search and is finished almost immediately. The verses are shown in Ref List 1.
4. In the title bar for Ref List 1, note how many refs WORDsearch found. The exact number depends on which [version](#) of the Bible you are using, but it is most likely at least a few thousand. We will now repeat the search, with one difference.
5. Click the Find by Words icon again. Repeat the same steps you used before, except in the **Find Verses Containing** box, click **All Words/Phrases (AND)**. This way WORDsearch finds only the verses that contain both the words, clearly a much smaller number of verses.
6. Click **OK** to perform the search, and notice how many refs WORDsearch found this time. It should be closer to one thousand.

Exercise: Views and Versions



1. Click in a Ref List with verses showing in it (see [Exercise: Find by Words](#), if necessary), then on the [tool bar](#) click the [View as Refs](#) button. This shows the Ref List as just that: a list of references. You can [scroll](#) through this list either by using the scroll bar at the bottom of the window or with the arrow keys.
2. On the tool bar, click the [View as Verses](#) icon. WORDsearch redisplayes the list with the full text of each verse in the list. Whichever ref was [selected](#) (highlighted) before is selected now.
3. On the tool bar, click the [View in Context](#) button. WORDsearch redisplayes the Ref List again, with the same verse selected, except now it shows the verses that are before and after it in the context, but not necessarily in the Ref List.

In this view, you can scroll as far before and after the selected verse as you want to read the context. The verses that are part of the Ref List are shown in one color, and the verses that are just part of the context are in another. (You can customize the [colors](#), if you want.) You can change the view among refs, verses, and context as much as you like. It doesn't change the contents of the Ref List, just how it is shown in the window. You can also rotate among the three views by pressing the **Enter** key.

4. Move the selection bar to a verse in the context, and press the **Ins** key. This [adds](#) the verse to the Ref List, and the color of the text changes to show this. Press the **Del** key to [remove](#) it again.
5. If you have more than one [version](#) of the Bible installed, you can view your Ref Lists in different versions. This can help you understand the passage. To [add](#) a version to the Ref List display, on the [bookshelf](#) click any Bible icon. A new pane is added to the Ref List window. As you scroll through the Ref List, all the versions scroll together.
6. To remove a Bible version from the Ref List window, click the **Close** icon on its title bar.

Exercise: Find by Refs



1. Click in a Ref List to select it, then on the [tool bar](#) click the **Find by Refs** icon. WORDsearch displays the **Find by Refs** dialog box.
2. In the **Refs to Find** box, you can type the reference or references you want to look up, but you must be [precise](#) with the abbreviations and formatting, so it is usually easier to select them. Start by [clicking](#) the book name, for example, **Matthew**. WORDsearch puts the name of the book into the **Refs to Find** box, and displays a list of the chapters in that book.
3. Click the chapter number, for this exercise, **18**. WORDsearch adds the chapter to the book name in the **Refs to Find** box, and displays a list of the verses in that chapter.
4. Click the verse number. For now, click **3**. WORDsearch adds the verse number with a colon to separate it from the chapter numbers. It also redisplay the book list. You could go through the same steps and add other references, but for now just click **OK**. WORDsearch puts Matthew 18:3 into the Ref List, removing whatever was already there.

Exercise: Expand - Add Them

Whenever you do a search, WORDsearch replaces the contents of the [Ref List](#) with the new verses found, unless you request otherwise. If the Ref List has verses in it when you start a search, WORDsearch adds three buttons to the bottom of the [Find by Words/Phrases](#) and [Find by Refs dialog boxes](#). This exercise shows you how to use the first of these buttons.

Z

Z

1. Suppose you are starting a study of Hebrews 11 (the faith chapter). Click in a Ref List to select it, then on the [tool bar](#) click the **Find by Refs** button. In the **Find by Refs** dialog box, click **Hebrews** in the book list, then **11** in the chapters list, then click **OK**. WORDsearch puts all of Hebrews 11 in your Ref List.

Z

2. The Bible, of course, talks a lot about faith outside of this chapter, so you decide to expand your scope. On the tool bar, click the **Find by Words** icon. In the **Find by Words/Phrases** dialog box, type **faith**, and then at the bottom of the dialog box click **Add Them (Or)**. To the verses already in the Ref List, WORDsearch adds all the verses in the Bible that use the word *faith*.

This exercise uses just two searches, but you can use as many consecutive searches as you need to refine your Ref List into exactly the right verses for your study. If you ever find that you have refined too much (and perhaps added so many verses you can't handle them all), remember that you can use [Undo](#) to go back a step.

Exercise: Refine - Remove Them

Whenever you do a search, WORDsearch replaces the contents of the [Ref List](#) with the new verses found, unless you request otherwise. If the Ref List has verses in it when you start a search, WORDsearch adds three buttons to the bottom of the [Find by Words/Phrases](#) and [Find by Refs](#) dialog boxes. This exercise shows you how to use the second of these buttons.



1. Suppose you are doing a study of the rod as an instrument of discipline. Start by [clicking](#) in a [Ref List](#) to select it, then click the **Find by Words** icon. In the **Find by Words/Phrases** dialog box, type **rod**, and then press **Enter** or click **OK**. If you are using the [NIV](#), WORDsearch puts 39 refs into your Ref List.
2. Some of these verses refer to other types of rods, and you want to remove them. Click the **Find by Words** icon again. This time, in the dialog box type **weaver's rod**, **shepherd's rod**, and **measuring rod** in three different boxes, and then click the **Remove Them (Not)** button at the bottom of the dialog box. WORDsearch removes the verses that use these three specific terms, and leaves all the others.

This exercise uses just two searches, but you can use as many consecutive searches as you need to refine your Ref List into exactly the right verses for your study. If you ever find that you have refined too much (and perhaps removed almost all the verses from your Ref List), remember that you can use [Undo](#) to go back a step.

Exercise: Refine - Keep Only Them (1)

Whenever you do a search, WORDsearch replaces the contents of the [Ref List](#) with the new verses found, unless you request otherwise. If the Ref List has verses in it when you start a search, WORDsearch adds three buttons to the bottom of the [Find by Words/Phrases](#) and [Find by Refs](#) dialog boxes. This exercise shows you how to use the third of these buttons.

Z

Z

1. Suppose you are starting a study of love. To begin, click in a Ref List to select it, then on the [tool bar](#) click the **Find by Words** icon. In the **Find by Words/Phrases** dialog box, in the first box type **lov***, and in the second box type **belov***, and click **OK**.
2. Because you are using [wildcards](#) in the search, WORDsearch gives you the opportunity to weed out the words that happen to start with the same letters, but are not really related to your study. In this case you want to use all the words shown in the **Wildcard Matches** dialog box, so click **OK**. Click **OK** for the second set of wildcard matches also. WORDsearch puts into your Ref List all the verses that contain any word that start with *lov* or *belov*-- several hundred verses.

Z

3. This is more material than you have time to work with right now, so you decide to limit your study to the writings of the Apostle John. On the tool bar, click the **Find by Refs** icon, and in the **Find by Refs** dialog box, click **John**. WORDsearch puts John in the **Refs to Find** box, and shows a list of the chapters in John. You want all of them and to choose other books, also, so click the **Books** radio button at the top of the dialog box, to recall the book list. You want to select all three epistles of John, so [click and drag](#) through them. When you release the mouse button, they are all added to the list at the bottom. Because you selected entire books, WORDsearch does not need to ask for chapters, so it keeps the book list showing. Click **Revelation**. (But do not click **OK**!)
4. Your Ref List has several hundred verses in it from all over the Bible. You want to keep just the ones in the five books you have selected here, and discard the rest, so click the **Keep Only Them (And)** button at the bottom of the dialog box. Your Ref List now contains only a few dozen verses.

This exercise uses just two searches, but you can use as many consecutive searches as you need to refine your Ref List into exactly the right verses for your study. If you ever find that you have refined too much (and perhaps removed almost all the verses from your Ref List), remember that you can use [Undo](#) to go back a step.

Exercise: Refine - Keep Only Them (2)

Suppose you want to find the verses that have *knowledge* or its synonyms (*wisdom, understanding*), as well as *fool* or its synonyms (*simple, naive*). This involves entering several words to search for, doing [wildcard searches](#), and then [refining your Ref List](#).

To do this search:



1. Click in a Ref List to select it, then on the tool bar, click the **Find by Words** button. WORDsearch displays the **Find by Words/Phrases** [dialog box](#).
2. In the dialog box, type **know***, **wisdom**, **wise***, and **understand*** in four separate text boxes.
3. Press **Enter** or click **OK**. Each time WORDsearch displays the [Wildcard Matches](#) dialog box, click **OK**. WORDsearch finds all the verses containing *knowledge* or these synonyms, and puts them into your Ref List.
4. Now you need to eliminate the verses that do not also contain *fool* or its synonyms. On the tool bar, click the **Find by Words** button again to start the second search.
5. In the dialog box type **fool***, **simple**, and **naive** in the first three text boxes, and then click **Keep Only Them (And)** because you want to keep in the Ref List only the verses you already have that also contain *fool* and its synonyms.
6. In the **Wildcard Matches** dialog box click **OK**.

The Ref List now contains only verses that contain both *knowledge* or its synonyms, and *fool* or its synonyms.

See also:

[Find by Words/Phrases](#)

Exercise: Restricting the Search Range

Suppose you are doing a study on the Gospel and Epistles of John, and you want to see all occurrences of the word *love* in these writings of John. You would do the following steps:



1. Click in a Ref List to activate it, then on the [tool bar](#) click the **Find by Words** icon.
2. In the **Find by Words/Phrases** dialog box, click **Search Range**.
3. In the **Search Range** dialog box, unselect the current search ranges by clicking **Clear Check Marks**.
4. Click in a text box and type **John** and then press **Tab**. This includes the Gospel of John in your search range.
5. Type **1 John-3 John** and press **Enter** or click **OK**. This adds John's epistles to your search range and closes the **Search Range** dialog box.
6. Back in the **Find by Words/Phrases** dialog box, type **love** in the first text box.
7. Press **Enter** or click OK to start the search.

WORDsearch puts in your Ref List all the verses in John, 1 John, 2 John, or 3 John containing the word *love*. There are 48 references in the [NIV](#).

See also:

[Search Range](#)

Exercise: Using Within __ verses

Suppose you are studying the Trinity, so you do a search for the words *Father*, *Son*, and *Spirit*. On the [Find by Words/Phrases dialog box](#) you select the **All words/phrases (AND)** option so you only find verses that use all three words. In the New International Version, you find two verses, Matthew 28:19 and Galatians 4:6. You would not find 1 John 4:13-14, because even though all three words are used in these two verses, neither verse contains all three.

If you do the same search again, but enter **2** in the **Within __ verses** box, you do find this passage.

See also:

[Within __ verses](#)

[Find verses containing](#)

Exercise: Copy to Ref List

Suppose you have been studying God's response to sin, and you have collected in a [Ref List](#) you have entitled "Sin" a set of verses that speak of God's response to sin. Another Ref List on your [desktop](#), entitled "Discipline," contains verses that speak of God's discipline in the lives of His children. You decide that those verses are also relevant to your study of God's response to sin, so you want to add the verses in Ref List "Discipline" to the verses in your active Ref List.

1. Click in the Ref List entitled "Discipline" to make it the active Ref List.
2. Pull down the **Edit** menu and click **Copy to Ref List**.
3. In the **Copy to Ref List dialog box**, listing possible Ref List destinations, select **Sin** and be sure that the **Everything** button is selected. Click **OK** or press **Enter**.
4. Another dialog box appears asking what you want to do with the refs that are already in the Ref List titled "Sin." Click **Add to Them**.
5. Click **OK** or press **Enter**.

WORDsearch adds all the refs from the "Discipline" Ref List to the "Sin" Ref List.

See also:

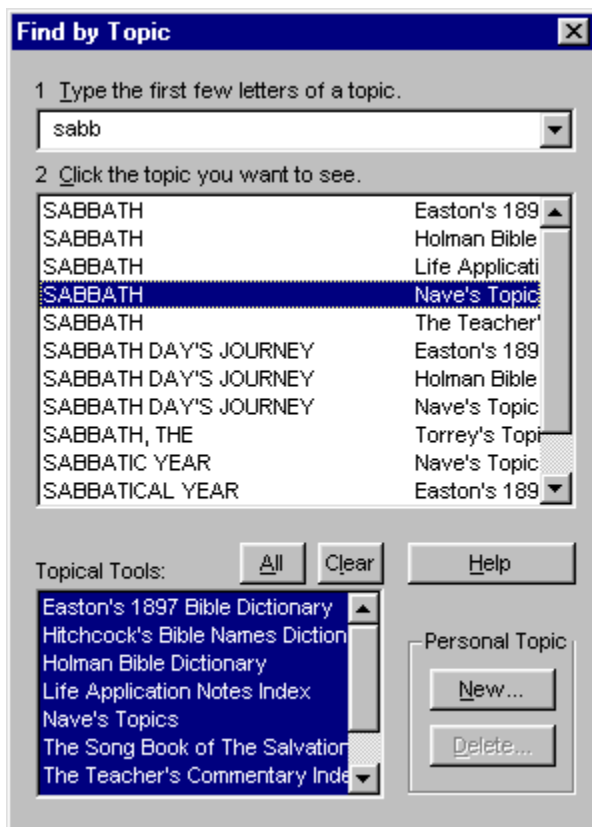
[Copy to Ref List](#)

Exercise: Find by Topic

Passages in the Bible that relate to a subject don't always contain the exact word you might think of. For example, if you use [Find by Words](#) to gather all the verses that use the word *faith*, your [Ref List](#) will not contain the story of Abraham offering his son Isaac on the altar, even though this is one of the greatest examples of faith in the Bible (Hebrews 11:17). Use [Find by Topic](#) to discover these passages.



1. To find passages by topics on the [tool bar](#) click the **Find by Topic** icon. WORDsearch displays the **Find by Topic dialog box**. At the bottom is a list of the installed topical [study tools](#). If this is the first time you have used **Find by Topic** in this session, all the tools are [selected](#).



2. In the top box, start typing the word **Sabbath**. As you type, WORDsearch starts listing the topics available that match the first letters of the subject you are typing. You can probably see *Sabbath* in the list after just the first few letters. Depending on which topical study tools you have installed, you might see *Sabbath* listed two or three times. The column on the right side of the list shows the tool that contains each topic title.
3. [Click](#) the **Sabbath** entry for the *Nave's Topical Bible*. The Nave's window is opened on the right-hand side of the screen, and it shows the Sabbath topic. There are several subtopics, each with at least one or two references. You can use the scroll bar to see the whole list. (When you click on anything outside the **Find by Topic** dialog box, WORDsearch removes the dialog box from the screen.)

Z

4. The references are green, indicating that they are [cross-references](#). When you move the mouse pointer over cross-references, it changes its shape to indicate it is on a link to something else, in this case, a cross-reference. Under the third subtopic, "Religious usages on," click the reference to Luke 6:6. WORDsearch opens the Cross References window on the left side of the screen, and it contains all the refs under "Religious usages on." Luke 6:6 is the selected reference and is at the top of the window. You can scroll up and down in the window to see the other verses.
5. Some cross-references point you to other topics rather than verses. Click the Find by Topics icon again, and in the **Find by Topic** dialog box type **merchandise**. Only one topical tool has an entry (Nave's) so click it. In the Nave's window, the entry for "Merchandise" is shown.
6. This entry says only "» See: Commerce." The word *commerce* is a cross-reference so it is shown in green. Click **Commerce**. In the Nave's window WORDsearch shows the topic "Commerce" with its subtopics and refs.

See also:

[Topics Overview](#)

Exercise: Viewing Encyclopedias and Other Topical Tools

Look up information in Bible encyclopedias and dictionaries alphabetically through [Find by Topic](#). In this sense they are similar to *Nave's Topical Bible*, but they provide a different kind of information. Bible dictionaries and encyclopedias extend what we know from Scripture by including historical and cultural background, or modern applications of biblical principles.



1. On the [tool bar](#) click the **Find by Topic** icon. WORDsearch displays the **Find by Topic** dialog box.
2. At the top of the dialog box, type the word **magi**. If you have *Nave's Topical Bible*, just to compare the types of information available, click on its entry in the list. Nave's has just one line, indicating that the Magi were the wise men who visited Jesus, and it gives the one reference where they are mentioned in the Bible. If that was what you were looking for, you'd have found it quickly and easily. But suppose you were trying to find out more about who the Magi were. That one verse in Matthew doesn't tell you very much.
3. In the **Find by Topic** dialog box, click the "Magi" entry for the *Holman Bible Dictionary*. WORDsearch opens the Holman Bible Dictionary window and shows the article on the "Magi." This article has four paragraphs explaining who the Magi were and where they were from. It even mentions some Old Testament passages that might refer to these largely unknown people, and a couple other New Testament verses that use related words. You can, of course, scroll through the window to see all the information, and click on the green [cross-references](#) to view the related verses or articles.

Exercise: Viewing Commentary

The tradition of publishing commentaries that explain the meaning of Scripture dates back to before the time of Christ. WORDsearch makes them easier and faster to use--and saves a great deal of book shelf space in the process!



1. Use [Find by Refs](#) to put the first chapter of John in the [Ref List](#). (See [Exercise: Find by Refs](#), if necessary.)
2. On the [bookshelf](#), notice the icons in the **Cmy** group. With John 1:1 selected in the Ref List, all the Cmy icons should be colored. This means that they each have notes on this verse. If you press the down arrow several times to move down through the first several verses of John 1, some of the icons will change to gray when you select certain verses. This indicates that they have no notes on those verses.
3. Select John 1:1 again, and then [click](#) one of the Cmy icons. WORDsearch opens that commentary in a window on the right-hand side of the screen. Depending on which commentary you chose, you might see brief notes on the translation ([Translation Notes](#)), [cross-references](#) (*Treasury of Scripture Knowledge*), or more detailed comments explaining the verse or background of the book (all others). If there are more notes than will fit in the window, you can scroll through the window to see them.
4. Many commentaries contain cross-references either to other verses of Scripture or other material in the commentary (such as book introductions, personal profiles, and so on.) These are always shown in green, and you can follow them by clicking on them.

See also:

[Commentaries Overview](#)

Exercise: Writing a Personal Commentary Note

Suppose you are studying John Chapter 10, and from your outside reading about first-century Palestine, you have information you want to store as a note on John 10:11. This verse is [selected](#) (highlighted) in the Ref List.

1. On the bookshelf, click a personal commentary window to open it or make it the active window.
2. Type this text: **In the Old Testament, the term "shepherd" was a figurative term for a ruler or a king, and the nation of Israel was figuratively called a flock of sheep. In Micah 5, God promised that out of Bethlehem would come a ruler who would be the shepherd of the people of Israel. So when Jesus says, "I am the shepherd," He is saying, "I have come to be a ruler and king."**
3. [Click and drag](#) across the words "I am the shepherd" to select them.



4. On the tool bar, click the **Color** icon, and on the list of colors, click red. Jesus's words are shown in red.

This note is saved and is accessible to you any time John 10:11 is the selected verse in any Bible version and in any Ref List. This is a powerful ability which enables you to keep the knowledge gleaned from years of study at your fingertips.



Exercise: Viewing Outlines

Outlines have long been one of the best tools for analyzing and concisely documenting the structure of large bodies of material, such as the books of the Bible. Unfortunately, before the advent of computers they were notoriously hard to use and clumsy to develop. A well-designed computer outliner removes these obstacles, and makes outlines practical tools for anyone's Bible study.



1. Use [Find by Refs](#) to put the book of John in the [Ref List](#), and make sure that the John 1:1 is the [selected](#) verse. (See [Exercise: Find by Refs](#), if necessary.)

2. Open any outline from the [bookshelf](#) by [clicking](#) its [icon](#). WORDsearch displays the outline with the lowest-level heading corresponding to John 1:1 selected. Depending on which outline you have selected, you probably see several indented headings, some

 with plus signs  , and some with neither. Each heading shows the ranges of verses it covers.

3. [Move](#) up and down in the outline with the window scroll bar or the arrow keys on the keyboard. You can also click on headings to select them.

4. Click in the Ref List window and select different verses there. In the outline, the selection bar moves to reflect your position in the outline of the book. With the outline window open, as you are reading through a passage, the outline makes it easy to see where the verses you are reading fit in the context of the entire book.

5. In the outline window, [double-click](#) a heading. In the Ref List, the selection bar jumps to the first verse indicated for the outline heading. This is an easy way to find a passage in a book. Browse through the outline to find the section you are looking for, then just double-click the heading to jump right to it in the Ref List.

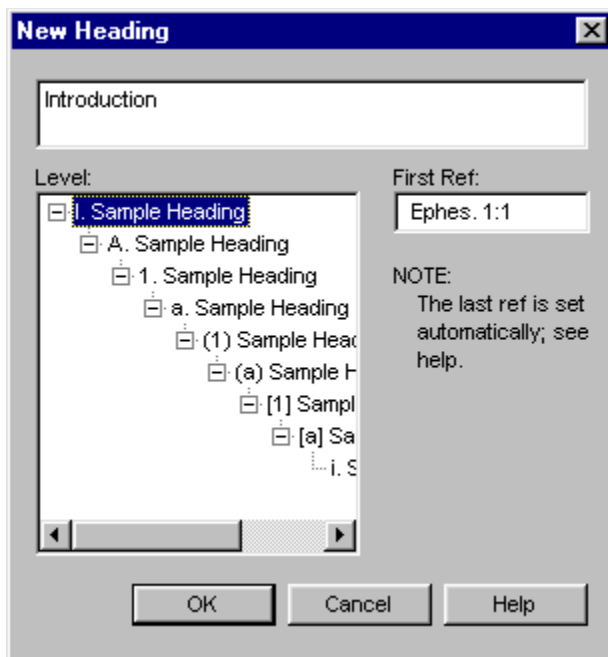
6. Click the minus sign in front of one of the outline headings. That heading's subheadings contract into it, and the minus sign changes to a plus sign. Click the plus sign. The heading is expanded back to show its subheadings. Contract headings when you need to look at the big picture of a book. Expand the outline to focus on the details.

See also:

[Outlines Overview](#)

Exercise: Creating Outlines

1. To create your own outlines of the books of the Bible, you must start by having WORDsearch create a new outline file. Pull down the **File** menu, [click Outline](#), then **New**. WORDsearch displays the **New Outline** [dialog box](#).
2. In the dialog box, type a three-character abbreviation for the outline. This will appear on the [bookshelf](#) icon with the same capitalization you use here.
3. Click **OK**. WORDsearch builds the file and displays the **Set Outline Title** dialog box. In the top text box, type the full name of the outline, as you want it to appear in the window title bar. If you want to include a copyright notice, type it in the bottom box. This will be displayed in the **About WORDsearch** box (on the **Help** menu). You can change both of these at any time if you wish. Click **OK**. WORDsearch opens the new outline file in a window. It contains just the titles of each book of the Bible.
4. To begin filling in the outline, bring the book you want to outline into a [Ref List](#), and select the first verse of the book.
5. In the outline window, [right-click](#) the book title. WORDsearch displays a [shortcut menu](#). Click **New Heading**. WORDsearch displays the [New Heading](#) dialog box.



6. In the top box, type the heading text, such as **Introduction**. For this first heading, the other fields are correct, so just click **OK**. The heading is added to the outline, and the **New Heading** dialog box is cleared, so you can enter the next heading.
7. Type the text for the next heading. If this heading is a subheading to the first one, in the **Level** box click the second indentation level. In the **First Ref** box, enter the reference for the first verse this heading covers.

You cannot have two headings at the same level on the same verse. You can, however, have a heading and a subheading on the same verse. This means that for the second

heading you *must* change either the level or the first ref (or both).

WORDsearch provides the reference for the last verse of each heading automatically by looking at the next heading at the same or higher level. The verse immediately before that heading is the last verse of the current heading.

8. Continue adding headings as needed to develop your outline. You do not need to enter the headings sequentially. Many people find it easiest to first identify all the first-level headings, then all the second-level headings, etc. You can insert headings at any point. When you are finished adding headings, in the New Heading dialog box click **Cancel** or press **Esc**.
9. To change a heading you have already entered, right-click the heading, and on the menu, click [Revise Heading](#). You can change the text, the level and the first ref. Depending on the changes you make, the heading might move above or below other headings. On the menu you can also change the level of the heading and its subheadings directly.

Exercise: Viewing a Greek or Hebrew Definition

Suppose you are studying Psalm 1, and you want to see the Hebrew word that is translated *blessed* in verse 1. The [Ref List](#) contains Psalm 1 and is displayed in the King James Version.

1. [Right-click](#) the word *blessed* in the Ref List. WORDsearch displays a [shortcut menu](#).
2. On the menu [click Show Greek/Hebrew Definition](#). WORDsearch activates the Strong's Greek & Hebrew Dictionary window, and displays the definition of the Hebrew word *'esher* that corresponds to *blessed*.

Exercise: Find by a Greek or Hebrew Word

Suppose you would like to see all occurrences of the Greek word *agapao*. Your [Ref List](#) window has John 3:16 as the current verse, and you know that in this verse *agapao* is translated by the English word *loved*. (You must be using either the [KJV](#) or the [NASB](#).)

1. [Right-click](#) the word *loved* in John 3:16. WORDsearch displays a [shortcut menu](#).
2. On the menu [click Show Greek/Hebrew Definition](#). WORDsearch [activates](#) one of the [Greek & Hebrew Dictionary](#) windows (depending on whether you are using the KJV or the NASB), and displays the definition of *agapao*.
3. Right-click the number that identifies *agapao* (25). WORDsearch displays another shortcut menu.
4. On the menu click either **Find KJV Verses** or **Find NASB Verses**. WORDsearch [activates](#) The Greek / Hebrew Search Results Ref List window, and shows in it all the verses containing the word *agapao*. In each verse, the English word displayed in bold is the English translation of *agapao*.

Exercise: Using a Table of Contents


You can use the Table of Contents for any **STEP** study tool, but it is more useful for some than others.

1. Click the *Teacher's Commentary* icon on the [bookshelf](#). This opens the [study tool](#) in a window.



2. On the tool bar, click the **Table of Contents** icon. This opens the Table of Contents window, and displays the Table of Contents for the *Teacher's Commentary*. This tool is arranged as a series of discussions on large passages of the Bible, sometimes several chapters or even whole books. The Table of Contents displays the titles of each of these

discussions. Each title has a plus sign  before it to indicate that there are subheadings in each section.

3. Click one of the plus signs. The list of subheadings is displayed, some of which might also have plus signs. The subheadings might go to several levels, and you can continue opening them by clicking the plus signs. (Click minus signs  to close levels.)

4. Click a heading at any level. The article or part of an article represented by that heading is shown in the *Teacher's Commentary* window.

Exercise: Copy to Word Processor

Suppose you are preparing a lesson on the dangers of inappropriate speech, and know there is a verse in Proverbs about a fool being considered wise if he controls his tongue, but you can't remember exactly where the verse is. You want to find this verse and insert it accurately in your word processor document where you are composing the lesson.

1. With your word processor open and a document started, switch to WORDsearch.



2. Click in a Ref List to activate it, then on the tool bar, click the **Find by Words** icon. WORDsearch displays the **Find by Words** dialog box.
3. In the top three boxes type the words **fool**, **wise**, and **tongue**.
4. Click the **All Words/Phrases** radio button, because you know the verse contains all three of these words. Click **OK**.

If you are using the NIV, WORDsearch finds two verses that contain these three words, and you immediately recognize Proverbs 17:28 as the one you were looking for.

5. You don't want the other verse, and it is already selected, so press **Del** to remove it from the Ref List.



6. On the tool bar, click the **Copy to Word Processor** icon. WORDsearch displays the **Copy to Word Processor** dialog box. All the default options are fine, so click **OK**. WORDsearch switches to your word processor and "types" the verse at the location of the insertion point.

Exercise: ZIPscript



Suppose you are writing a sermon in your word processor about God's sovereignty in the midst of adversity, and you have come to a point where you would like to include the text of Ecclesiastes 7:14, Isaiah 45:7, and Lamentations 3:38. To insert these texts into your word processor document:

1. Leaving your word processor ready to receive text (with no dialog boxes open or menus pulled down), on the Windows 95 taskbar, click the ZIPscript button. (When you were installing WORDsearch, if you chose not to set up ZIPscript so it would automatically be on the taskbar, you need to click the Start button, then Programs, then NavPress Software. On the menu, click ZIPscript. This puts it on the taskbar.)
2. In the ZIPscript dialog box type or select **Ecclesiastes 7:14**, **Isaiah 45:7**, and **Lamentations 3:38**.
3. Click **Insert**. ZIPscript makes your word processor the active application, and pastes the verses into the document at the insertion point.

Glossary

This glossary contains words which are used in WORDsearch. Many of them are common computer terms, but may be used differently in other applications. The definitions in this glossary indicate how they are used in WORDsearch.

[active window](#)

[apocryphal/deuterocanonical books](#)

[ASCII](#)

[backspace key](#)

[backup](#)

[bookshelf](#)

[cancel](#)

[cascade](#)

[CD-ROM](#)

[click](#)

[click and drag](#)

[Clipboard](#)

[context view](#)

[Ctrl](#)

[cursor movement keys](#)

[database](#)

[default](#)

[delete](#)

[desktop](#)

[Desktop Notes](#)

[dialog box](#)

[directory](#)

[disk](#)

[disk, floppy](#)

[disk, hard](#)

[double-click](#)

[Esc](#)

[extension](#)

[floppy disk](#)

[folder](#)

[grayed](#)

[John Hannah Outlines](#)

[hard disk](#)

[icon](#)

[insertion point](#)

[KJV](#)

[LESSONmaker](#)

[Living \(Liv\)](#)

[menu](#)

[menu bar](#)

[mouse](#)

[MSG](#)

[NAB](#)

[NASB](#) or [NAS](#)

[NIV](#)

[NJB](#)

[NKJV](#)

[NRSV](#)

[personal commentary](#)

[ref](#)
[Ref List](#)
[refs view](#)
[right-click](#)
[scroll](#)
[select](#)
[shortcut key](#)
[shortcut menu](#)
[STEP books](#)
[Strong, Dr. James](#)
[Strong's definitions](#)
[Strong's number](#)
[study tools](#)
[Table of Contents](#)
[tool bar](#)
[tool tip](#)
[Translation Notes](#)
[Treasury of Scripture Knowledge](#)
[Undo](#)
[Verses view](#)
[view](#)
[wildcard](#)
[window](#)
[WP](#)

active window

The [window](#) in which you are currently working. It is indicated on the screen by the color of the title bar at the top, and is always "on top" of all other windows on the WORDsearch desktop.

apocryphal/deuterocanonical books

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

ASCII

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

backspace key

The key marked ← or **Bksp**, which is used to erase the character just before the insertion point.

backup

A copy of a disk file to protect its contents from loss or damage. Since computers and disks occasionally fail, we strongly urge you to regularly back up your desktop files, and personal commentaries, outlines, and topics. You can do this with the Microsoft Backup program or a commercial backup program.

See also:

[Backups](#)

bookshelf



The set of [icons](#) beneath the [tool bar](#) that represent all the installed [study tools](#) and [Bible versions](#).

See also:

[Bookshelf Overview](#)

cancel

To take back or rescind a request, as in "canceling an order." WORDsearch permits you to cancel any request right up until it is complete. Just press **Esc**. If the request is already complete, the **Undo** command on the **Edit** menu may help.

Cascade

A window arrangement that stacks all open windows in a single stack on the desktop, each one slightly lower and to the right of the one immediately underneath it. This leaves all the title bar of each window visible.

CD-ROM Definition

A hard plastic disk with a silvered surface on one side. Data, music, and video can be stored on CD-ROM disks. (The name stands for Compact Disk-Read Only Memory.) CD-ROMs require a CD-ROM drive to access them. They are often called "CDs" for short.

click

To move the mouse pointer onto a screen object, and quickly press and release the left mouse button.

click and drag

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

Clipboard

A temporary storage location where Windows holds text or graphics you have cut or copied. You can copy the contents of the Clipboard to other locations and applications with **Paste**. The Clipboard retains its contents until something else is put into it, or you shut off your system.

context view



A viewing mode that displays the current verse in your Ref List in its context in the Bible so you see the verses that come before and after it. Select context view by clicking the **View in Context** icon on the tool bar, or by pulling down the **View** menu and clicking **In Context**.

Ctrl

A key located near the left **Shift** key. On some keyboards, another one is near the right **Shift** key. **Ctrl** is always used with other keys. For example, hold down **Ctrl** while you press **PgUp**, to move to the very first ref in a Ref List, instead of just going up one page. This combination of keys is called **Ctrl+PgUp**.

cursor movement keys

The keys used for moving the cursor or the insertion point around the window. On some keyboards they are on the numeric keypad keys, and you must turn off **Num Lock** to enable them. Four of the movement keys are marked with arrows that point up, down, left, and right. The other four are marked with words (or abbreviations): **Home**, **End**, **Page Up**, and **Page Down**.

database

A collection of data, usually including an application program that enables the user to access and update the data. In WORDsearch, the *Treasury of Scripture Knowledge* is an add-on database that contains cross-references to every verse in the Bible. Another database for WORDsearch contains John D. Hannah's outlines of the entire Bible.

default

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

delete

To remove, throw away, or erase. For example, you can delete a verse from a [Ref List](#), or words from a [personal commentary](#) note.

desktop

The WORDsearch application window. Just as a physical desk can have books, magazines, papers, and notes stacked on it, your WORDsearch desktop can have Bibles in different versions, lists of verses (Ref Lists), Translation Notes, commentaries, personal notes, maps, outlines, or Greek and Hebrew definitions on it. All this information can be stacked or spread out on your WORDsearch desktop, and the entire desktop can be saved in a file on your computer's hard disk for later use.

See also:

[Managing Desktops](#)

Desktop Notes



A text window for you to record anything relating to the desktop or your study as a whole. This might be a quick note of an avenue to pursue, a summary of your study discoveries, or anything else that is meaningful to you. If you save the desktop, these notes are saved with it; they are *not* attached to a verse like the notes in a personal commentary.

See also:

[Desktop Notes Overview](#)

dialog box

A box that WORDsearch, Windows or other applications temporarily display on your screen, in which you type information or select options.

directory

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

disk

A circular, magnetic device on which computers store information, much like music is stored on audio tape.

double-click

To move the mouse pointer onto a screen object, and quickly click the left mouse button twice.

Esc

The key often used to cancel something you don't want to complete. **Esc** stands for Escape. On dialog boxes pressing **Esc** is the same as clicking the **Cancel** button.

extension

Part of a DOS filename that is usually used to show a file's type or purpose. The extension follows the period in the filename.

floppy disk

A flexible, removable disk with which information can be moved from computer to computer. Floppy disks are typically available in two sizes: 3.5" in diameter (encased in a rigid plastic shell), and 5.25" in diameter (encased in a thin, flexible plastic shell).

folder

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

grayed

The condition of screen objects such as menu items, [tool bar](#) or [bookshelf icons](#), or [dialog box](#) options, that are shown in gray (or dimmed). This indicates that the item is not available for some reason. It might not be installed on your system, or you might need to do something else to make use of the item appropriate, such as [selecting](#) some text, or making another window the [active window](#).

John Hannah Outlines

Outlines of the entire Bible developed by Dr. John D. Hannah of Dallas Theological Seminary. You can display and edit the outlines in a window alongside the verses you are studying.

hard disk

A rigid disk, usually built into the computer and not removable, that holds more information than a floppy disk.

icon

A small picture that represents a window or function. Icons representing the WORDsearch [study tool](#) windows are located on the [bookshelf](#), and icons representing commands or functions are on the [tool bar](#). To use icons, [click](#) them with the [mouse](#).

insertion point

A vertical blinking bar in a text box or text window that indicates where data that is typed or pasted will be inserted.



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

LESSONmaker

A Bible-study lesson creation program. It contains hundreds of Bible study lessons and thousands of questions written by the developers of the Life Application Bible. These lessons can be used as they are or customized.

Living (Liv)



The Living Bible, a popular modern paraphrase of the Bible.

menu

A list of commands or options you can choose. The menu bar across the top of the WORDsearch window shows the main pull-down menus on which command options are located.

menu bar

The main menu across the top of the WORDsearch screen that shows the pull-down menus: **File, Edit, Find, View, Bible, Options, Window, and Help**. Pull down a menu by clicking on it or pressing **Alt**, then the underline letter in its name.

For more information, see:

[Menus Overview](#)

mouse

A hand-operated pointing device that moves a pointer on the screen as the mouse moves on the tabletop. Mice have two or three buttons. Most WORDsearch functions are available by [clicking](#) the left mouse button on a menu option or dialog box button. Other functions use a double-click (that is, clicking twice in quick succession) or clicking the right button. (This Help information makes no distinction between mice and other pointing devices, such as trackballs. You can use whatever pointing device you have on your computer.)

MSG



The Message. A modern translation of the Bible in contemporary idiom.

NAB



The New American Bible with Revised New Testament. This is the official Bible translation of the Catholic Church.

NASB or NAS



The New American Standard Bible, a popular modern Bible translation.



The New International Version, a very popular modern Bible translation.



The New Jerusalem Bible. This is a modern scholarly Catholic translation of the Bible.

NKJV



The New King James Version, a modern revision of the King James Version (KJV) of the Bible.

NRSV



The New Revised Standard Version, a revision of the Revised Standard Version of the Bible.

personal commentary

A body of notes that you write or add to WORDsearch, and attach to the verses of the Bible.

See also:

[Commentaries Overview](#)

ref

WORDsearch's nickname for *reference*, which is how the locations of Scripture verses or passages are represented. A ref must contain at least a book name, and may include a chapter, verse or a range of books, chapters and verses. Some refs are **Romans 8:28**, **Matthew 6:25-34**, **Galatians 3:22-4:7**, and **Psalms 42-43**, and **2 John**.

See also:

[Typing Refs](#)

Ref List



A collection of Scripture references ([refs](#)) created using WORDsearch. Ref Lists can be displayed, saved, printed, etc. You can view the Ref List as [references](#), as [verses](#), or [in context](#). A Ref List appears on the screen as a window with a title at the top.

See also:

[Ref List Overview](#)

refs view



A viewing mode that displays only the references of the verses in your Ref List. A reference (or *ref*, for short) is the verse's "address" in the Bible, such as **Romans 8:28**). Select refs view by clicking the **View as Refs** button on the tool bar, or by pulling down the **View** menu and clicking **As Refs**.

right-click

To move the mouse pointer onto a screen object, and quickly press and release the right-hand mouse button.

scroll

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

select

To mark an item on the screen, in order to set a condition, or prepare to copy or delete it. The mark can be a highlight, a dotted rectangle or a check mark. Select an item by [clicking](#) on it once, moving a selection bar to it with the arrow keys, [clicking and dragging](#) the mouse across it, or for text, holding down the **Shift** key while moving the [insertion point](#) with the [cursor movement keys](#). Usually, selecting an item does not directly initiate an action.

See also:

[Selecting Text](#)

shortcut key

A keyboard command for a menu option. Once learned, shortcut keys are often easier to use than pulling down the menu and clicking the command. Shortcut keys are shown on the menus to the right of the commands. Whenever possible, the shortcut keys in WORDsearch follow Windows conventions to make them easier to learn.

shortcut menu

A menu that WORDsearch displays at the mouse pointer when you [right-click](#) a screen object. Shortcut menus have options that are appropriate for the object you clicked.

STEP books



Study tools for Bible study software that conform to the Standard Template for Electronic Publishing (STEP), which makes them usable in any program that uses STEP tools. The STEP standards were developed by the Bible Software Industry Standards Group.

See also:

[Tools from Other Publishers Overview](#)

Strong, Dr. James

Professor of Exegetical Theology at Drew Theological Seminary. He published his Exhaustive Concordance of the Bible in 1890.

See also:

[Greek and Hebrew Tools Overview](#)

Strong's definitions

The definitions of the Greek and Hebrew words of the Bible compiled and published by Dr. Strong in the back of his *Exhaustive Concordance of the Bible*. The Greek and Hebrew definitions in the optional Strong's Greek & Hebrew Dictionary are taken directly from his work.

See also:

[Greek and Hebrew Tools Overview](#)

Strong's number

In his *Exhaustive Concordance of the Bible*, Dr. Strong assigned a number to each Greek and Hebrew word used in the Bible (in alphabetical order). He then cross-referenced each word in the English Bible with the same numbers, so the user could look up the definition of any Greek or Hebrew word using the numbers only, without having to know the original languages. This numbering system is used in the optional Strong's Greek & Hebrew Dictionary and the [NASB](#) Greek & Hebrew Dictionary. In a few cases Strong grouped two or more related words under a single number. In the NASB dictionary, the words use the same number, but a letter is added to differentiate between them.

See also:

[Greek and Hebrew Tools Overview](#)

study tools

The resources you can use in WORDsearch as you study, including Bible versions, commentaries, outlines, topics, and maps.

For more information, see:

[Study Tools Overview](#)

Table of Contents



A list of the contents of a study tool in the order it exists in the tool. View the Table of Contents by clicking the study tool to make it the active window, and then clicking the Table of Contents icon on the tool bar.

See also:

[Tables of Contents Overview](#)

tool bar



The panels of square icons located just beneath the menu bar at the top of the WORDsearch window. [Click](#) the tool bar buttons with the [mouse](#) to quickly and easily access some of the most frequently used functions in WORDsearch.

For more information, see:

[Tool Bar Overview](#)

tool tip



A short description of a tool bar or bookshelf icon that WORDsearch displays when you move the mouse pointer over the icon without clicking.

translation notes



Brief explanations and alternate translations provided by the publishers of many Bible versions. Translation notes are marked in WORDsearch with asterisks (*), and plus signs (+) and can be viewed in the Translation Notes window.

The Treasury of Scripture Knowledge



This is the classic collection of over 500,000 cross-references. With this important study aid, you can easily display the relevant set of cross-references in a window alongside the verses you are studying.

Undo

The WORDsearch command that reverses your last action that changed the contents of a [Ref List](#). **Undo** is on the **Edit** menu. You can only undo one change, because selecting **Undo** again will restore what was undone. Only actions that add or remove [refs](#) are affected. Moving around and changing views do not change the contents of the Ref List, so you can still undo the last change to the Ref List even if you have moved to another window or changed the view.

See also:

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

verses view



A viewing mode that displays the full text of each verse in your Ref List, along with the references (the reference is the verse's "address" in the Bible, such as **Romans 8:28**). Select verses view by clicking the **View as Verses** icon on the tool bar, or by pulling down the **View** menu and clicking **As Verses**.

view



One of three ways to see the Scriptures in a [Ref List](#):

- In [Refs](#) view you see only the references, not the text of the verses.
- In [Verses](#) view you see the text of the verses, as well as the references.
- In [Context](#) view you see the passage surrounding the selected reference.

Change the view of the active Ref List in three ways:

- Click a view button on the [tool bar](#).
- Pull down the **View** menu and click a view.
- From the keyboard, press **Enter** repeatedly to cycle through the three views, from Refs, to Verses, to Context, then back to Refs. Press **Esc** repeatedly to cycle backward from Context, to Verses, then to Refs.

wildcard

An asterisk (*) used to find related or similar words or phrases. For instance, searching for **troubl*** locates any word beginning with the letters *troubl*, such as *trouble*, *troubled*, and *troublesome*. Search for ***ias** to find words such as *Ananias*, *Lysias*, *Matthias*, and *Tiberias*.

In phrases, the wildcard substitutes for any word. Search for **the * of God** to find *the spirit of God* and *the image of God*. Searching for **Jesus * * Christ** finds both *Jesus is the Christ* and *Jesus was the Christ*.

See also:

[Wildcard Searches](#)

[Advancee Wildcard Searches](#)

window

A rectangular area on your screen marked by borders and a title bar in which information is displayed, or you interact with a program. A window can contain a Ref List, notes, a map, etc.

WP

An abbreviation for *word processor*.

Find by Strong's Number (Find Menu)

> **To access:** Pull down the **Find** menu and click **By Strong's Number**.

Use **By Strong's Number** to find all the verses in the Bible that contain specific Greek or Hebrew words (regardless of how the words were translated into English) and to put those refs in the Greek / Hebrew Search Results Ref List.

To use this function from the **Find** menu, you must know the [Strong's numbers](#) that correspond to the words you are searching for. A more convenient way of finding verses by Strong's numbers is from the [Greek & Hebrew Dictionary windows](#).

If you know the Strong's numbers, though, type them into the **Find by Strong's Number dialog box**. Enter the numbers for Greek words in the left-hand text boxes, and the numbers for Hebrew words in the right-hand boxes.

In the **Find Using** box select either NASB or Strong's, depending on which numbers you have. The numbers are essentially the same, but sometimes Strong grouped two or more related words under one number. In the NASB these use the same number and are differentiated by adding letters after the number. Also, due to differences between the Greek and Hebrew texts used by Strong and the translators of the NASB there might be differences in the verses found.

In the **Find Verses Containing** option box, select **Any Number (OR)** if you want WORDsearch to find all the verses that contain any of the words you request. Select **All Numbers (AND)** if you want WORDsearch to find only verses that contain all of the words you list.

Press **Enter** or click **OK**.

See also:

[Greek and Hebrew Tools Overview](#)
[Using the Greek & Hebrew Dictionary Windows](#)
[Show Greek/Hebrew Definition](#)
[Displaying Greek or Hebrew Cross-references](#)
[Search Range](#)

Copying Refs from a Ref List to a Topic

If you have gathered the refs for a topic in a [Ref List](#), it is easy to copy them to the [Topics window](#) to assign them to a topic.

1. Display the Ref List in [Refs view](#), if it is not already.
2. [Select](#) the refs you want to add to your topic.
3. From the **Edit** menu select **Copy** (or press **Ctrl+C**). This copies the refs to the Windows [Clipboard](#).
4. Place the [insertion point](#) in the Topics window where you want the verses inserted.
5. From the **Edit** menu select **Paste** (or press **Ctrl+V**). The refs are inserted into the Topics window on a single line, in biblical order and separated by semicolons.

See also:

[Copy refs](#)

Search Again (Edit Menu)

[Find and replace text]

Make Verse Ref (Edit Menu)

Make Topic Ref (Edit Menu)

Using Help (Help menu)

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

Use **Using Help** to read general information on the Windows **Help** system.

