

## God's Word For Windows Help

God's Word for Windows V1.1 is an easy to use Bible reference program that runs under Microsoft Windows\* Version 3.0 and 3.1. God's Word for Windows V1.1 allows the user to locate verses in the Bible by **topic**, **keyword** or **direct reference**. Search keywords may be specified using optional **wild cards** and Bible may searched by area such as **Paul's Letters**, or the Pentateuch. God's Word For Windows V1.1 also has enhanced **copy**, **append** and **print functions**. The user is able to **copy**, **append** and **print** single verses, an entire chapter or the entire list of verses found in a search. God's Word for Windows V1.1 also allows the user to add his or her own topics to the 270 topic topical index. For instructions on how to use these functions, choose the appropriate item from the following list:

[Searching For Verses On A Particular Topic](#)

[Searching For Verses Containing A Given Word Or Words](#)

[Using Wild Cards To Locate Verses](#)

[Looking Up A Verse Directly](#)

[Limiting Searches to a Group of Books](#)

[Browsing Through The List Of Matching Verses](#)

[Copying Verses To Other Windows Programs](#)

[Printing Verses On The Printer](#)

[Adding Topics to the Topical Index](#)

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## Searching for Verses On a Particular Topic:

God's Word For Windows includes a 270 topic topical index. If you wish, you may also add your own topics to it. For more information on adding your own topics, see the Help Topic [Adding Topics To The Topical Index](#) To search for verses dealing with a topic, perform the following steps:

1. Choose the topic of interest by pulling down the **Topic** drop-down list box and choosing a topic from that list. For more information on Drop-down Lists see the Program Manager's help topic entitled **Drop-Down List Boxes**.
2. Start the search by clicking the **OK** button. You may now print the matching verses on the printer or copy matching verses to the clipboard for insertion into your word processor. For more information on printing or copying to the clipboard, see the Help Topics [Copying Verses To Other Windows Programs](#) and [Printing Verses On The Printer](#)

If a dialog box appears indicating that no verses were found, try pulling down the **search** menu and setting the search selection to **All Books** For more information on the **search** menu, see the Help Topic [Limiting Searches To A group of Books](#)

Example:

1. Pull down the **Topic** drop-down list box and choose the topic **Predestination**
2. Click the **OK** button
3. 120 verses will appear in the **Verses Found** list box, starting with Genesis 21:12

\*Note - Selecting a topic will erase words you have entered in the **or by Words** fields and set **verses found** radio button back to the **whole Bible**.

## Searching for verses containing a words or group of words:

1. Activate the first **Words** field by clicking on the **Words** field.
2. Type in the first word using upper or lower case letters. Wild cards may be used. For more information on wild cards, see the help topic [Using Wild Cards to Locate Verses](#)
3. Optional - Combine the first word with the next word using **And**, **Or**, or **And Not** by clicking on either the **And**, the **Or** or the **And Not** option buttons next to the first **Words** field. **And** enables searches for verses containing the first word **And** a second word. **Or** enables searches for verses containing the first word **Or** a second word. **And Not** enables searches for verses containing the first word **And Not** a second word. For more information on option buttons, see the Program Manager's help topic entitled **Option Buttons**.
4. Optional - Activate the second **Words** field by clicking on it.
5. Optional - Type in the second word.
6. Optional - Combine the second word with the third word using **And**, **Or**, or **And Not**.
7. Optional - Activate the third **Words** field by clicking on it.
8. Optional - Type in the third word.
9. Start the search by clicking the **OK** button. You may now print the matching verses on the printer or copy matching verses to the clipboard for insertion into your word processor. For more information on printing or copying to the clipboard, see the Help Topics [Copying Verses To Other Windows Programs](#) and [Printing Verses On The Printer](#)

### Example:

1. Activate the first **words** field by clicking in it with the mouse.
2. Type in the word **love**
3. Click the first radio button labeled **And**
4. Activate the second **words** field by clicking in it with the mouse.
5. Type in the word **hate**
6. Click the **OK** button.
7. 17 verses will appear in the **Verses Found** list box, starting with 2 Chronicles 19:2.

Note: If a dialog box appears indicating that no verses were found, try some different words. You might also try pulling down the **search** menu and setting the **search** selection to **All Books**. For more information on the **search** menu, see the Help Topic [Limiting Searches To A group of Books](#)

## Using Wild Cards to locate a verse or verses:

Using **wild cards** to locate verses is useful if you do not know how spell a word or a number of variations of a word are of interest to you. For instance, if you wanted to all occurrences of Thaddaeus but could not remember if it contained one "d" or 2 "d"s you could specify **thad\*** as your word to search for. Another example would be if you wanted all occurrences of the words pray, prayer, praying or prayed, you could specify **pray\*** as your search word. Another example would be if you wanted to find all the "ites" in the Bible such as canaanites, hittites, ... you could specify **\*ites** as your search word. Special characters that are used in wild card expressions are as follows:

- \* An asterisk matches any number of characters. Examples:  
thad\* would match Thaddaeus and cana\* would match Canaan.
- ? A question mark matches any one character. For example:  
pray?? would match prayed and prayer.
- [ ] [ ] matches any characters between the square brackets. Examples:  
[ch]\*ites would match canaanites, hittites.

As you might have guessed, wild card characters may be combined to make powerful search expressions.

## Looking up verses directly:

Occasionally, you know the verse you want to look up. To find it without performing a keyword or topic search, perform the following steps:

1. Pull down the **Book** drop-down list box and choose a book from the list. The **Book** drop-down list box is the first list box to the right of the **Specific Verse** label.
2. Pull down the **Chp** drop-down list box and choose a book from the list. The **Chp** drop-down list box is the second list box to the right of the **Specific Verse** label.
3. Pull down the **Vse** drop-down list box and choose a book from the list. The **Vse** drop-down list box is the third list box to the right of the **Specific Verse** label.
4. Complete the verse lookup by clicking the **OK** button. The selected verse will now be displayed. You may now print it or copy it to the clipboard for insertion into your word processor. For more information on printing or copying to the clipboard, see the Help Topics [Copying Verses To Other Windows Programs](#) and [Printing Verses On The Printer](#)

Example:

1. Pull down the **Book** drop-down list box and choose **John**
2. Pull down the **Chp** drop-down list box and choose **3**
3. Pull down the **Vse** drop-down list box and choose **16**
4. Click the **OK** button.
5. 1 verse will appear in the **Verses Found** list box , John 3:16.

## Limiting a search to a group of books

Sometimes the number verses that a word appears in is too large to be of use. For instance, if you searched for all occurrences of God, you would find that there are 3892 occurrences of God throughout the Bible. One way to trim this number down to a more manageable size is to limit the books that are searched. Perhaps you are only interested in the occurrences of God in the Paul's Letters. By searching only Paul's Letters for God, the number of verses that match would be 495. To limit the number of books searched, perform the following steps:

1. Pull down the **search** menu and choose the area to limit your search to from the menu.
2. Perform your topic or word search as described above.

Example:

1. Pull down the **Search** menu and choose **Pentateuch**
2. Activate the first **words** field by clicking on it with the mouse and type **creat\***
3. Click the **OK** button
4. 17 verses will appear in the **Verses Found** list box starting with Genesis 1:1

Note: If you are unhappy with the predefined selections on the search menu, or if you are only interested in a single book, you may choose specific books to search by choosing the **specific books** menu item from the **search** menu.

## Refining Searches

After finding a group of verses of interest, perhaps by using a topic search, you might want to limit your search to the resulting list of verses. For example, you might want to find the list of verses containing the word **light** that also is on the subject of **angels**. To accomplish this, perform the following steps.

1. Perform a topic or word search as described above.
2. Click the radio button labeled **Verses Found**
3. Perform a word search as described above.

Example:

1. Select **Angels** from the **Topic** drop-down list box.
2. Click the **OK** button
3. Click the "**Verses Found**" radio button
4. Type **light** into the first field of the Words edit box.
5. Click the **OK** button.

## Browsing through the list of matching verses

Often, you will need to look at a number of verses to find the right one. You can do this by browsing through the Verses Found list box. To do this, perform the following steps:

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



## Copying a verse or verses to other Windows programs

Often you will want to copy verses from God's Word For Windows into your word processor or other Windows programs. This saves you time because you will not have to retype them. To copy verses to accomplish this, perform the following steps:

1. Perform a search using any of the previous procedures.
2. Pull down the **Edit** menu and choose **Copy**.
3. A dialog box will appear asking you what you would like to copy. You may choose the verse that is selected, the entire chapter currently displayed or all the verses appearing in the **Verses Found** list box. Make your selection by clicking on one of the radio buttons and then click the **OK** button.
4. Change to your other Windows application, pull down its **Edit** menu and select **Paste**. The verses you selected will now be inserted.
5. Optional - If you wish to include the special highlight characters in the verses you are copying, you may uncheck the **Remove >> and { }** checkbox. This may be useful when remembering which words you were searching for.
6. Optional - If you have previously copied some verses to the clipboard, you may want to add to it. To do this, choose **Append** instead of **Copy** from the edit menu and follow the same procedure described above. Append is a good way of accumulating a number of verses into clipboard before printing them or pasting them into another application.

Example:

1. Pull down the **Topics** drop-down list box and choose **Baptism**
2. Click the **OK** button. 68 verses will appear in the **Verses Found** list box
3. Pull down the **Edit** menu and choose **Copy**
4. Click the **Verses Found** radio button in the resulting dialog box.
5. Click the **OK** button in the same dialog box.
6. Change to your word processor.
7. Pull down its **Edit** menu and choose **Paste**.
8. The 68 verses will now be pasted into your word processor.

## Printing a verse or verses on the printer

Often you will want a print out of the verses you have found. To do this, perform the following steps:

1. Perform a search using any of the previous procedures.
2. Pull down the **File** menu list box and choose **Print**.
3. A dialog box will appear asking you what you would like to print. You may choose the verse that is selected, the entire chapter currently displayed, all the verses appearing in the **Verses Found** list box or verses you have copied to the clipboard.
4. Make your selection by clicking on one of the radio buttons in the same dialog box and then click the **OK** button.
5. Optional - If you wish to include the special highlight characters in the verses you are printing, you may uncheck the **Remove >> and { }** checkbox. This may be useful to when remembering which words you were searching for.

Example:

1. Activate the first **words** field by clicking in it with the mouse.
2. Type in the word **war**
3. Click the first radio button labeled **And**
4. Activate the second **words** field by clicking in it with the mouse.
5. Type in the word **peace**
6. Click the **OK** button.
7. Pull down the **Edit** menu and choose **Print**
8. Click the **Chapter** radio button in the resulting dialog box.
9. Click the **OK** button in the same dialog box.
10. Deuteronomy chapter 20 should now be printed on your printer.

Note: [God's Word For Windows](#) uses the Default printer selected from the Printer section of the Windows Control Panel. If [God's Word For Windows](#) fails to print, it may be that you have not set up a default printer.

## Adding topics to the topical index

Even though there are 270 topics in [God's Word For Windows](#) topical index there are times when you may wish to add you own topics to the topical index or add verses to topics existing in the topical index. Perhaps you are working on a sermon on children in marriage and are using a would like to remember the references you used. A good way to do that would be to add a topic [Children in Marriage](#) and add all your verses to that topic.

To add a topic to the topical index, perform the following steps:

1. Pull down the [Topics](#) menu and choose [Insert Topic](#). Be sure not to get confused with the [Topic](#) drop-down list box in the search section.
2. Type in the name of the topic you are adding and then press the [OK](#) button.

To delete a topic from the topical index, perform the following steps:

1. Pull down the [Topics](#) menu and choose [Delete Topic](#).
2. Type in the name of the topic you are deleting and then press the [OK](#) button.
3. A message box will appear asking you if you are sure you want to delete this topic. Click the [Yes](#) button if that is what you want to do.

To rename a topic in the topical index, perform the following steps:

1. Pull down the [Topics](#) menu and choose [Rename Topic](#).
2. Choose the topic you wish to rename from the [Old Name](#) drop-down list box.
3. Type in the new name of the topic in the [New Name](#) field
4. Click the [OK](#) button.

To add verses to a topic in the topical index, perform the following steps:

1. Pull down the [Topics](#) menu and choose [Insert Verse](#).
2. Pull down the [Topic](#) drop-down list box in the resulting dialog box and choose the topic you want to add the verse to.
3. Specify the verse you want to include with this topic using the drop-down list boxes next to the [Reference](#) label. These list boxes operate the same way as they did when you were [Looking Up A Verse Directly](#).
4. Click the [OK](#) button. A Message box will appear indicating that the verse was added to the specified topic. You may add as many verses as you would like to this topic.
5. When you are done adding verses, click the [Cancel](#) button.
6. The next time you search for this topic, all the verses you specified will be included with the resulting verse list.

To delete verses from a topic perform the following steps:

1. Pull down the [Topics](#) menu and choose [Delete Verse](#).
2. Pull down the [Topic](#) drop-down list box in the resulting dialog box and choose the topic you want to delete the verse from.
3. Pull down the [Verse](#) drop-down list box and choose the verse you want to delete.
4. Click the [OK](#) button.
5. You may delete as many verses as you would like from this topic. When you are done click the [Cancel](#) button.

## Notes For Network Managers:

1. If [God's Word for Windows](#) is installed on a network and the user does not have write privileges in the directory where the user topic files are installed, the items on topics menu will appear grayed out.
2. If the network manager would like to provide additional topics for his or her users but would not like to allow the user to update them, he or she can add the topics from an account with write privileges and assign read only privileges to the users. The users will now be able to search for those topics but will not be able to modify them.

3. If the Network manager would like to install [God's Word for Windows](#) on a network and allow each individual user his or her own personal topic file, the manager should set the **GW4WIN** environment variable in each users AUTOEXEC.BAT file to point to a directory on the users hard disk drive. [God's Word For Windows](#) will then use the topics files in that directory.

Example:

1. Edit the user's AUTOEXEC.BAT files using the DOS editor
2. Add the line **SET GW4WIN=C:\MYTOPICS**
3. Restart the computer.