

# Bible Companion Help Index

The Companion Help Index contains a list of all available Help topics. Items are available in alphabetical order within a category. You can use the scroll bar to see entries not currently visible in the Help window. For information on using Help, press <F1> or choose Using Help from the Help Menu.

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# Chapter One

## Introduction

For immediate help with learning to use Bible Companion Series, (sometimes abbreviated as BCS), please refer to the Quick Start tutorial. While not exhaustive, the Quick Tour demo will equip you with the necessary basics for using BCS.

This Help file assumes some basic knowledge of Windows, but in many places additional information will be provided to explain Windows functions and how BCS relates to it. If you are not familiar with the user interface of Windows programs, please refer to your Windows user manual and Windows tutorial materials.

In this Help file, keystrokes are shown within braces, for example <Enter> or <Ctrl>. BCS also uses “shifted” keys. This is a key that is pressed in combination (and simultaneously) with the <Shift>, <Alt>, or <Ctrl> keys. For instance, the Quick Go-to command is <Ctrl> <G>. Clicking on these keys simultaneously brings up the Quick Go-to dialog box.

### Installation

**For Windows 3.x:** From Program Manager, click on the File menu, and select Run. At the command line type D:\SETUP (where D equals your CD-ROM drive letter). Click on OK.

**For Windows 95:** Click on Start and select Run. At the command line type D:\SETUP (where D equals your CD-ROM drive letter). Click on OK.

### How To Install The CD To The Hard Drive

You may install the entire contents of your Bible Companion CD to your computer’s hard drive for increased performance. If your hard-drive space is limited you may also elect to install only those databases you use the most.

#### Full Installation Of CD To Hard Drive

To install your complete Bible Companion CD-ROM to the hard drive on your computer, follow these instructions:

1. Insert BCS CD and go to File Manager in Windows 3.1 or Windows Explorer in Windows 95. Copy all files in the BCS directory (D:\BCS) from the CD-ROM to the BCS directory (C:\BCS) on your hard drive. If a file already exists on your hard drive, DO NOT REPLACE or OVERWRITE IT. If you need help in copying files, please refer to the Windows Help information.
2. Delete the following files from the BCS directory (C:\BCS) on the hard drive:  
  
FASTLOAD.SMI  
ISCD.SMI  
OPTIONSW.DAT
3. Now remove the Bible Companion CD-ROM from the CD-ROM drive. Your Bible Companion is now ready to run from the hard drive!

#### Partial Installation Of CD To Hard Drive

If you do not have much hard drive space available but still want to increase performance as much as possible within your system’s limits, you may select to install only those databases you use most often.

**Note:** For both Bibles and resources, set the attributes of the copied files to READ AND WRITE (the default is Read Only) via the Properties command found in Windows File Manager or Windows Explorer.

#### Bibles

First determine the three letter designation for each translation (ASV, GNT, NAS). Each Bible translation has four files. If you were installing the American Standard Version (ASV), for example, you would need to copy the following files from the BCS directory on the CD-ROM drive to the BCS directory on your hard drive:

ASV.DAT  
VERSES.ASV  
WORDS.ASV  
WORDSNDX.ASV

#### Resources

Determine the file name for each resource (RWP, ISMARK\_C). Each Bible resource has two files. If you were installing Robertson's Word Pictures (RWP), for example, you would need to copy the following files from the BCS directory on the CD-ROM drive to the BCS directory on your hard drive:

RWP.DAT  
RWP.NDX

### Special Cases

Strong's Numbers in KJV -- You should also copy the LEX.STR file.

Strong's Numbers in NASB --You should also copy the NASDICT.\* and GC.NAS\* files.

UBS Greek Dictionary -- You should also copy the GC.UBS file.

### Starting BCS

1. If you are using the CD-ROM, be sure the CD is in the CD drive.
2. In Windows 3.x, double-click on the BCS icon in Windows program manager. In Windows 95 click on the Start button, then select Programs, then Bible Companion Series.
3. Click OK or hit <Enter> to clear the copyright notices on the screen. BCS opens with the same texts and format options that were in effect when it was last closed.

### System Requirements

- ◆ IBM AT, PS/2, and most compatibles
- ◆ Microsoft Windows 3.1 or later, Windows 95
- ◆ Hard disk minimum requirements, 2 MB. The entire contents of your CD may be installed to your computer's hard drive for increased performance. The average Bible is about 4MB. See above for more information on installing the entire contents of your CD to the hard drive.
- ◆ Windows supported CD drive
- ◆ Windows supported graphics monitor
- ◆ Windows supported printer (optional)
- ◆ Windows supported mouse

### Basic Windows® Features

For more information about using Windows, please consult either your Windows Help files or your Windows manual.

### Copy And Paste

To copy information into another document

1. In the document that contains the information you want to copy, select the information by highlighting it.
2. Click on the Edit menu and select Copy.
3. In the document where you want the information to be copied, click the place where you want to put the information.
4. Click on the Edit menu and select Paste.

### Alt-Tab Switching Between Open Windows® Programs

By using the <Alt> and <Tab> keys on your keyboard, you may quickly switch between open windows. Keep one finger on the <Alt> button as you touch the <Tab> button. Each time you press <Tab>, the icon for one of the open Windows programs will be displayed in the center of the screen. Take your fingers off the keyboard when the program you want active is being displayed, and your computer will then make that window active. NOTE: Windows 95 handles this feature a little differently from Windows 3.1, but these instructions are broad enough to cover either version.

### The Multiple Document Interface

BCS is a Windows Multiple Document Interface (MDI) program. MDI standards were developed especially for word-processing and spreadsheet programs to allow users to edit and view multiple documents at the same time. BCS builds upon this concept and acts as a manager of multiple Bible, Commentary, Topical, Lexical, and Notepad windows. Each tool gets its own "child" window within the larger BCS window. All open windows share a common menu and ribbon bar, and can take advantage of special powerful synchronization features. Windows may be tiled horizontally or vertically, minimized or maximized, or synchronized to "link" to other open windows.

### The Ribbon Bar

BCS offers a Ribbon Bar that makes each of the most common features a simple mouse click away. As you pass the mouse over each button, BCS will display a small yellow box that tells you what that button does.

You may turn the ribbon bar descriptions off by selecting the Options menu, Ribbon Bar Description. This Help file will explain the use of the buttons found on the ribbon bar as well as the various menu items.

## An Overview Of Bible Companion Menu Items

The following section provides an overview of all available BCS menu items. Many of these menu items are covered in much greater detail in chapter two, "Getting Started."

### File Menu

- ◆ **New...**Brings up the following sub-menu:
  - ◆ **New Study** opens a new Bible window.
  - ◆ **New Commentary** opens a new Commentary window. Up to ten can be opened. If *New Commentary* is in gray letters instead of black, you cannot open any more Commentary windows.
  - ◆ **New Lexicon** opens a Lexicon
  - ◆ **New Topic** opens a new Topics window or resets the current Topics window. To open a new Topics window, make a non-Topics window the active window, then choose New Topic. Up to ten Topics windows can be open. If New Topic is in gray letters, the function is not available.
  - ◆ **New Notepad** opens a new Notepad window.
- ◆ **Open...**Opens existing Search and Notepad files, from Search and Notepad windows respectively.
- ◆ **Save...**Saves a Search or Notepad file. If the Search or Notepad file does not have a name, you will be prompted to name it.
- ◆ **Save As...**Saves a Search or Notepad file under its new name. Use Save As when you want to save a file for the first time, or if you want to save a file more than once under different names.
- ◆ **Merge...**Merges a stored Search file with a Search file on the screen. The Merge dialog box lets you choose your merge logic. You can use AND, OR, XOR and NOT logic.
- ◆ **Close...**Closes the active child window. If there is unsaved data in a Notepad or Search file, you are prompted to save the file before exiting if you have made changes since your last save. In Commentary, Lexicon, or Topics windows, changes are automatically saved.
- ◆ **Print...**Lets you print from BCS (except in Word List mode). If *Print* is in gray letters, you do not have a default Windows printer set. See the Printing section for details.
- ◆ **Printer Setup...**Allows you to configure your printer under Windows. This option is not available for all printers under Windows, and the options vary with the printers.
- ◆ **Exit...**Allows you to exit BCS. You are asked to save Notepad and Search files before exiting if you made changes since your last save. In Commentary, Topics, and Lexicons windows, changes are automatically saved.

### Edit Menu

- ◆ **Undo...**Allows you to undo a change in an Edit window.
- ◆ **Cut...**Removes text from an Edit window and puts it in the Clipboard.
- ◆ **Copy...**Copies text to the Clipboard (except from Word List mode).
- ◆ **Paste...**Pastes text from the Clipboard to an Edit window. If Paste is in gray letters, no compatible text exists.
- ◆ **Delete...**Is used in Search. Deletes the selected verse reference.
- ◆ **Insert...**Inserts a Search verse reference or a verse range.
- ◆ **Convert Search to Paste Xrefs...**Converts the current Search (or a Search file) into hypertext-compatible cross-references in the Paste buffer. You can Paste them into an Edit window.
- ◆ **Convert Xrefs to Search File...** Converts cross-references from a Resource to a Search file. The file can be opened in Search mode.
- ◆ **Resource Edit...** Toggles a Resource window in and out of Edit/Display modes and Hypertext mode. For View windows, it copies 10 verses to a special Edit Window.
- ◆ **Toggle...**Toggles words in Word List or verse references in Search.
- ◆ **Combine Toggled...**In Word, *Search Toggled* searches toggled words using AND or OR logic. In Search, *Delete NonToggled* removes non-toggled verses.

### View Menu

- ◆ **New Verse /Topic / Lexicon...**Moves you to a new window content location.
- ◆ **Switch Window Content (Ribbon Bar Listbox)...**Lets you select new window content.
- ◆ **Enter Focus Word...**Lets you enter a single word to highlight in View windows.
- ◆ **Prior Study Mode...**Moves you backward through the View Word-Search-Peek sequence to the prior study mode or hypertext jump. You can also press <Esc> to move to the prior study mode or hypertext jump.

### Search Menu

- ◆ **Word/Phrase...**Initiates a Word/Phrase Search. Case sensitivity and order are optional.

- ♦ **Rank Search...**Provides a ranked list of the Bible books by verse hits for the Search.
- ♦ **Search Statistics...**Brings up the Search Statistics search summary.
- ♦ **Ranges...**Specifies verse range(s) used in Word List and searches. Up to twenty-six continuous or noncontinuous search ranges may be defined.
- ♦ **Topic Titles...**Searches available BCS Topical databases for titles containing a specified word. You can then open the appropriate Topic entries.
- ♦ **PC Bible Atlas (optional)...**Initiates search in *Parson's PC Bible Atlas* (or activates it if no text is highlighted) via DDE.
- ♦ **Find...**Lets you enter a word to search for in Edit or View/Peek windows. It advances to the next occurrence of the word.
- ♦ **Next...**Performs a "forward" search based on the last entry in Find. It advances to the next occurrence of the word.
- ♦ **Previous...**Finds the previous occurrence of the word.

### Words Menu

- ♦ **Word List...**Lets you change to Word List mode from View or move to a new word within the Word List.
- ♦ **Word Logic...**Lets you choose AND or OR logic for use in combining toggled words in the Word List.

### Options Menu

- ♦ **Synchronize...**If checked, Synchronizes:
  - ♦ All open View and Peek windows. If a View or Peek window is minimized to an icon, it is not synchronized.
  - ♦ Scrolling of all open View and Peek windows to a Search window. This can provide a "Peek" function while still in Search mode. If a View or Peek window is minimized to an icon, it is not synchronized.
  - ♦ All Lexicon windows to the active Lexicon window.
  - ♦ All Lexicon windows to the Strong's # in Word List. This lets you browse Strong's and View the definitions at the same time. If checked, Synchronize is ON.
- ♦ **Screen Format...** Defines Verse Buffer Size, and lets you select Paragraph Form, Suppress {Footnotes}, Show Strong's #, Separate Strong's #, Use Interlinear Form, Interlinear Bible Order, and Search Verse Fragments options.
- ♦ **Verse Buffer Size...** Controls the amount of disk buffering BCS performs while viewing verses. The lower the number, the faster and more often BCS refreshes disk buffers as you scroll through verses. In general, low values are best for slow or CD-based databases. Often only one-half of the verses buffered are displayed in the window. If they do not fill up the window, the rest are blank. There is nothing wrong with this, but you can better fill the window by increasing the number or by disabling Paragraph Form. Valid range: 30 to 99.
- ♦ **Screen Fonts...**Defines screen fonts for Normal, Greek and Hebrew Bible texts as well as Resource texts.
  - ♦ **Set Normal** lets you select a font for "normal" Bible text, such as English Bible databases. Important: This font size overrides the Greek and Hebrew font-size settings.
  - ♦ **Set Greek** lets you select a font for Greek databases. This lets you use the Symbol font or our "Greek Parse" font, which offers Greek characters with breathings along with optional parsing characters. Note: This font's size is ignored and the Normal font size is used.
  - ♦ **Set Hebrew** lets you select a font for our optional BHS database.You can use our Hebrew font to display BHS right to left with vowel pointing. Note: This font's size is ignored and the Normal font size is used.
  - ♦ **Set Resource** lets you select a standard English font for the Hypertext mode.**Note:** This selection is only for Hypertext mode. Resources in Edit/Display mode use the standard Windows editing font.
  - ♦ If **Superscript References** is checked, Bible verse references in the Bible text appear as superscripts.
  - ♦ If **Greek Breathing** is checked, breathing and accent marks are displayed in the optional GNT, GNP, and LXX Greek databases. The GTR database contains no breathings, so this option has no effect on the display of this Greek database.
  - ♦ If **Hebrew Right to Left** is checked, the optional BHS database is displayed in right-to-left mode. If Hebrew Right to Left is not checked, the optional BHS database is displayed in left-to-right mode.
  - ♦ If **Hebrew Morph Separators** is checked, special "\*" markers are turned on in the optional BHS database. These markers separate the component morphological Hebrew words within each applicable word.
  - ♦ In **Search Hits** You can choose the font effects you want to use to distinguish Search words when displaying Bible text in Search and Peek modes. You can choose any combination of **Bold**, *Italic*, and Underline.

- ◆ In **Set Colors** lets you turn BCS's special text colors for different window types on or off. You can also redefine the colors used. Note: Depending upon your Windows video driver, your selection of colors is often limited to a standard 16 colors, only a few of which are appropriate against a traditional light-colored background.
- ◆ **Printer Fonts...**Lets you set printer fonts for Normal, Greek and Hebrew Bible text, as well as Resource/Notepad text. If the *Printer Fonts* is in gray letters, you do not have a Windows default printer. See section on "Printing" for more details. **Note on Screen Font and Printer Font Options:**BCS takes a unique approach in Windows. Most Windows programs use WYSIWYG (What You See Is What You Get) screen representations of what you would get if you printed it. BCS uses WYSIWYS and WYPIWYP (What You See Is What You See and What You Print Is What You Print). Since BCS is used primarily for onscreen interaction with Bible and Resource databases, we let you set screen and printer fonts separately. This has two benefits:

- ◆ You can select a bigger screen font than your printer font.
- ◆ You can use a screen font that is not available on your printer.

**Search Range(s)...** Range(s) allows you to define up to twenty-six different search ranges-either continuous or non continuous. The current range is the standard Bible, set by the Add All Verses button. The Add Old Test. button creates a range for the Old Testament. The Add New Test. button creates a range for the New Testament. To add a specific book of the Bible, use the Add Book... button. It brings up a menu of available Bible books. For complete control, choose Add Range... to enter a specific verse range, spanning any number of books, chapters, and verses. You can create overlapping ranges. Redundancy is no problem. To delete a sub-range (if there is more than one), use the Delete button. When you select the OK button to exit, BCS builds the cumulative search range that encompasses all defined ranges. This cumulative range is used for all subsequent searches until the range is redefined.

- ◆ **Ribbon Bar Descriptions...**Displays a small window providing descriptions for each Ribbon Bar button.
- ◆ **Desktop Descriptions...**Allows you to enter custom Ribbon Bar descriptions for each of BCS's 4 Desktops-- for example, Mom's desktop, Dad's desktop, etc.
- ◆ **Directories...**Lets you specify the directories where BCS looks for:
  - ◆ User Commentary and User Xrefs
  - ◆ BCS Bibles and Resources- (if you have resources in different directories)
  - ◆ PC Bible Atlas for Windows
  - ◆ Windows Word Processor.

**Important:** In general, you should leave these entries at their default settings unless you are running BCS Databases from both a CD drive and a hard drive, or running PC Bible Atlas for Windows or your Windows Word Processor from a non-standard path. If you are running databases from a both a CD and hard disk, put X:\BCS in Bible/Resource #1 (X is the drive letter of your CD-ROM drive), and put Y:\BCS in Bible/Resource #2 (Y is the drive letter of your hard-disk drive). Then leave the rest alone! If you are running PC Bible Atlas for Windows, include both the path and the file name of the PC Bible Atlas for Windows program. If you are running a Windows Word Processor, include both the path and the file name of the Windows word processor program.

User Cmts, Xrefs:	<input type="text"/>
Bible/Resource #1:	D:\BCS
Bible/Resource #2:	C:\BCS
Bible/Resource #3:	<input type="text"/>
Bible/Resource #4:	<input type="text"/>
GRAMCORD:	C:\BCS
PC Bible Atlas: (include .EXE file)	C:\PCBAWIN\PCBAWIN.EXE
Word Processor: (include .EXE file)	C:\WINWORD\WINWORD.EXE

- ◆ **User Cmts, Xrefs:** Most users should leave this entry blank. The User Commentary and User Xrefs files will be created if not found in this directory. If this field is blank, the default BCS directory is used. **Note:** If multiple people use BCS on the same computer, this option allows you to let each person create his own personal commentary and cross references.
- ◆ **Bible/Resource #1, #2, #3, #4:** Most users should leave these entries at their default settings. You can have BCS Bible databases and Resource databases in up to four different drives (CD or Hard Disk) and directories. If a field is blank, the default BCS directory is used. The directories are searched in order (1 through 4) and the last one containing a given database is used. For example, assume you have a CD containing the KJS database. You can copy the KJS database to your hard drive, and list the path to the hard drive after the CD path. The hard-drive based KJS

takes precedence over the CD copy.

- ♦ **PC Bible Atlas:** If you are running PC Bible Atlas for Windows, include both the path and the file name of the PC Bible Atlas for Windows program. The file name provision allows you to access any other compatible Atlas programs.
- ♦ **Windows Word Processor:** If you are running a Windows Word Processor, include both the path and the file name of the Windows Word Processor program.
- ♦ **CD-ROM Fast Access...** Enables fast access to BCS Bible databases on CD-ROM, especially for searches. It does not affect hard-disk databases. If Fast Access is selected, 125K of indexing information per database is copied to the directory containing the OPTIONSW.DAT file.
- ♦ **Resource Write Access...** Lets you edit BCS Bible resources, if they are on your hard drive.
- ♦ **Configure Data Exchange...** Sets up DDE and BCS Importer.

### Window Menu

- ♦ **Tile Horizontal...** Tiles windows horizontally within the BCS main window.
- ♦ **Tile Vertical...** Tiles windows vertically within the BCS main window.
- ♦ **Cascade...** Lets you arrange open BCS windows within the BCS main window so that they overlap, but the title bar of the window is visible.
- ♦ **Arrange Icons...** Organizes all BCS windows minimized to icons.
- ♦ **Close All...** Closes all open BCS windows.
- ♦ **Open Windows...** Open BCS windows are listed at the end of the Window menu. You can bring a window to the top and make it active by selecting it from this list.

### Help Menu

- ♦ **General...** Provides "general" instructions and help for BCS.
- ♦ **Index...** Lets you choose from an index of help topics.
- ♦ **Context...** Provides context sensitive help for your current place in BCS. Pressing <F1> for quick context sensitive help.
- ♦ **Demo Script...** Starts the BCS Quick Start tutorial. This is a short guide to introduce you to the basics of BCS.
- ♦ **Permissions to Quote...** Displays requirements for quoting from various Bible translations and Resources.
- ♦ **About Companion...** Lists the copyright notices for BCS and the installed copyrighted Bible databases and resources.

## Keystroke Summary

### Cursor Keys - Generic Meaning

<Home> Up much  
<PgUp> Up many  
<Up Arrow> Up one  
<Down Arrow> Down one  
<PgDn> Down many  
<End> Down much

### Function Keys - Function

<F1> Help  
<F3> Next Find...Word  
<F4> Previous Find...Word  
<Alt><F4> Close BCS  
<Ctrl><F4> Close Current Child Window  
<Ctrl><F6> Next Child Window

### Special Keys - Function

<Esc> Prior Study Mode  
<Alt>Pop Up BCS Menu  
<Alt><BkSp> Undo in Commentary or Notepad  
<Shift><Del> Cut in Commentary or Notepad  
<Ctrl><Ins> Copy in Commentary or Notepad  
<Shift><Ins> Paste in Commentary or Notepad  
<Ctrl><Del> Delete to end of line in Commentary or Notepad  
<Ctrl><G> Quick Go-to dialog box  
<Ctrl><V> Toggle Bible/Resource Database  
<Ctrl><Q> Toggle "Quasi-Commentary" Resources  
<Ctrl><Left> Word left in Commentary or Notepad

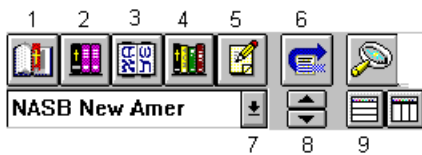


**<Ctrl><Right>** Word right in Commentary or Notepad  
**<Ctrl><Enter>** Combine Toggled  
**<Ctrl><Home>** Go to first resource search hit  
**<Ctrl><PgUp>** Go to previous resource search hit  
**<Ctrl><PgDn>** Go to next resource search hit  
**<Ctrl><End>**Go to last resource search hit  
**<Del>**Delete Search Reference  
**<Ins>**Insert Verse Range in Search  
**<Space>**One window in (View), Toggle verse ref or words

## Chapter Two

### Getting Started: Opening A Study Window

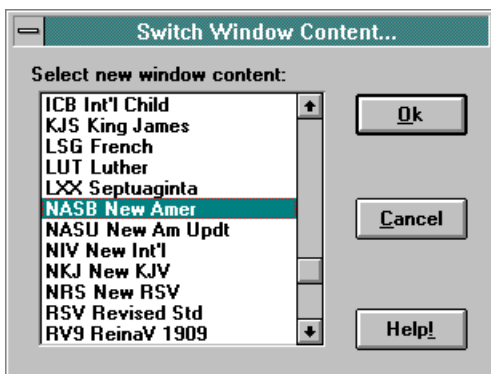
These Are The Basic Icons For Opening Study Windows And Maneuvering Around In BCS.



Icons 1-5 (screen shot at right) are for opening Bibles, commentaries, lexicons, topicals, and the notepad. Icon 6 is the Go-To button, 7 and 8 change window content and 9 is the tile button.

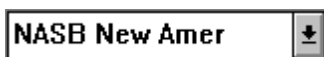
#### Opening And Viewing A Bible Window

Clicking on the new Bible window (icon 1 above) allows you to open and view a Bible translation.



Clicking on the new Bible window icon opens this window. Choose the translation you want from those listed and click <Ok>.

Notice that the translation you selected appears on the icon bar in the “change window content” space.



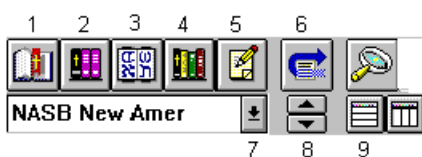
If you want to open another Bible window to view side by side translations, click on new Bible window and choose another translation. Clicking on either the horizontal or vertical tile icon will allow you to view them side by side.



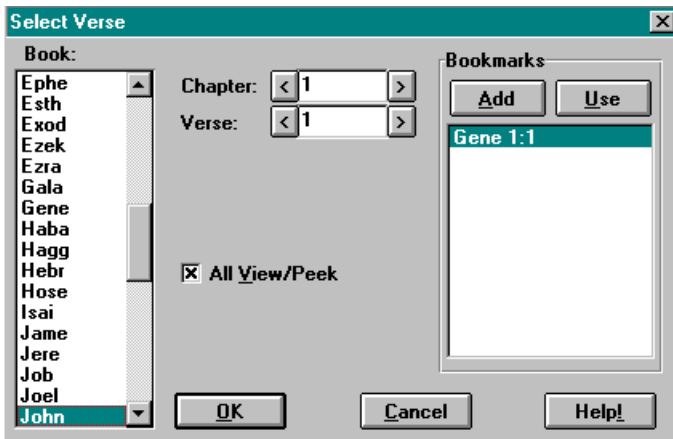
These same features may also be accessed by clicking on the File menu and selecting "New". “New Study” opens a new Bible window, “New Commentary” opens a new commentary, and so on.

#### How To View A New Verse

Clicking on the Go-To button (icon 6) allows you to view a new verse in the Bible. Note: A Bible must be in the active window in order for it to go to a new verse.

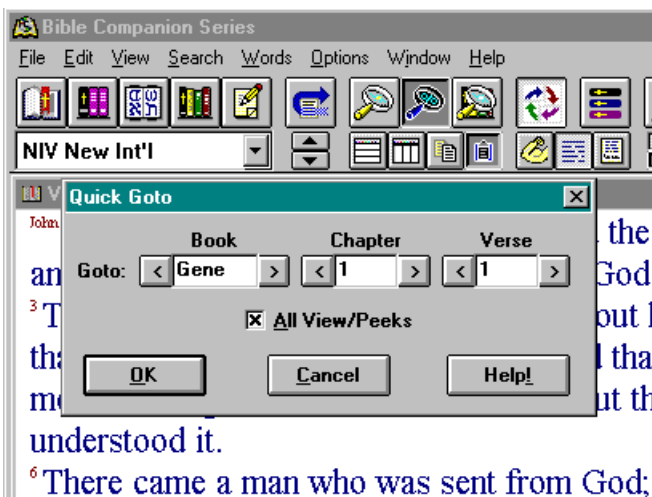


After clicking on the Go-to icon, the following dialogue box appears. Select a new book. If you press a letter key, the book list advances to the first book starting with that letter. You can keep pressing it until the list advances to your book. Then select chapter and verse. Valid selection ranges display when these fields are active. If you enter a field too high, BCS will automatically reduce it to the maximum allowable value. If you try and go to John 1:52, BCS will default to the last verse in chapter 1, verse 51.



### Quick Go-To Feature

To jump to a new verse, BCS offers a “quick go to” feature. Type <Ctrl> <G> on your keyboard. This quickly allows you to select a new verse. It offers a built in spell checker, so by typing a “g”, the quick goto box defaults to “Gala” for Galatians. By typing “ge” it defaults to Genesis. Click on the arrows to advance one book, chapter, or verse at a time. After the desired book has been selected, use the <Tab> key to move to the chapter and verse range. After the desired book, chapter, and verse have been selected, click “OK” or hit <Enter>. This feature allows for very fast navigation of the program as you become familiar with the various keystroke commands.



### All View/Peek Option

The All View/Peek box lets you choose to view the selected vers(es) in all open View and Peek windows or only the active window. **Note:** “New verse” movements are not automatically synchronized, since that would prohibit you from viewing parallel passages. The All View/Peek option lets you control whether you move just the active window or all applicable windows and is completely independent of other synchronization options.

### Bookmarks

Up to 20 bookmarks may be stored for fast reference.

- ◆ **Adding Bookmarks**

To add a book to the bookmarks list, set the desired book, chapter, and verse, then click the “add” button.

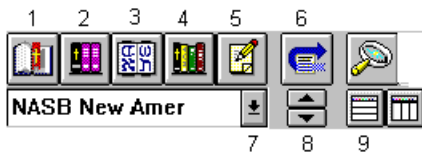
- ◆ **Selecting Bookmarks**

To select a verse from the bookmarks list, select one of the verses in the bookmarks list and click the “use” button. The new verse dialogue box updates to the selected verse. Click “OK” or hit <Enter>.

- ◆ **Deleting Bookmarks**

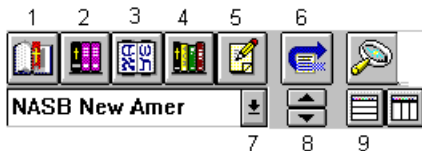
You do not need to delete verses from bookmarks. If you try to add a 21st verse to the bookmarks list, all verses will be shifted up one place. The first verse will be deleted from the list and the new verse will be placed at the end. All verses added to the bookmarks are saved, even if you cancel out of the dialogue box. You can set a number of verses and then select “cancel” to return to your study.

### Changing Window Content From One Bible Version To Another



You can change the window content from one Bible to another by clicking on the down arrow key (icon 7) and then selecting a new translation, or by clicking on the up and down buttons found on the icon bar. (icon 8) Clicking on the up/down buttons rotates alphabetically which translation you are viewing. Hotkey tip: Pressing <Ctrl> <v> performs the same function as the Switch window content buttons. (icon 8)

### Opening And Viewing Commentaries, Dictionaries, And Lexicons



To open a commentary, click on the new commentary window (icon 2), select the desired commentary, and click on <Ok>. Notice that now the new commentary is listed in the "change window content" space (icon 7). Dictionaries and lexicons work in the same manner. Commentaries (icon 2 above), lexicons (icon 3 above), and dictionaries (icon 4 above) work in a similar fashion to new Bibles.

### Tiling Windows- Multiple View Windows



Multiple windows may be viewed at the same time by utilizing the Tile option. Various Bible translations, commentaries, dictionaries, and lexicons may be viewed on screen at the same time. You have the choice of tiling windows horizontally or vertically. As the number of open windows increases, the tiling pattern changes. One of the most popular methods of studying on the computer is to open several Bible translations and several commentaries and then scroll through the text of Scripture, studying verse by verse. Bible Companion's power comes in its ability to synchronize all open windows to the active window. As you scroll through one window, the translations and commentaries in the other windows scroll along with it. You may tile your windows anytime you wish in order to best maximize your ability to study the texts. You may move each window's contents by clicking on the scroll arrows or by using the arrow keys on your keyboard.

### Minimizing A Window

You can minimize a window to an icon to temporarily hide it. In the upper right corner of the window are up and down arrows (Win3.1) or a minus sign and a square box (Win95). The down arrow and the minus sign minimize the window to an icon at the bottom of the BCS main window. Double click on the minimized icon to restore the window to its previous size.

### Maximizing A Window

You can maximize a window to fill the available BCS main window by selecting the up arrow (Win31) or the square box (Win95).

### Returning A Maximized Window To Size

Once a child window is maximized, the two buttons disappear and a button with both up and down arrows (Win3.1) or two square boxes (Win95) appear. Click this button to reduce the window to its former size.

### Viewing Verses

The ribbon bar, menus, and keystroke commands may access many BCS features and functions. As you gain experience with BCS, you will determine a method that works best for you. For example, you can scroll through text by using the cursor keys. Press <Down Arrow>, and the text advances one verse. To advance a "screen-full" of verses, press <Spacebar>. The last verse on the screen becomes the first. The following is a summary of potential "cursor keys" to move around in View mode.

- Go to prior book <Home>
- Go to next book <End>
- Go to prior chapter <PgUp>
- Go to next chapter <PgDn>
- Move up one verse <Up Arrow> or <Left Arrow>
- Move down one window full <Space>

Move down one verse <Down Arrow> or <Right Arrow>

## Chapter Three

# Using Bible Resources: Commentaries, Topics, And Lexicons- Personal Authoring

### Overview To Commentaries, Topics, And Lexicons

A **Commentary** is a "verse-by-verse" resource synchronized to an active Bible study window. To open Commentary, click the New Commentary button or pick New Commentary on the File menu. You can open up to 10 Commentary windows.

**Topics** are independent Resource windows for topical studies--such as topical works and dictionaries.

A **Lexicon** is a specialized type of topic resource.

To open a Topic, pick the New Topic button or choose New Topic on the View menu. You can have up to 10 Topics windows open. The Topic number is in the window's title bar. If a Topic window is the active window, BCS prompts for a new topic for that window. If another window type is active, a new topic window is created. Topic "0" generally has an index to the Topics in a Resource. Bible Companion offers powerful personal authoring tools that allow you to create your own personal commentary and personal topics.

### Overview To Personal Authoring

The Bible Companion has a **Personal commentary** feature that allows you to append your study notes to the Bible text. Click on New Commentary, then select Commentary Personal. A window will appear with a flashing cursor. You may now enter your own study notes on the current text.

Select the Toggle Resource Edit and Hypertext Mode Button. As you move in the Bible text you may now enter notes on every verse in the Bible. Bible Companion offers additional personal authoring tools in the **Personal Topics**. This unique reference allows you to enter up to 32,000 topics such as sermon notes, study notes, etc., all with your own personalized index.

### Notes On Topics General-General Topics Contents

The Topics-General selection in the BCS Topics menu contains a wealth of material. So much that we call it a Topical Encyclopedia. The following resources may be found under the Topics-General heading: 1917 Thompson Chain References, New Topical Text Book, Study Aids, Harmony of the Gospels, The Discourses in Acts of the Apostles, Quotations from the OT in the NT, Parallel Passages in NT, Parallel Passages in OT, The People's New Testament, NT Book information and helps, Questions & Answers on the Bible and Science, Major Bible Doctrines, How to Study Your Bible by R.A. Torrey, The Sum of Saving Knowledge, A Puritan Confession of Faith, Spurgeon's Puritan Catechism, 82 Questions & Answers, The Bible Doctrine of Election, Index to Scofield's Notes.

### Setting Optional Write Access

If Write Access is enabled, the resource "auto-saves" text when you exit the resource or jump to another text within a resource. Use Write Access with care, since you may enter or delete text and permanently save it.

By default, Write Access is enabled for Commentary and User x-ref, and disabled for all others. **Note:** Not all resources may appear in the list if the publisher of the work did not wish to permit users to edit the work for their own use.

### Editing Resources

The Resource Edit button toggles you in and out of the Hypertext and Edit/Display modes. To save changes to a resource, you must enable Resource Write Access through the Options menu. You cannot save changes to CD based databases. If Resource Write access is enabled for the resource in the active window, the pencil icon displays on the Resource Edit button when you toggle to the Edit/Display mode.

Clicking this icon saves your notes just like BCS commentary notes. (The icon can appear in either of these forms.) Your notes will remain as you

leave them.

## Using And Creating Hypertext Jumps

BCS Bible Resources support "hypertext" jumps. These are "fast forwards" to other texts within the same or other Resources. The types of jumps can be classified as follows:

<u>From</u>	<u>To</u>
Commentaries	Topics and Verse References
Lexicon	Lexicon and Verse References
Topics	Topics and Verse References

Available jumps are underlined and green. You double-click them to jump to the referenced text.

Verse jumps are checked for validity. For example, a jump to Genesis 51: 1 is not allowed. **Note:** To create a simple and flexible hypertext system, usable and extensible by our users, BCS uses an "aggressive" hypertext system. Occasionally, non-sensical jumps can appear. For example, in Lexicon, you can sometimes "jump" to the number of KJV occurrences. That Strong's number is obviously not related to your definition.

## Jump History

As you make jump after jump through a resource, your last seven jumps within a resource are stored so you can return to them by pressing <Esc>.

## Adding Jumps In Commentary And Topics

You can build your own jumps. If you are building your own cross-references, you can import verse references based on Search files (saved from Search mode) and paste them, preformatted, into a resource.

## Cross-Reference Hypertext "Jumps"

Any cross-references must be preceded by a "#" sign on the line. If a verse number is not preceded by a book or chapter notation, we assume the "current" book and chapter. Bible book abbreviations (of 4 characters or less) should follow the BCS or "Alternate" book naming standards listed in the Glossary, although we try to interpret other names based on the BCS naming convention. If you "Paste" converted Search files, the Book naming is done for you.

## Hypertext "Jumps" To Topics

You can create "jumps" to Topic Resources. BCS interprets a number on the end of a line (one you press <Enter> after) as a potential topic jump. So, you can add a line at the bottom of a Commentary Resource such as: "See Topic 3243". Each topic jump must be on a separate line (so the number is at the end of the line).

## Creating New Topics

You can create your own topics within the Topics window. Each Topics database accommodates up to 32,767 topics. Assuming you have Write Access (on Options menu) enabled on a non-CD-based Topic file, simply select an unused Topics number and start entering text. We suggest you create a "menu" of hypertext jumps for your topics so you can use it to find your entries from a single point.

If you forget which topic number(s) you created, you can also use the Word/Phrase search for keywords.

## Creating Hypertext Jumps

You can add hypertext jumps to other topics. Enter a valid topic number (through 32,767) at the end of a line. Press <Enter> after the number. Thus, you can only have one topic jump per line.

## Adding Jumps In Lexicon

You can create additional hypertext jumps (in Edit Mode with Resource Write Access ON) to other Lexicon definitions. You do this by entering a valid Strong's number--or the record number displayed in the window title for non-Strong's Lexicons like the UBS Greek NT Dictionary--preceded by one of several "keywords," then a single space. (Remember to prefix Hebrew/OT Strong's numbers with a zero.) The "keywords" help BCS identify potential jumps.

Valid Strong's keywords include:

and	from	origin
as	From	to
cf	of	+

**Example:** "This Hebrew word is related to 0430 and 0431." In this case, both 0430 and 0431 would be valid "jumps." After you switch back to Display/Hypertext Mode, the "jump" will be highlighted in green if you have entered it correctly.

## Using Lexicons For Word Studies

In BCS, the KJS and NASB texts have the option of using the embedded Strong's numbers. The power of the program comes when you use several different lexicons at the same time, each one linked to the active word. You can open all your available lexicons, tile the windows, and then double click on one Strong's number to have all lexicons synchronize to the active window.



(Check to be sure your Synchronize icon is activated.)

Vine's, Thayer's, the UBS Dictionary, and the New American Standard Concordance are provided for New Testament words while Brown-Driver-Briggs and the New American Standard Concordance are used for the Old Testament.

Several additional databases are in the works to give you the most accurate lexical information. The various lexicons, along with the powerful word/phrase search, and word/phrase statistics combine to help you gain the most out of your word study.

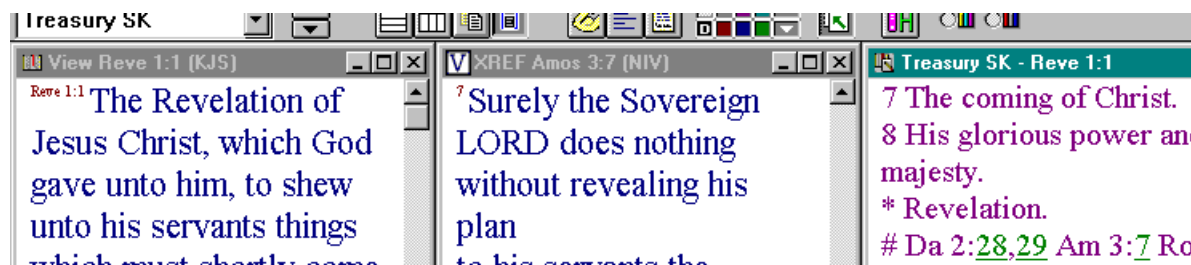
## Gramcord Gnt Users

The GNP is used for Greek grammatical analysis and allows you to View GRAMCORD Grammatical Concordance searches. Double click on any word in the Greek text and you instantly get the parsing of the word, the lexical form, the lexical definition, and a parsing definition. It tells you what a word means and how it is used. In addition, the Companion Series offers the GRAMCORD morphological search engine. The only upgrade path offered by GRAMCORD is through the Bible Companion Series. With our GRAMCORD relationship, The Bible Companion Series offers full support for advanced Biblical studies, including morphological searches.

## Cross-Reference Features

Bible Companion uses the Treasury of Scripture Knowledge (TSK) Commentary as its principal source of Cross-references. Used as a Commentary, TSK allows for hyper-text links to all cross-reference passages. Notice that in the window below a Bible Window, Commentary Window (TSK), and a Cross-Reference Window are open. The cross-reference links are the underlined green numbers. Double clicking on them takes the Cross Reference window to the desired verse. In the example below, the Bible text is the KJV Revelation 1:1, but the Cross-Reference window is Amos 3:7 in the NIV. Simply double clicking on the Am 3:7 reference in the TSK window accessed the cross-reference.

**Note:** The Cross-reference Window does not have to be the same translation as your Bible Window. There are two additional features that support your use of cross-references: cross reference importing and cross-reference exporting.



## Cross-Reference Importing

You can convert and import Search files into text-based resources. Choose Convert Search to Paste XRefs from the Edit menu.

**Note:** You can do this from Search mode or in Resource Edit. If you are in a resource, you are asked to select a Search file. If you are in a Search window, the current Search results are used.



The verse references are converted to hypertext jump format and put in the Windows Clipboard. Put the cursor in the resource text where you want the cross-references and select Paste from the Edit menu.

### **Cross-Reference Exporting**

You can take cross-references from a resource and convert them into a Search file. You can then retrieve and manipulate that search, including merging it with other searches. Within a resource, choose Convert Xrefs to Search File from the Edit menu. You are then prompted for a Search file name, and the cross-references are converted to a binary format compatible with Search.

## Chapter Four

### Using The Notepad

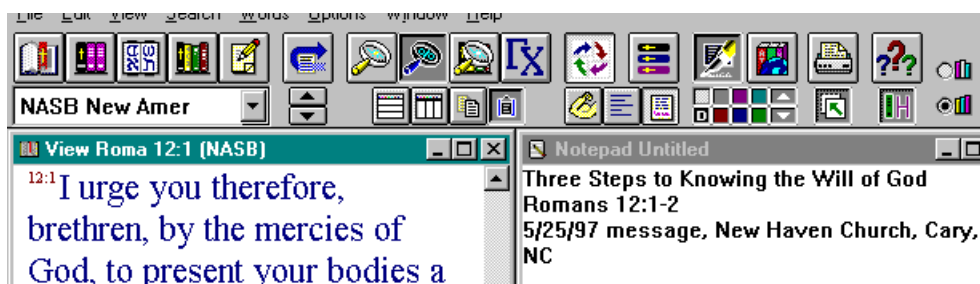
Notepad is a paragraph-oriented editor similar to the Windows Notepad. You can use it to enter small lessons or sermons. The major difference is that Bible Companion offers a fully integrated Notepad that interfaces with all other open BCS windows. Notepad may be used to store verses before exporting it to your word processor or used as a gathering place before printing a lesson.

#### Opening Notepad



To open Notepad, click the New Notepad button or select “New Notepad” from the File Menu.

(Example of an open Bible window and notepad window)



#### Entering Notes

Simply type or paste material into the Notepad window. Notepad uses “word wrap” on long lines in a window. Word wrap uses window margins, not printer margins. When you print, your printer margins are enforced, and paragraphs reformat to those margins.

#### Opening Existing Notepad Files

When you want to open a Notepad file, you must be in a Notepad window. Then select open from the File menu. The File Open dialog box lets you choose a file. If you did not save changes to an existing Notepad file, you are asked to save it before it is replaced by the new file.

#### Moving Through Notepad

You can move through the Notepad using these cursor control keys:

##### Movement

Go to top of window  
Go to bottom of window  
Go to beginning of line  
Go to end of line  
Move up one line  
Move down one line  
Left one word  
Right one word  
Left one character  
Right one character  
Delete to end of line

##### Keys

<PgUp>  
<PgDn>  
<Home>  
<End>  
<Up>  
<Down>  
<Ctrl><Left>  
<Ctrl><Right>  
<Left>  
<Right>  
<Ctrl><Del>

#### Forward/Backward Find In Notepad

Forward or backward Find is available for Notepad windows. Select Find from the Search menu, enter a word and press <Enter>. The cursor advances to the word. You can use the Next and Previous menu choices on the Search menu to search forward and backward respectively.

#### Miscellaneous

In addition, you may use your <Tab> key to indent a line a set amount of space. The amount of the Tab indent is hard-coded into the program and can not be changed. Text may be pasted into Notepad by selecting Paste from the Edit menu, or by clicking on the Paste icon. Your notepad document may be printed by clicking the Print icon, or by choosing Print from the File menu.

## **Saving Notepad Files**

### **Notepad Files**

Notepad files are DOS text (or ASCII text) files that can be read by other programs. Notepad file names have “.txt” extensions by default. “.txt” is the standard for DOS text files. If you want to save a file named “John”, the name of the file would be “john.txt”. When opening Notepad files, BCS automatically lists all files with “.txt” extensions. **Note:** Be careful if you use another extension. It is possible to inadvertently overwrite a required BCS file.

### **Save As**

To save a new Notepad file, select “Save As” from the File menu. This lets you specify a name for the file. If the file exists, you will be warned before BCS replaces it.

### **Save**

To save and update an existing Notepad file, select “Save” from the File menu. If the file does not have a name, BCS asks you for one (like save as).

## Chapter Five

### Additional Viewing Options In BCS

#### Paragraph Form



BCS allows you to view Bible text in paragraph form or with each verse starting on a separate line. Use Turn Paragraph Form ON/OFF button (icon 3 in screen plot).

#### Example of a Bible passage with the paragraph form turned on:

*1 In the beginning was the Word, and the Word was with God, and the Word was God. 2 He was in the beginning with God. 3 All things came into being by Him, and apart from Him nothing came into being that has come into being. 4 In Him was life, and the life was the light of men.*

#### Example of a Bible passage with the paragraph form turned off:

*1 In the beginning was the Word, and the Word was with God, and the Word was God.  
2 He was in the beginning with God.  
3 All things came into being by Him, and apart from Him nothing came into being that has come into being.  
4 In Him was life, and the life was the light of men.*

#### Footnotes In Bible Text



Footnotes may be turned on or off in a given Bible text. The footnotes are included within {brackets}. Footnotes may be turned on or off with icon 4.

#### Interlinear Feature

Various translations can be compared by opening several Bible windows or by using the Interlinear feature. With the interlinear feature turned on you can display up to 5 translations in a verse by verse manner. (Use icon 1 in above screen shot). To select which translations to use, go to the Options menu, Screen Format, Interlinear Form. Select your translations and click <Ok>. Notice that you may also turn interlinear form on from the Screen Format window by clicking on Use Interlinear Form.

The window pictured below is the Screen Format Window. To change which translations to use in your Interlinear feature, simply click on the down arrow found at the right of each Bible translation and choose a new Bible version.

**Viewing Verses**

Verse Buffer Size (min=30, max=99):

Paragraph Form

Suppress {Footnotes}

Show Strong's #

Separate Strong's #

Use Interlinear Form

---

**Interlinear Form**

Interlinear permits up to 5 Bibles in any order:

---

**Search Verse Fragments**

None  Verse Start  Word Context

### Strong's Numbers In KJV And NASB 1977

Strong's numbers may be embedded in the KJS or NASB text. Click on the Strong's Icon. (icon 2 above) Now the embedded Strong's numbers appear. This lets you see which Strong's number and thereby which Greek or Hebrew word is underlying the Bible text. Doubling clicking the Strong's number opens a new lexicon window giving the Greek or Hebrew lexical definition. In the KJV, some numbers are also found inside parenthesis. Double-clicking on these numbers reveals the Tense, Voice, and Mode of Hebrew and Greek verbs in the text.

### Separate Strong's #

Separate Strong's # puts each Strong's number (and its preceding text) on a separate line. If un-checked, the text appears in a run-on fashion.

### Forward And Backward Find

Forward and backward "finds" advance you to the next or prior verse containing a specified word. Select Find... from the Search menu and enter a word. BCS advances to the next verse containing that word. After you enter a word, use the Next (F3) and Previous (F4) commands on the Search menu to move to the various occurrences of the word.

### Focus Word

Some Bible study methods encourage you to examine Bible passages for repeated key words. You can have BCS highlight a single word in the Bible as you scroll through the text. Choose "Enter Focus Word" from the View menu and enter a word you wish to focus on. It will highlight the focus word just like a word you searched for in a BCS Word/Phrase search. To turn Focus Word off, delete the word from the data entry field.

### Desktops



BCS allows you to set up personalized Bible study windows. By clicking these various desktop icons you can switch between different Bible study windows which you have set up for your study needs. One desktop can be set up for word studies, another set up for Bible reading, another for reading commentaries, and yet another for doing topical studies. The program automatically saves your desktop as you leave it. You decide how each desktop is to be set up. Every member of the family have their own desktop. You may personalize the name of each desktop by accessing the Options Menu, Desktop Descriptions.

### Highlighting

BCS supports Colorizing or highlighting your Bible verses with six different background colors. This function is only performed on the Ribbon Bar and requires the use of a mouse. You can use colorizing to signify related concepts or ideas (Salvation, Law, Grace, etc.) within a passage or your entire Bible. You can also

use colorizing to select verses to be printed or copied to the Clipboard. You can also use colorized verses as bookmarks.

### **Turning Colorizing On**

Check the small checkbox in the upper left corner of the Colorizing buttons.

### **Colorizing A Verse**

Make sure the verse you wish to colorize is in the view window and that Colorizing is turned ON. Click the Color button you wish to use. Then click the mouse anywhere within the verse you wish to colorize.

### **Returning A Verse To Its Default Color**

Click the D (Default) Color button. Then click the mouse anywhere within the verse you wish to decolorize.

### **Copying Colorized Verses To The Clipboard**

Choose Copy from the Edit menu or click on the Copy to the Clipboard icon. Select a verse range. Check the Send Only Color Verses checkbox, and select one or more colors to copy. Only those Colorized verses within the verse range will be copied.

### **Printing Colorized Verses**

Click the Print button on the Ribbon Bar or choose Print from the File menu. Select a verse range. Check the Send Only Color Verses checkbox, and select one or more colors to print. Only those Colorized verses within the verse range will be printed.

### **Searching For Colorized Verses**

First, make sure that Colorizing is turned ON. Then, click one of the Color buttons. If there is a prior verse with that color, the UP arrow next to the Color buttons activates. Similarly, if there is a verse with that color after your current verse, the DOWN arrow activates. To jump to either the prior or next colored verse, just click the UP or DOWN buttons respectively.

### **Turning Colorizing Off**

Uncheck the small checkbox in the upper left corner of the Colorizing buttons. Your verse color selections are preserved and can be restored by re-checking the checkbox.

### **Closing View Windows**

To remove the active window, select Close on the File menu or double-click the rectangle on the upper left corner (Win95 click on the "X" in the upper right hand corner). **Note:** If you wish to save the desktop you are in, simply click on another desktop icon. Selecting Close on the File menu will clear your desktop and window.

To close all open windows, select Close All from the Window menu.

## Chapter Six

### Word/Phrase Search - Bible

#### Overview

The Search mode enables you search and analyze word and phrase searches in any open Bible version. You may quickly find every occurrence of all words in the Bible. Advanced users can create sophisticated compound searches by merging searches using the *AND*, *OR*, *XOR*, and *NOT* logical operators.

The full range of Search features is available for open Bible windows and is covered in this section. Search features pertaining specifically to Commentary, Topics, and Lexicon windows, are covered in the next section, Word/Phrase Search- Commentary, Topics, and Lexicons.



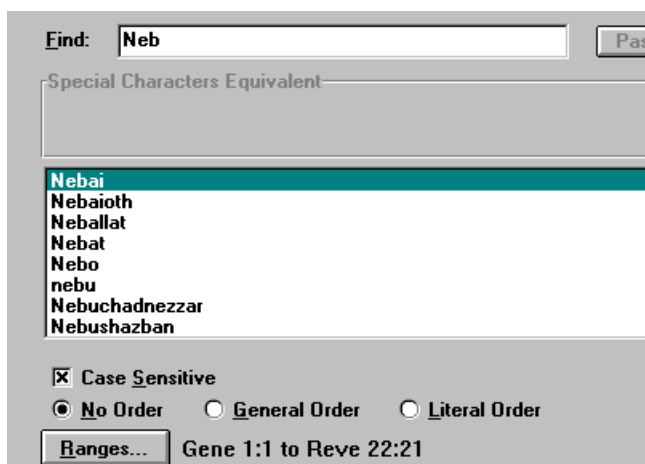
These are the icons used for searching. Icon 1 is used to search for a Word or Phrase. Icon 2 is used to view Ranked Search Results. Icon 3 is used to search Topic Titles. Icon 4 is an optional GRAMCORD add-on.

**Important Note:** With the powerful BCS search program, you have an exhaustive concordance for every Bible translation you use with your Bible Companion program. However, realize that BCS searches on the active Bible window. Since translations differ, realize that a word that appears in the King James text may not appear in another English text. For example, the word *shew* appears in 208 verses in the King James text while it does not appear in the NIV.

#### Beginning A Word/Phrase Search

To begin a Word/Phrase search, you must first have a Bible window open and selected as the active window. To open a Search window, click on the Word/Phrase icon (icon 1 above), or select Word/Phrase from the Search menu.

The following window will then appear:



To find the occurrences of Nebuchadnezzar, notice that *Neb* was typed in. BCS offers a built in spell-checker called the Word List. It is not necessary to use the Word List, but for long or difficult to spell words it is a time saver.

#### Using The Word List

As you type a word in the Word/Phrase dialog box, the Word List tries to match your word as closely as possible. To substitute one of the words in the Word List for your current word, just double-click it.

#### Paste Sel

You can select a word or phrase out of the Bible text to use in the Word/Phrase dialog box. Simply highlight the text in a VIEW window with the mouse before you enter the Word/Phrase dialog box. Then click Paste Sel to insert that text in the Word/Phrase dialog box.

## Case Sensitivity

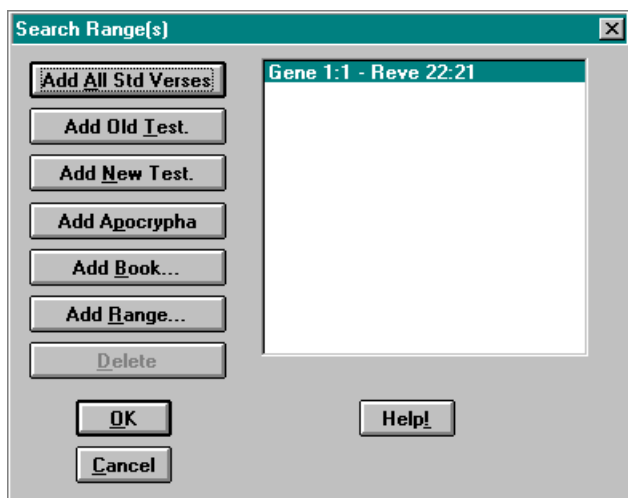
You can choose to enforce Case Sensitivity. If you do, BCS finds terms whose case (capitalization) matches. By turning case sensitivity on, a search on the word *Father* would only find those references that used a capital letter ‘F’. The search results would ignore occurrences of the word *father* with a lower case ‘f’.

## Word Order

If you have a phrase, you can choose to enforce the word order. If you choose No Order, BCS finds any verse(s) in the search range that has the words in any order. This is the fastest method. To enforce word order, use General or Literal order. General requires the words be found in order, but other words are allowed in between. "Literal" order enforces word order and does not allow words in between. Since BCS must screen each potential verse, searches that enforce Word Order take longer. If you are already enforcing Case or Word Order, adding the other won't add much additional time to your search.

## Range

BCS allows you to narrow your search results by specifying a range.



As seen by the screen shot above, general searches may use the entire Bible and more detailed searches may choose to limit a search to a specific Bible passage. Once a range has been selected, click <OK>.

Once all the search criteria have been met, i.e. a range has been selected, a word has been chosen, case sensitivity has been selected, word order has been chosen; click <OK> to begin the search.

## Wildcards

You can use the asterisk character \* to act as a wildcard. This enables you to find all forms of a word. The wildcard can be at the beginning and/or the end of a word. These are valid examples: lov\*, \*eth, \*come\*. You may not embed the wildcard in a word. The following examples are invalid: f\*med, spir\*t. Wildcards are especially useful in searching Greek text for root words.

## Punctuation

Punctuation is ignored for searching purposes.

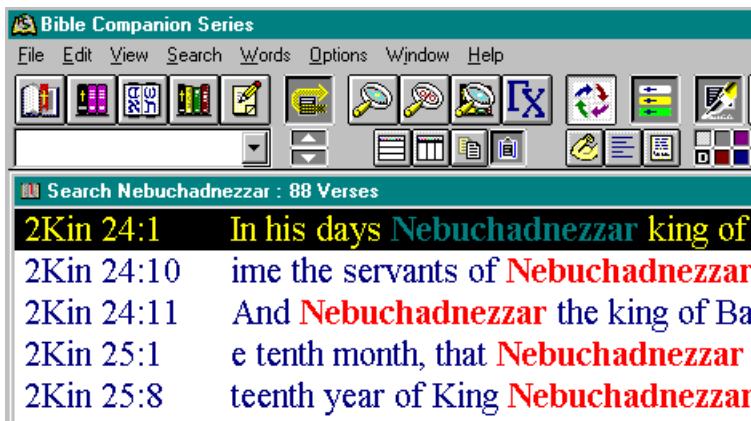
## Using Spanish/Greek/Hebrew Characters

If you want to type accented characters for a BCS Spanish database search, type an apostrophe *before* the accented character. To type an accented e type 'e. The characters appear in the special window below. If you type Greek or Hebrew, the special window displays the text in your chosen screen font.

## Viewing Search Results

The following window shows an example of a search. Again we will use our example of “Nebuchadnezzar”.





### Peeking Or Viewing A Search In Context

To view a verse in context, either hit <Enter> or double click on the highlighted word. This will take you in a peek mode to view the word in context. Clicking on your right mouse button will back you up one screen to the search results list again.

### Possible Phrase Errors

There are potential errors in a phrase search and the following are failure messages. After each, we provide an explanation and suggestions.

#### **Above word(s) were not recognized.**

You typed in a word or a wildcard that is not in the Bible. Start a new study. Select a word from the Words menu, Word List for spelling help if you need it.

#### **Above word(s) were not in search range(s).**

Your word(s) are valid, but are not in the search range. "Apostle Paul" is not in Genesis. Review your range on the Search menu.

#### **Words not together in verse in search range(s).**

The words were recognized, and they are in the search range. But, they are not found together in even one verse. Check your search range or modify the search phrase.

#### **Words don't match your order in search range(s).**

You would have had some hits, but you specified General or Literal Word Order. That eliminated the potential hits. Consider relaxing your Word Order, changing your search range, or altering your phrase.

#### **Words don't match case in search range(s).**

You would have had hits, but you enforced Case Sensitivity. That eliminated the potential hits. Try changing the case you used in your phrase, running the search without Case Sensitivity (to see what case does exist), or altering your search range.

#### **No order and/or case match in search range(s).**

You would have had some hits, but you enforced both Word Order and Case Sensitivity. One or both eliminated the hits. Eliminate Word Order or Case Sensitivity and search again. You can also examine the search range and the phrase.

#### **User aborted search by pressing <Esc>.**

BCS allows you to abort long searches (when you enforce Case Sensitivity or Word Order) by pressing <Esc>. This isn't a failure message; you simply stopped the search manually.

## Using SEARCH Results

### Scrolling Search Verse References

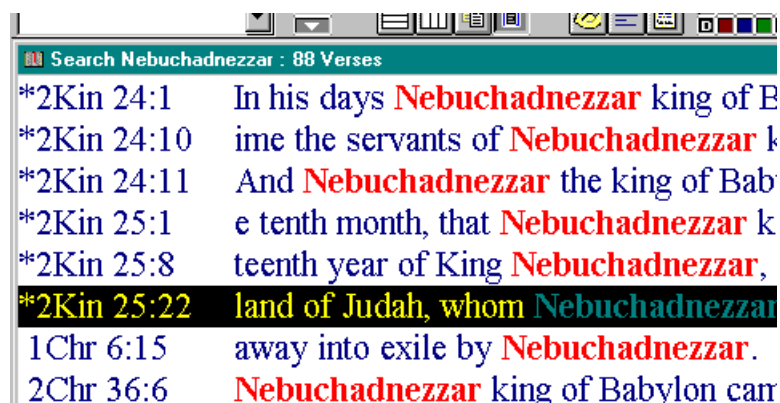
Once you are in the Search window, you can move to other verses using the following keys:

#### **Movement - Keys**

Go to beginning of references - <Home>  
 Go to end of references - <End>  
 Move up one verse - <Up Arrow> or <Left Arrow>  
 Move down one verse - <Down Arrow> or <Right Arrow>  
 Go to top of window, scroll if required - <PgUp>  
 Go to end of window, scroll if required - <PgDn>

### Toggling Verse References

Verse references are toggled by pressing the <Space> bar (or select Toggle on the Edit menu). If an \* is beside the verse, it is toggled ON. This example shows references in 2 Kings as toggled.



If you toggle a verse twice, the \* disappears and the verse is toggled OFF. Toggled verses are used in printing and in reducing verses.

### Reducing The List Of Search Verse References

To reduce a list to the toggled verses (removing others) pick Delete NonToggled on the Edit menu. This option makes a verse list manageable, allowing you to select pertinent verses. For example, if you search for *lie*, you are probably looking for either the "falsehood" or "reclining" meaning--but not both. Be sure your toggles are correct. You must restart the Search to get them back.

### Deleting Verse References

To delete a selected verse, press <Del>.

### Synchronizing Views To Search

You can synchronize Open Bible windows or Peek windows to a Search window. This means that any visible Open Bible window or Peek window synchronizes to the current verse in a Search mode window. You can view a search verse in context as in Peek, while the Search is still displayed on the screen. Also, you can view a search verse in different Bible versions, or even use Interlinear Form. The only difference is that the search words are *not* highlighted.

Remember to minimize Open Bible windows you don't want synchronized.

### Creating Search Files

Search generates files whose filenames have a .SMS extension. So, when you save a Search file as KING, it is stored as KING.SMS. BCS automatically appends the .SMS extension for you.

### Saving Search Files

You can name and store searches to disk:

- ◆ **Save As**  
To save a search, pick Save As from the File menu. Then, enter a file name. If the file exists, you are warned before replacing it.
- ◆ **Save**  
To save an existing Search file, select Save from the File menu. If the file does not have a name, BCS asks for one (like Save As).

### Opening Search Files

To open a Search file, you must be in Search. (If need be, do a trivial search). Select Open from the File

menu and choose the file.

### Merging Searches

You can merge a saved Search file with the current Search using AND, OR, XOR, or NOT logic to build compound searches. With a Search window active, select Merge from the File menu. The Merge dialog box gives you the following merge choices:

- ♦ **OR** - This creates a Search file containing *all* verses in *either* of the Searches. Use it to combine two Search lists into one comprehensive list.
- ♦ **AND** - This builds a Search file containing only those verses that appear in *both* of the original Searches. Use it when you want to look at verses common to two Searches.
- ♦ **XOR** - This stands for "eXclusive OR." It creates a Search file containing verses in either original search-but not *both*.
- ♦ **NOT** - This *removes* from the current screen Search any verses in the saved search file. Assume your current screen search is for the word *king* and your saved Search file is for the word *Israel*. If you select the NOT operator and open the saved Search file, the result is all verses that contain the word *king* but not the word *Israel*. Thus, all verses containing *king of Israel* would be eliminated. Note that NOT logic is order-dependent. If the current screen search and saved Search file were reversed, you would get a different result.

Select the Search file you wish to merge. BCS then merges that file with the active Search on the screen according to logic you selected.

### Examples:

The screen Search contains verses: 1, 2, 3, 5

The saved Search contains:1, 2, 4

**AND** result:1, 2

**XOR** result:3, 4, 5

**NOT** result:3, 5

### Using Ranked Search

Ranked Search provides a list of Bible books ordered by the number of verse hits for each book, from most frequent to least frequent. Click the Ranked Search button on the Ribbon bar (icon 2 below) or choose Ranked Search from the Search menu.



These are the icons used for searching.

Icon 4 is an optional GRAMCORD add-on

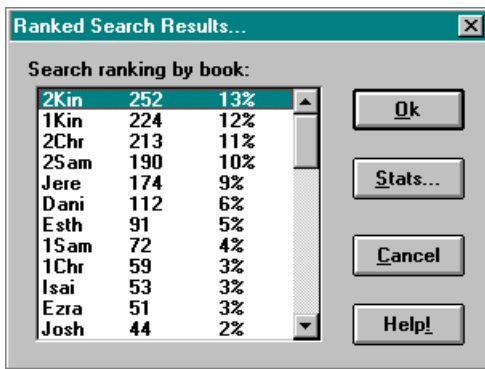
Notice that the search results icon is similar to the search icon except it adds a percentage mark.

To advance the search results to a book displayed in the list, doubleclick on that book. You can also obtain more detailed search information by clicking the Stats button to bring up search statistics.

### Search Statistics

Search Statistics gives you a panoramic view of a search, with the number of hits by book and hits per chapter in a book. Choose Search Statistics on the Search menu or click on icon number 2 and click on the Stats button.

Here is an example of search statistics for the word *king*, using the entire Bible.



Search Statistics provides the total number of hits in each book and the approximate percentage of the total number of hits. 2 Kings has 252 hits, or 13% of the total hits.

Clicking on <Stats> provides a larger summary sheet. The initial search statistics screen shows the number of occurrences of the word in all the books of the Bible. You can cursor around on the books using the arrow and tab keys. If we cursor from 2 Kings to Psalms and press <Enter>, we can view search statistics on a chapter-by-chapter basis for Psalms.

Double clicking on one book brings up statistics for that book. The following screen shows results for the search *king* in the book of 2 Kings.

Chapter Stats - 2Kin			
1	6	21	8
2		22	9
3	12	23	14
4	1	24	12
5	5	25	13
6	11	SUM	252
7	7		
8	17		
9	12		
10	3		
11	10		
12	6		
13	12		
14	14		
15	20		
16	14		
17	10		
18	19		
19	12		
20	5		

**Note:** BCS uses integer math to compute search statistics percentages. This is fast, but it sacrifices some accuracy due to rounding errors. Since the purpose is to give the user an overview, we felt greater accuracy was not justified.

## Chapter Seven

### Word/Phrase Search - Commentary, Topics, And Lexicon

#### Searching Resources

You can search all BCS resources for words and/or numbers. Multiple words and/or numbers are treated as a logical AND. Select Word/Phrase from the Search menu or click the Search: Word/Phrase icon (picture icon) while in a Resource window, enter your word(s) and/or number(s), and begin the search.

#### Using Strong's Numbers

Since you have the STR database, you can search for Strong's number(s). (Prefix Old Testament numbers with a zero "0". Example: OT #1 should be "01".) Strong's numbers can be used alone in the Word/Phrase dialog box of the search menu or added to *any* phrase--even for non-Strong's databases (such as NIV). Strong's numbers are *ignored* for Word Order purposes. In effect, they operate as a logical AND against any phrase words. The search results use the Bible text you started the Search from.

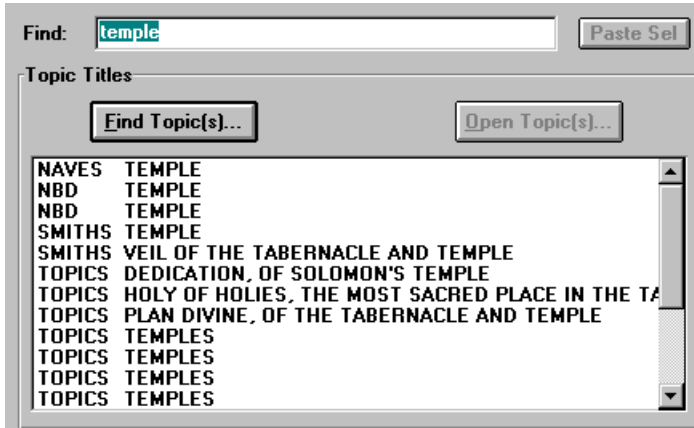
#### Viewing And Moving Through Search Hits

The Resource window titles show the current hit and total hits. You can "page" through the hits by pressing the <Ctrl> key with <PgUp>, <PgDn>, <Home> or <End>. The search words are *not* highlighted. You can use this feature to search topically for related Lexicon entries, Topic entries, and Commentary verses. For example, you could search BDB/Thayers for the word "father" and page through that lexicon's definitions that refer to the word "father. "

## Chapter Eight Topics Search



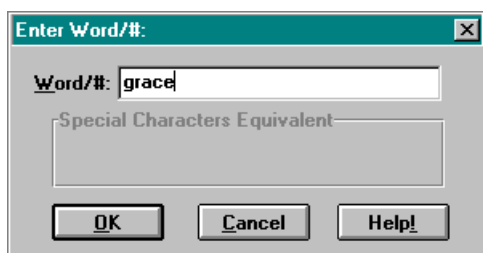
Icon 3 is the Search: Topics Search icon. A Topics Search may also be started by opening Search: Topics Search from the Search menu.



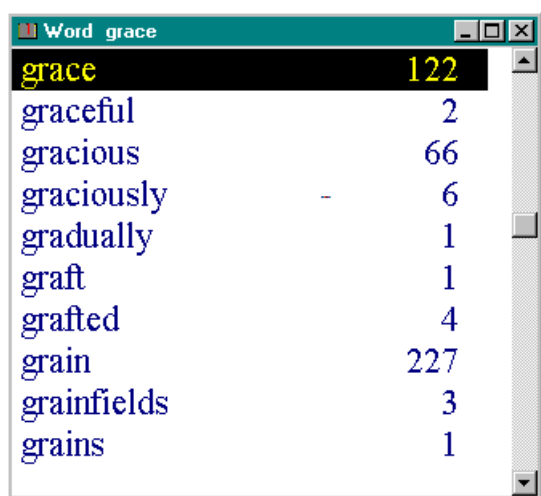
The Topics Search feature searches across all available BCS Topical Resources to open all relevant articles and entries. In the above example, the word *temple* has been selected. Notice that the Topics Search allows the Paste Select feature just like the Word/Phrase Search feature. After typing in a word to search on, click the <Find Topic(s)> button. The results will be displayed like the screen shot above. After BCS displays all the relevant topics, you may scroll through the list of topics and select those you wish to read by clicking on the entry. After selecting all those you wish to read, click on the <Open Topic(s)> button. BCS will then open all the relevant Topics entries for you and display them in a cascaded fashion. You may choose to tile your windows or simply go through the topics one at a time.

## Chapter Nine Using The Word List

The Word mode lets you perform word studies and logic searches on your current open Bible window. To enter the Word mode, open the Word List from the Words menu. The following dialog box appears:



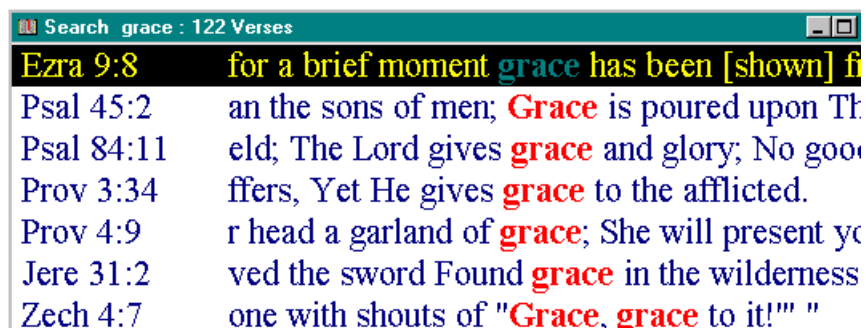
Type the word you want to examine. You can type in part of the word as well. It is matched as closely as possible. If you enter *grace* the result looks like this:



The number shown for a word is the number of *verses* in which the word occurs in the *whole* Bible. The word could be in a verse more than once. The number does *not* reflect the current search range but is the total occurrences of the word in the entire Bible.

### Searching From The Word List

You can search for a word by pressing <Enter> or double-clicking a word. If you search on **grace** you get:



The number of verses given by the search may vary from the number given by the Word List. The Word List search confines itself to the range set in the Search Ranges dialog box, which you access from the Search menu.

### Case In The Word List

Some words appear in the Bible in various cases; such as, "LORD," "Lord" and "lord." Word List ignores case in searches. (It would find all three versions of *Lord*.) The case shown in the Word List (*BCS*

databases) reflects *the first* time it occurs in the Bible text. You can direct a Word/Phrase Search to enforce case if needed.

### **Entering Spanish/Greek/Hebrew**

If you want to type accented characters for a BCS Spanish database, type an apostrophe *before* the accented character. For instance, to type an accented e type 'e. The proper characters will appear in the special window below. If you are typing in Greek or Hebrew, the characters in the selected screen font will appear in the special window.

### **Entering Strong's Numbers**

Since you have the STR database, you can enter a Strong's number instead of a word. (Prefix Old Testament numbers with a zero "0." Example: OT #1 should be "01.") Word List shows the number, its transliterated word, and the most common KJV rendition of that number:

At this point, you can view the Lexicon entry by clicking the New Lexicon button or by picking New Lexicon from the File menu. You can even synchronize Lexicon to the Strong's Word List by clicking the Synchronize button. Then, as you scroll through the Strong's Word List, the Lexicon updates to the current entry.

### **Scrolling The Word List**

#### **Movement - Keys**

Go to beginning of words - <Home>

Go to end of words - <End>

Move up one line - <Up arrow> or <Left arrow>

Move down one line - <Down arrow> or <Right arrow>

Go to top of window, scroll if req'd - <PgUp>

Go to end of window, scroll if req'd - <PgDn>

### **Restarting The Word List**

While you are in the Word list, you can restart it to a new word by choosing Word List... from the Words menu.

### **And/Or Logic Searches From The Word List**

Logic searches are for multiple words. AND logic requires each of the words to be present in a verse to count as a hit. Use it to examine related words or subjects. OR logic only needs one word to be present in a verse to count as a hit. Use OR logic in synonym searches such as *sin* OR *transgression* and for variations like *sin* OR *sins*. Select your Word Logic on the Words menu.

You specify your logic search words by "toggling" them ON. To toggle a word, move the selection bar to the word and press the <Space> bar (or select Toggle on the Edit menu). A special character appears beside the word. If you press <Space> bar again, the character is removed. Only those words that are toggled ON (the ones with the special character next to them) are used for the search. After one word has been toggled ON, type the first letter of the second word you are looking for, then manually use the scroll bar or keyboard arrows to find the next word in the word list you want to include in your search. After finding your next word toggle it on as well by using the <Space> bar.

The "1" character beside a toggled word is a reminder that you are using OR logic. The "&" character beside a toggled word is a reminder that you are using AND logic. Change search logic in the Words menu. You can choose AND or OR logic from the Word List Logic dialog box. If you change logic while words are toggled, the new logic will be applied to all previously toggled words.

To begin a logic search, select Search Toggled from the Edit menu. This begins a search on the combined words. The search takes only a little longer than a single word search and will display the results of your logic search.



## Chapter Ten

# Using The Clipboard, Copying And Pasting

In copying text to the Clipboard, BCS treats Bible windows differently from non-Bible windows.

### Copying From Non-Bible Windows

Non-Bible windows allow you to copy and paste text to and from the Windows Clipboard. You can also copy text from another application or window to one of these windows.

The following is a summary of Windows standard Clipboard basics applied to BCS .

### Copying

If you are using a Notepad, Commentary, Lexicon, or Topical resource window, use the familiar Windows techniques of selecting a block of text with the mouse and sending it to the Clipboard.

### Selecting Text

Move the mouse pointer to the beginning of the block, hold down the mouse button and drag the mouse pointer to the end of the text you want to select. The blocked text will appear in reverse image.

### Sending To The Clipboard

Once you have selected the text, you send it to the Windows Clipboard by clicking the Copy ribbon bar button or by selecting Copy on the Edit menu. The text is copied to the Clipboard and is available to paste in another program or window.

### Pasting

The Edit windows are the only BCS windows that let you Paste in text from the Clipboard. To paste, place the I-bar cursor at the position you want to paste the text. Click the Paste button on the ribbon bar or select Paste from the Edit menu. If there is text available in the Clipboard, the text is inserted at that point.

To see if there is text in the Clipboard (you cannot paste a graphic image from a paint program into an edit window) examine the Edit menu while you have an edit window active. If the Paste menu selection is in gray letters, no text is available to paste.

Of course you can paste the text into a Windows word processor as well.

## Copying From A Bible Window

### Precise Mousing

You can drag the mouse to highlight the Bible text in open Bible windows and Peek windows. To copy that text to the Windows Clipboard, you can click the Copy to Clipboard button on the Ribbon Bar or choose Copy from the Edit menu and select Copy. Or, to begin a search on that text you can click the Search menu, select Word/Phrase, then click PasteSel. Precise mousing does not work in Hebrew text in Right-to-Left mode.

You can only mouse what is currently visible in the window. To copy a larger range of verses to the Clipboard, do not highlight text. Click Edit menu, select Copy, click Range button, select Range, click OK, and click Send.

### Verse Mousing

If you first hold down the <Shift> key, and then start to drag the mouse, you will highlight whole Bible verses at a time in View and Peek windows. This permits dragging off the window to scroll to the end of the verse.

You can then click the Copy to Clipboard button on the ribbon bar to copy that text to the Windows Clipboard. Verse mousing does not work in Hebrew text in Right to Left mode.

### Printing To The Clipboard

BCS's windows offer Printing to the Clipboard. BCS can treat the Windows Clipboard like a printer, offering essentially the same formatting options and range selection. Most users find this method the easiest and most flexible way to copy text to the Clipboard.

### Initiating The Clipboard Print

In View or Peek mode, the verses do not have to be visible on the screen; you can select any verse range

for printing. To Print to the Clipboard, do not highlight text with the mouse. Click on the Edit menu, and select Copy. The Copy to Clipboard dialog box will appear.

### **Append To Clipboard Text**

If there is text already in Clipboard, you can replace it or you can append the new text to the end of it. If you click Append to the Clipboard Text, the new text will be appended. If you do not, the new text will replace existing text. If Append to the Clipboard Text is in gray letters, there is no text in the Clipboard.

### **Paragraph Form**

Click Paragraph Form to print Bible text to the Clipboard in paragraph form. Click again on Paragraph Form to separate Bible verses. Paragraph form is not available if you print from Commentaries or if you have activated Interlinear Form.

### **Show Strong's #s**

Show Strong's #s embeds Strong's numbers in <brackets> in the KJS or other compatible database. For the KJS, this option requires both the KJS and STR databases.

### **Use Interlinear Form**

Use Interlinear Form to print verses to the Clipboard in Interlinear Form. First you will have to activate Interlinear Form through the Options menu and dialog box. In the Copy to the Clipboard dialog box, click again on Interlinear Form to use the default Bible version for the current window.

### **Select Commentaries To Include W/ Verses**

The list box lets you select Commentaries to print with Bible verses from View, Search, or Peek.

### **Expand Resource Xrefs**

Click on Expand Resource XRefs to instruct BCS to expand any hypertext cross-references to include the entire text of the verses in the default Bible version as they are copied to the Clipboard.

### **Search: Send Only References**

Click on SEARCH: Send Only References to print only verse references, without the verse text. This is useful if you want a list of verse references from a Search without accompanying text. If checked, only the references print. If you are not printing from a Search window, this option is unavailable.

### **Search: Send Only Toggled**

Click on SEARCH: Send Only Toggled verses to print only Search verses you have toggled ON (\*). If checked, only toggled verses print. If not, all Search verses print. If you are not printing from Search, this option is unavailable.

### **Enable Rich Text Format**

Click on Enable Rich Text Format to instruct BCS to print a Rich Text Format (RTF) version of the text to the Windows Clipboard, along with the standard ASCII text version. You must have an RTF-compatible word processor to read the RTF version of the text; otherwise you'll get the straight ASCII version. The RTF version automatically uses the font definitions and sizes defined for the printer in BCS.

### **Include Fonts Codes In Non-Rtf Text**

For advanced users only: Click on Include Fonts Codes in non-RTF Text to include the special BCS font codes indicating various font characteristics supported by BCS. This permits end users to write a specialized macro in their word processor to process these codes.

### **Maximum Hebrew Consonants In A Line Of R-L Text**

Maximum Hebrew Consonants in a line of Right-to-Left text controls the number of Hebrew consonants sent before a hard return is placed in the text of the BHS verses (in Right-to-Left mode only) as they are copied to the Windows Clipboard. This feature helps you avoid left-to-right "word-wrap" of the right-to-left text by your word processor.

### **Range Button**

When printing from View or Peek, you need to select a range of verses. The default range is the current verse and is shown under the Range button. Click the Range button and in the Range dialog box. Select a beginning and ending verse. Clicking OK or Cancel returns you to the Copy to Clipboard dialog box. In the Range dialog box it does not matter if the first verse (top) comes after the bottom verse in the Bible; they will

be reversed before sending begins.

**Send Only Color Verses**

Click Send Only Color Verses to send verses that have been colorized within the selected verse range. Push colors you have used in text. BCS sends only verses associated with the pushed color buttons.

**Send Button**

Click the Send button when you are ready to print to the Clipboard.

**Cancel**

Click Cancel to return to your previous BCS client window.

**Highlighted Search Words In The Clipboard Output**

BCS's Print to Clipboard function only works with the standard ANSI text format, so highlighted Search words do not remain highlighted when printed to the clipboard.

## Chapter Eleven

### DDE/Importing Text/Word Processor

Bible Companion works with all Windows word processors. It will support everything from Dynamic Data Exchange (DDE) to simple copying and pasting Bible texts and Bible resources to and from the Windows Clipboard. For more information on copying and pasting and using the Clipboard, see the above section: Using the Clipboard, Copying and Pasting.

#### Data Exchange, DDE, And Companion Importer

BCS can export Bible text and Commentary(s) to other Windows applications via DDE links and also via unconventional (and easier) "Companion Importer." You can set up these options by choosing Configure Data Exchange from the Options menu.

#### Conventional DDE

BCS can act as a DDE Server. If you are writing a Client DDE macro or application, you can use these DDE conversation responses:

#### Application: BCS (Bible Companion Series)

**Topic:** Verses

**Note:** "Verses" selects the default Bible version.

**Optional Topic:** Any BCS Bible version abbreviation. This can be KJS, NIV, YLT, etc. It is case-specific.

**Item:** John 1:1-4

**Note:** Enter a verse, chapter book with an optional range. BCS will match it as closely as possible.

**Optional Item:** Ask Ask will cause BCS to display the Import Verse Dialog to select your verses before proceeding.

#### Conventional "Quickverse" Compatible Dde

BCS has been modified to emulate the DDE commands and responses of *Parson's QuickVerse for Windows* for both Client and Server DDE conversations. Generally, if an application is designed to work with *QuickVerse4 Windows*, it should work with BCS.

#### Enabling/Disabling Conventional DDE Server

You can enable or disable BCS's Server on the Configure Data Exchange dialog box, available on BCS's Options menu. If BCS is not already running, your application may start BCS. Usually, the BCS startup takes longer than the "DDE time-out" setting for an application. Once BCS *is* started (after the copyright notices finish), you can re-attempt the DDE connection. It is preferable, however, to have BCS running before attempting a DDE conversation.

#### Companion Importer

Companion Importer can import BCS's Bible verses into another Windows application. It traps Edit menus (Edit Menu Hook) and/or a selected hotkey (Keyboard Hook) to bring up the Import Verse dialog box. When the selection(s) have been made from the Import Verse dialog box, the selected text is placed into the Windows Clipboard and BCS attempts to automatically select the Paste command (for the current application) to paste the text.

These two methods are not always ideal for use with all Windows applications, so some experimentation is in order for you to determine the best approach for your needs. See the information below for each specific hook. Generally, most users find BCS Importer easier to use than conventional DDE, since it only requires that BCS be loaded and running in the background.

You can enable or disable these items on the Configure Data Exchange dialog box, available on BCS's Options menu.

#### Configure Data Exchange Dialog Box

The Configure Data Exchange dialog box lets you enable the various methods BCS offers to import data into other Windows applications. It is selected from BCS's Options menu.

#### Enable Standard DDE Server

Enable Standard DDE Server activates BCS as a Dynamic Data Exchange (DDE) Server. See above for details on accessing BCS DDE services.

## Companion Importer Options

Companion Importer provides a quick and clever way to import verses into other Windows applications, even if the applications do not have DDE capabilities. BCS provides two ways to hook other Windows applications: an Edit Menu Hook and a Keyboard Hook. See information below for details of each specific hook.

Once the Edit Menu or Keyboard Hook has been activated, it brings up the Import Verse dialog box to let you select:

- ◆ A verse or range of verses
- ◆ Formatting options
- ◆ Associated resources to import
- ◆ The Bible version to import.

## Edit Menu Hooks

The Edit Menu Hook, if enabled, tries to append an "Insert Companion Verses" menu option to any Windows application (except Microsoft Word for Windows) that has an Edit menu. **Compatibility:** This method has been tested and works with Windows Notepad, Windows Write, and Lotus' Ami Pro 3.0. It is known to be incompatible with Microsoft Word for Windows (Winword) 1.1, 2.0, and 6.0. It causes Winword to crash when any menu is selected. Therefore, BCS will not attempt to hook Winword's menu. We recommend a Keyboard Hook for Winword.

## Keyboard Hooks

The Keyboard Hook, if enabled, traps your selected combinations of the Shift Key(s) <Ctrl>, <Shift> and a <Standard Key>. Since BCS does not eliminate the keystroke from being passed to your application, you should experiment to see which, if any, of the combinations work best with your application. We have found that enabling both <Shift> and <Ctrl> is least likely to conflict with other applications. Note that disabling both <Shift> and <Ctrl> is unnecessary. **Compatibility:** This method has been tested and works with Windows Notepad, Microsoft Word for Windows 1.1, 2.0, and 6.0, and Lotus' Ami Pro 3.0. It creates unwanted extra characters in Windows Write. We were unable to determine a keystroke combination that worked with Write.

## Import Verse Dialog Box

The Import Verse dialog box is designed to let you quickly select a verse or verse range to import into another Windows application. It can be activated via a DDE or Companion Importer link. It is designed to mimic a "command line," but it offers mouse control as well. Think of it as a "command line with spin buttons". For example, if you type "Ge 2:1" and press <Enter>, you'll import Genesis 2:1.

## Book

The Book field automatically matches a book to your keystrokes as you type. For instance, if you start with a <G>, the field fills with "Gala". Then, if you type <e>, it fills with "Gene". To advance to the Chapter field, you can just press <Space> or any other non-alphanumeric key. This may feel odd at first, but it makes the most efficient use of your keystrokes. The Spin Buttons move you through the available books in Bible order.

## Chapter

The Chapter field lets you enter a chapter number. To advance to the Verse field, press <:> or any other non-alphanumeric key. If you change the From Chapter field, the To Chapter field will match it. This lets you select a single verse or a verse range efficiently. The Spin Buttons move you through the available chapters for the selected Book.

## Verse

The Verse field lets you enter a verse number. To advance to the next field, press <Space> or any other non-alphanumeric key. If you change the From Verse field, the To Verse field will match it. The Spin Buttons move you through the available verses for the selected Chapter.

## Formatting

### Paragraph Form

Paragraph Form enables or disables paragraph formatting as the text is imported. If disabled, each verse will start on a new line.

### Strong's Numbers

Strong's Numbers enables display of the Strong's Numbers in the KJS or compatible text.

### Enable Rtf

Enable RTF instructs BCS to place a Rich Text Format (RTF) version of the text into the Windows Clipboard, along with the standard ASCII text version. You must have an RTF-compatible word processor to read the RTF version of the text—otherwise you'll get the straight ASCII version. The RTF version uses the font definitions and sizes defined for the printer in BCS.

### **Include Fonts (Non-Rtf)**

**For advanced users only:** Include Fonts (non-RTF) includes the special BCS font codes indicating various font characteristics supported by BCS. This permits an end user to write a specialized macro in their word processor to process these codes.

### **Hebrew Consonants Per Line**

Heb. Cons./Line controls the number of Hebrew consonants sent before a hard return is placed in the text of the BHS verses (in right to left mode only) as they are copied to the Windows Clipboard. This helps you avoid left to right word-wrap of the right to left text by your word processor.

### **Import W/ Verses**

Import w/ Verses lets you select various commentary resources to import with the Bible verses.

### **Version**

The Version list lets you choose the Bible version you wish to use to import verses. Once you select OK, the text is imported via your DDE or Companion Importer link.

### **Word Processor**

If you are running a Windows word processor, include both the path and the file name of the Windows word processor program in the Options menu, Directories, Word Processor line. First however you need to know where your word processor is installed on your hard drive. For example, if you use Microsoft Word, it may be installed on the C drive in the Winword sub-directory, using the winword.exe file name. Therefore, your path would be: C:\WINWORD\WINWORD.EXE. **Note:** BCS only supports Windows Word Processors, not DOS.



By using your word processor along with the copy and paste and DDE features discussed earlier, you can take advantage of the power and functionality of BCS. To switch to your Windows Word Processor (Word, Ami Pro, WordPerfect, Write, etc.) you only need to have Bible Companion running and click on your word processor button.

## Chapter Twelve Printing

BCS generally follows the Windows conventions for printing. However, the following points should be considered:

### Separate Printer Fonts Definition

Unlike many programs, BCS allows you to specify separate fonts for the screen and printer. This feature lets you print in 10 pt on the printer, while viewing (without squinting) Bible text in 22 pt on the screen. Review your printer fonts by selecting Printer Fonts on the Options menu before you print.

### Default Windows Printer

BCS uses the Windows Default Printer. Before you print, make sure you have a Windows Default Printer. It is set in Windows via the Printers icon within Windows Control Panel. Double-click an Installed Printer to make it the Default Printer.

### Printer Setup

You can change settings for the Windows Default Printer by using the Printer Setup dialog box under the File menu. If Printer Setup is in gray letters, either the settings aren't available or you don't have a Default Printer set.

The rest of your printing features are controlled by the Print dialog box.

### Print Dialog Box

Margins (tenths of an inch, 15 = 1.5 inches):  
Left: 10 Right: 10  
Top: 10 Bottom: 10

Paragraph Form  
 Show Strong's #  
 Use Interlinear Form

Select Commentaries to include w/ verses: Range...  
Cmty-Personal  
Mt Henry Cmty  
Mt Hen Concise  
NASB Notes/Conc.  
NASB-U Notes/Conc.  
Nave's Cmty  
New Bible Dict. Cmty  
New Bible Cmty

Gene 33:1 to Gene  
 Print Only Color Ver

Expand Resource XRefs  
 SEARCH: Print Only References  
 SEARCH: Print Only Toggled Verses

Print...  
Cancel  
Help!

### Margins

The Margin fields let you control margins used on the printed page. The numbers represent tenths of an inch. So, if you want a one inch margin, enter 10. If you wanted 1.5 inches, enter 15.

### Paragraph Form

Click on Paragraph Form if you want to print Bible text from View/ Peek windows in paragraph form. Click on Paragraph Form again to separate verses. This option is not available if you print Commentary materials with the Bible text or if you select Use Interlinear Form below.

### Show Strong's #

Click on Show Strong's # to print Strong's numbers in <brackets> with KJS text or with another compatible database. For the KJS, this option requires both the KJS and STR databases.

### Interlinear Form

Click Use Interlinear Form if you want to print text in Interlinear Bible format. First you click on Options menu, select Screen Format, and click Use Interlinear Form in the Screen Format dialog box. Do not use this option if you want to print the default Bible version.

### Select Commentaries To Include W/ Verses

Select Commentaries to Include w/ Verses lets you print selected Commentary resources with Bible verses when you print from View, Search, or Peek windows.

### Expand Resource Xrefs

Click Expand Resource XRefs to instruct BCS to expand any hypertext cross-references to include the entire text of the verses in the default Bible version as they are printed.

### Search: Print Only References

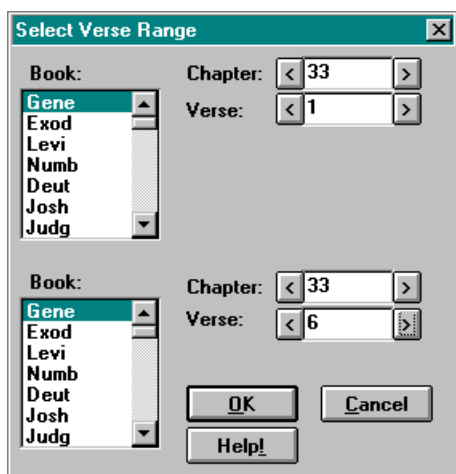
Click SEARCH: Print Only References to print only verse references, without the verse text. This is useful if you want a list of reference verses from a Search without the accompanying text.

### Search: Print Only Toggled

Click SEARCH: Print Only Toggled Verses to print only Search verses toggled ON (\*). If this box has a check, only toggled verses will print. If not, all Search verses will print.

### Range...

When printing from View, Peek, or Commentary windows, you need to select a Range of verses. The default range is the current verse and is shown under the Range button. Clicking the Range button brings up the Range dialog box:



Select a beginning and ending verse. Clicking OK or Cancel returns you to the Print dialog box. **Note:** In the Range dialog box, it does not matter if the first verse (top) comes after the bottom verse in the Bible; they will be reversed before printing begins.

### Send Only Color Verses

Click Send Only Color Verses to send verses that have been colorized within the selected verse range. Push colors you have used in text. BCS sends only verses associated with the pushed color buttons.

### Print

Click the Print button when you are ready to print.

### Cancel

Click Cancel to return to your previous BCS client window.

### Printing Style

The first verse will be printed with a full Scripture reference (book, chapter, verse). Any verses that follow consecutively will be prefaced by only a new verse number. Any gap in printing (the next verse is not consecutive--this is only possible when printing Search results) causes the next verse printed to be accompanied by its full reference.

If you use Interlinear Form, your selected Bible versions are interleaved. If Commentary is printed, it begins on the line after the verse text.

## Steps For Printing

### Steps For Printing From View Or Peek

1. Click the print button or click the File menu and select print.



2. Choose your options from the Print dialog box.
3. Select your "From - To" verse range.
4. Click Print.
5. If you wish to abort printing, press <Esc>. Printing ceases as soon as print buffers empty.

#### **Steps For Printing From Search**

1. Click the print button or click the File menu and select print.
2. Choose your options from the Print dialog box.
3. Your response to the Print dialog box controls whether BCS prints the entire reference list or only toggled ones. (References are toggled by pressing the <Space> bar. If an \* appears by the reference, it has been toggled ON.) If there are verses to print, printing begins.
4. Click Print.
5. If you wish to abort printing, press <Esc>. Printing ceases as soon as print buffers empty.

#### **Highlighted Search Words In The Printed Output**

All search words are automatically highlighted in printout if:

- ◆ You are printing from Search or Peek, and
- ◆ You have selected a different font style (Bold, Italic, Underline) for the search words in the Printer Fonts dialog box under the Options menu.

#### **Steps For Printing From A Resource Or Notepad Window**

1. Click the Print button or select Print on the File menu.
2. Choose your options from the Print dialog box.
3. Click the Print button.

## Chapter Thirteen

### Problem Solving

#### **OPTIONSW.DAT**

The OPTIONSW.DAT file contains options settings. If this file is corrupt, BCS may behave strangely. Look for this file on your hard drive in the directory where you installed BCS (e.g., C:\BCS) and delete the file. Don't worry; BCS will automatically recreate a new optionsw.dat file for you, but you will need to go to your Options menu, select Directories, and re-enter your settings.

#### **Not Recognizing Bible Databases**

If BCS does not recognize a Bible database, make sure you have all four files for the database. For example, the KJS requires KJS.DAT, WORDS.KJS, WORDSNDX.KJS, and VERSES.KJS. If all are not present, make sure you have enough hard disk space and re-install.

Also, if you copied your Bibles from a CD, make sure you do not have the following files on your hard disk: FASTLOAD.SMI and/or ISCD.SMI. If you do, delete them.

#### **What To Do If You Lose Your Bible Companion Icon**

If you lose your original BCS icons, run the SETUPBCS.EXE program. It is found in the same directory as your BCS.EXE file. You may simply double-click on the SETUPBCS.EXE program to start it.

#### **What To Do If The Program Is Printing In Small Fonts**

You must change your Printer Font in the Options menu to a larger font.

#### **What To Do If You Can't Open A Commentary Window**

Chances are good you don't have a Bible window open first. Since commentary windows are linked to Bible windows, you must first open a Bible window.

#### **What To Do If Your Greek Or Hebrew Bible Doesn't Show Any Text But Shows Verse Numbers Only**

You may be in the wrong Testament. If you have the Greek New Testament open but are in Genesis 1:1, you will not get any Bible text.

#### **Recovering Disk Space**

As you create and edit Commentaries, Topics, etc., dead space is left in those files. Use the Cleancom II utility to recover that space. If there is no dead space in a file, Cleancom II terminates quickly. Cleancom II operates on any such files found in the current directory. If dead space exists, Cleancom II removes it and updates the index (.NDX) file. It needs about the same free disk space as the largest file requiring cleaning. Cleancom II does not require that the index (.NDX) file be present. In fact, if your index file is accidentally lost, Cleancom II can re-create it. If one file record changed, Cleancom II reads all records and writes valid records to a new file. So, on big files like TSK.DAT, Cleancom II runs for a while, even for only two or three dead records. Therefore, we recommend that you run Cleancom II when you know many records have changed or when you will not need your computer.

**WARNING!** Cleancom II is a utility program. It removes garbage records. If a file is corrupted, you get a fixed-up file--but with potentially less data. Therefore, **BACK UP YOUR FILES ON YOUR HARD DISK BEFORE RUNNING CLEANCOM II.** BCS hereby disclaims all warranties on Cleancom II and any responsibility for any damages that may arise from its use or misuse.

#### **BHS Hebrew Notes**

1. BCS has remapped the BHS verses to match English Bible texts. This allows synchronized and interlinear display of English and Hebrew texts. It also allows Strong's number searches on top of the BHS. If a verse was moved, the original BHS verse is displayed in braces: <Book C:V>.

2. Included with the BHS database is a Hebrew True-Type font (HEBREW.TTF) to display the vowel pointed BHS text in Hebrew characters. See Font Installation in the Installation section of this manual.

3. You can select Right to Left Hebrew display on the Screen Fonts and Printer Fonts dialog boxes under the Options menu.

4. Mousing the text in a View window is not available for Right to Left display. You can copy by verse by using the Copy dialog box under the Edit menu.

5. You can display the morphological separators in the BHS text (again, set on the Screen Fonts and Printer Fonts dialog boxes).

6. Paragraph display is not available in Right to Left mode.

7. Interlinear display is available.

8. Only the base forms of the Hebrew consonants have been used for creating the word indexes (since vowels can change, etc.).

9. We have indexed both the full Hebrew words and the morphological components of these words. You can search for either or both at the same time. Please note that only the full Hebrew words are highlighted. Morphological components are so common that highlighting them is distracting.

10. The asterisk \* wildcard is ignored for BHS searches. There are three reasons for this:

- a. The \* character is already assigned to a Hebrew vowel.
- b. Correct wildcard searches are difficult to construct for Hebrew.
- c. The morphological components have already been indexed separately-which is what you would likely wildcard anyway.
- d. It is usually preferable to use Strong's numbers to search in Hebrew. While looking at the BHS, try a Word/Phrase search for "0430" (Elohim).

11. BCS has changed the forty occurrences of the "sin/shin" character (CCAT character: #) to the "sin" character (CCAT &). This only occurs once outside the name "Issachar," and all are footnoted in the BHS as "sin." The discrepancy apparently is due to BHS following "L."

### **LXX Septuaginta Notes**

1. BCS has remapped The LXX to match (as closely as possible) English Bible verses. There is considerable overlap, but the LXX presents mapping difficulties far worse than those of the BHS. BCS has tried to preserve whole verses as they appeared in the CCAT LXX text. These goals were at times at cross purposes. BCS has documented in footnotes the original locations of any moved verses. Compromises were necessary in a few instances.

2. Alternate readings were combined into a single verse to allow the greatest accommodation of Browsing and Search options.

3. Where possible, BCS included Apocryphal verses found in standard LXX books in footnotes. For instance, the additions to Esther are footnoted, and Psalm 151 is footnoted at the end of Psalm 150.

4. BCS has appended the Apocryphal books after Revelation. (KJS and RSV databases with the Apocrypha appended in the same manner are also available.

5. The LXX comes with a Greek True-Type font that supports the Greek text with breathing marks. Breathing marks are available in our GNT and LXX databases.

6. You can turn breathing marks on and off using the Screen Fonts and Printer Fonts dialog boxes under the Options menu.

### **BCS Book Name Abbreviations**

Book names are abbreviated by their first four letters. "Job" requires three letters. Books with First, Second, and Third prefixes, like First Samuel are rendered 1, 2, and 3 with the first three letters of the book name.

#### **Old Testament**

Genesis - Gene  
Exodus - Exod  
Leviticus - Levi  
Numbers - Numb  
Deuteronomy - Deut  
Joshua - Josh  
Judges - Judg  
Ruth - Ruth  
1 Samuel - 1Sam  
2 Samuel - 2Sam  
1 Kings - 1Kin  
2 Kings - 2Kin

#### **New Testament**

Matthew - Matt  
Mark - Mark  
Luke - Luke  
John - John  
Acts - Acts  
Romans - Roma  
1 Corinthians - 1Cor  
2 Corinthians - 2Cor  
Galatians - Gala  
Ephesians - Ephe  
Philippians - Phil  
Colossians - Colo

1 Chronicles - 1Chr  
 2 Chronicles - 2Chr  
 Ezra - Ezra  
 Nehemiah - Nehe  
 Esther - Esth  
 Job - Job  
 Psalms - Psal  
 Proverbs - Prov  
 Ecclesiastes - Eccl  
 Song of Solomon - Song  
 Isaiah - Isai  
 Jeremiah - Jere  
 Lamentations - Lame  
 Ezekiel - Ezek  
 Daniel - Dani  
 Hosea - Hose  
 Joel - Joel  
 Amos - Amos  
 Obadiah - Obad  
 Jonah - Jona  
 Micah - Mica  
 Nahum - Nahu  
 Habakkuk - Haba  
 Zephaniah - Zeph  
 Haggai - Hagg  
 Zechariah - Zech  
 Malachi - Mala

1 Thessalonians - 1The  
 2 Thessalonians - 2The  
 1 Timothy - 1Tim  
 2 Timothy - 2Tim  
 Titus - Titu  
 Philemon - Phle  
 Hebrews - Hebr  
 James - Jame  
 1 Peter - IPet  
 2 Peter - 2Pet  
 1 John - 1Joh  
 2 John - 2Joh  
 3 John - 3Joh  
 Jude - Jude  
 Revelation - Reve

Philippians and Philemon both start with the same four letters. BCS has elected to use Phil for Philippians (it occurs first and is longer) and Phle for Philemon.

### Alternative Book Name Abbreviations

These abbreviations are frequently encountered and BCS recognizes them.

#### Old Testament

Genesis - Ge  
 Exodus - Ex  
 Leviticus - Le  
 Numbers - Nu  
 Deuteronomy - De  
 Joshua - Jos  
 Judges - Jud  
 Ruth - Ru  
 1 Samuel - Sa  
 2 Samuel - 2Sa  
 1 Kings - 1Ki  
 2 Kings - 2Ki  
 1 Chronicles - 1Ch  
 2 Chronicles - 2Ch  
 Ezra - Ezz  
 Nehemiah - Ne  
 Esther - Es  
 Job - Job  
 Psalms - Ps  
 Proverbs - Pr  
 Ecclesiastes - Ec  
 Song of Solomon - So  
 Isaiah - Isa  
 Jeremiah - Jer  
 Lamentations - La  
 Ezekiel - Eze  
 Daniel - Da  
 Hosea - Ho  
 Joel - Joe

#### New Testament

Matthew - Mt  
 Mark - Mr  
 Luke - Lu  
 John - Joh  
 Acts - Ac  
 Romans - Ro  
 1 Corinthians - 1Co  
 2 Corinthians - 2Co  
 Galatians - Ga  
 Ephesians - Eph  
 Philippians - Php  
 Colossians - Col  
 1 Thessalonians - 1 Th  
 2 Thessalonians - 2 Th  
 1 Timothy - 1Ti  
 2 Timothy - 2Ti  
 Titus - Tit  
 Philemon - Phm  
 Hebrews - Heb  
 James - Jas  
 2 Peter - 2Pe  
 1 John - 1 Jo  
 2 John - 2 Jo  
 3 John - 3 Jo  
 Jude - Jude  
 Revelation - Re

Amos - Am  
Obadiah - Ob  
Jonah - Jon  
Micah - Mic  
Nahum - Na  
Habakkuk - Hab  
Zephaniah - Zep  
Haggai - Hag  
Zechariah - Zec  
Malachi - Mal

## **Chapter Fourteen**

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# **Bible Companion Quick Start**

## **How to begin studying the Bible using your Bible Companion Software**

Although Quick Start does not provide you with exhaustive instructions, it will arm you with the necessary basics for using your Bible Companion Software (BCS).

### **Contents**

Getting Started

Searching

Use With Word Processor/Printing

Word Studies

Topical Studies

Personal Authoring

Other Key Features

Final Remarks

## Getting Started

Icons 1-5 (pictured here) are for opening Bibles, commentaries, lexicons, topical, and the notepad. Icon 6 is the Go-to button, 7 and 8 change window content and 9 is the Tile button.



These are the basic icons for maneuvering around in BCS. Most of these actions also have menu or keystroke commands, but this Quick Start will center on use of the icons.

### Opening And Viewing A Bible Window

Clicking on the New Bible Window (icon 1 above) allows you to open and view a Bible. After you click the icon, choose which translation you want from those listed. After selecting a translation, click on Ok. Notice that the translation you selected appears on the icon bar in the “change window content” space. (icon 7 above- KJS King James) If you want to open another Bible window, click on New Bible Window and choose another translation. Clicking on either the horizontal or vertical Tile icon (9) will allow you to view the translations side by side or one on top of the other.

### Changing Window Content From One Bible Version To Another

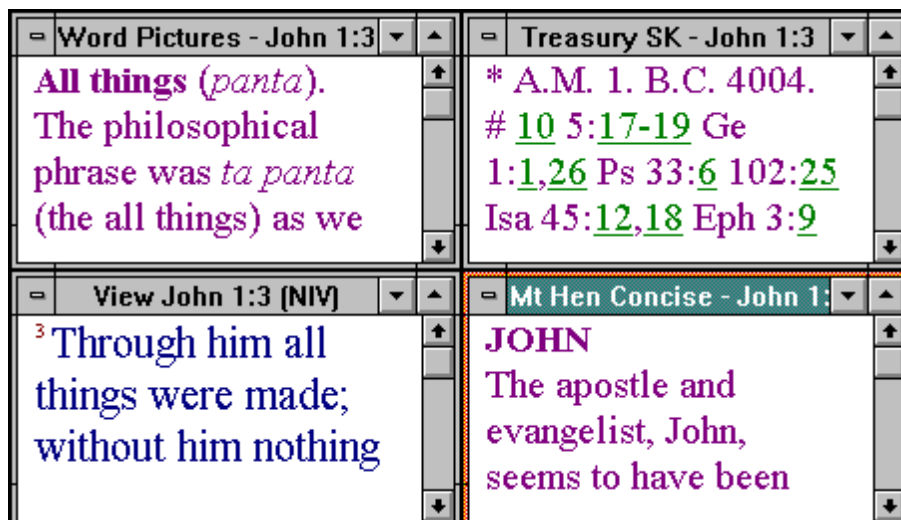
You can change the window content from one Bible to another by clicking on the down arrow key (icon 7 above) and then selecting a new translation, or by clicking on the down button found on the icon bar. (icon 8 above) Clicking on the down button rotates the translations alphabetically.

### Opening And Viewing Commentaries, Lexicons And Topical Resources

Commentaries (icon 2 above), lexicons (icon 3 above), and dictionaries (icon 4 above) work in a similar fashion to new Bibles. To open a commentary, click on the new commentary window (icon 2), select the desired commentary, and click on <Ok>. Notice that now the new commentary is listed in the “change window content” space (icon 7).

### Tiling Windows

By tiling your windows (icons 9 above) you can view several windows at the same time. Various Bible translations, commentaries, lexicons, and topical resources can be displayed on screen at the same time. You have the choice of tiling windows horizontally or vertically. As the number of open windows increases, the tiling pattern changes. Most people find a particular pattern that is comfortable for them to work with. One of the most popular methods of studying on the computer is to open several Bible translations and several commentaries and then scroll through a passage as they study verse by verse. Bible Companion has the power to synchronize all open windows to the active window. As you move to a verse in the active window, all the other translations and commentaries scroll along with it.



By clicking on the tile button, these four windows may be viewed at the same time. You may tile your windows anytime you wish in order to best maximize your ability to study the texts. You may move each window's contents by clicking on the scroll arrows or by using the arrow keys on your keyboard.

## Go To A New Verse

Clicking on the Go-to button (icon 6 on page 1) allows you to go to a new verse in the Bible. Books of the Bible are listed alphabetically. Select a book, chapter, and verse and click Ok. The Bible window will move to the selected verse. You may also take advantage of the Quick Go-to feature by typing <Ctrl> <G> on your keyboard. Enter the book, chapter, and verse you desire and click <Ok> or hit <Enter>.

## Viewing Verses

You can scroll the verses with the cursor keys. For example, press <Down>, and the text advances one verse. To advance a full screen of verses, press <Spacebar>. The last verse on the screen becomes the first. The following is a summary of cursor keys that can move text in View mode.

Go to prior book - <Home>  
Go to prior chapter - <PgUp>  
Move up one verse - <Up> or <Left>  
Move down one full window - <Space>  
Move down one verse - <Down> or <Right>  
Go to next chapter - <PgDn>

The text may be formatted in paragraph form by clicking icon 3 pictured below. Footnotes may be included in the Bible text by clicking icon 4 pictured below. See John 1:1; International Children's Bible; for a good example of a {footnote}.

1



2 3 4

Various translations can be compared by opening several Bible windows or by using the Interlinear feature. (icon 1 above) With the Interlinear feature turned on you can display up to five translations in a verse-by-verse manner. To select which translations to use, go to the Options menu, Screen Format, Interlinear Form. Select your translations and click OK.

Strong's numbers can be displayed in the KJS or NASB text by clicking icon 2 above. This lets you see which Strong's number and thereby which Greek or Hebrew word is underlying the English word. Doubling clicking the Strong's number opens a new lexicon window giving the Greek or Hebrew definition.

## Searching

These icons are used for searching.



1    2    3    4 (optional GRAMCORD add-on)

Click the Word/Phrase search icon (icon 1 above) to get the Word/Phrase dialog. In the space after Find, enter the word you want to search for; then examine your options. Note that you can restrict search results on one of three phrases to types of word order. You may also select case sensitivity and range. Click Ok to begin the search. All hits will be displayed in a Search window. Double click on a verse to see it in context in a Peek mode. Clicking once on your right mouse button backs you up to the Search window again. Hit your space bar to tag any verses you want to print or copy.

View search results by clicking the View Ranked Search Results icon (icon 2 above). This will help you identify key themes of books and chapters by identifying key word usage.

The KJS and NASB Bibles may also be searched for Strong's numbers. In the Word/Phrase dialog box, enter the Strong's number as your word/phrase. Click OK. By searching for Strong's numbers we can sometimes find related verses that an English translation may hide from us.

Click on icon 3 above to begin a Topic search. It searches through your available topics files to find all occurrences of a given word used in all your Bible Companion Topical Resources

You may search through Commentaries by clicking on the Word/Phrase icon while the Commentary window is active. Using your <Ctrl> <PgUp> and <Ctrl> <PgDn> keys allows you to view the different search hits.

Choose Word List from the Words Menu. Bible Companion offers an exhaustive Word List for each Bible text. The list is alphabetical, and to the right of each word, the number of verses it occurs in is displayed.

Advanced uses of Search features include saving and retrieving Search files, merging searches using AND, OR, NOT, and XOR logic, converting to and from cross-references, adding and deleting verses to a search, printing all or part of a search, restricting searches to specific verse ranges, and more! (See your Companion User's Guide for more information.)

## Use With Word Processor/Printing

Bible Companion works with all Windows word processors. It will support everything from Dynamic Data Exchange (DDE) to simple copying and pasting Bible texts and Bible resources to and from the Windows Clipboard. You only need to have Bible Companion running and click on your word processor button to switch to your Windows Word Processor (Word, Ami Pro, WordPerfect, Write, etc.). Once you are in your word processor, select the Edit menu. Note that Insert Companion Verses has been appended to the end of the menu (unless you are running Word for Windows--see below). Select it. The Import Verses dialog will appear. It will let you select a range of verses along with a variety of formatting and commentary options. Also, when you are in your word processor, try pressing this key combination: <Ctrl> <Shift> <S> (all three together). The same dialog opens. (Even in Word for Windows) So you can use either the Edit menu or a special hotkey to activate the Import Verses dialog.

In addition, you may Print directly from the program. As with DDE and copy/paste functions, you will be given several formatting and commentary options.

## Word Studies

As mentioned earlier, the Strong's numbers in KJS and NASB can be displayed. When you use several different lexicons at the same time, each one can be linked to the active word. Open your lexicons, tile the windows, and then double click on one Strong's number. All lexicons will be synchronized to the active Bible window. (Check to be sure your Synchronize icon is activated.)



Vine's, Thayer's, the UBS Dictionary, and the New American Standard Concordance are provided for New Testament words while Brown-Driver-Briggs and the New American Standard Concordance are used for the Old Testament.

The various lexicons, the Word/Phrase Search, and the Word/Phrase Statistics feature combine to help you gain the most out of your word study.



## **Topical Studies**

Several dictionaries, article entries, study helps, and other topical resources are provided to further your study on a particular subject. Look up a word in a dictionary for its complete Biblical, historical, and archaeological background, or use the Topics search mentioned above in the section on SEARCHING.

In addition, helpful sermon outlines by John Phillips are provided. Many are complete with illustrations and introductory and concluding remarks. Our General topics resource includes such various features as Spurgeon's Catechism, R.A. Torrey's New Topical Textbook, 1917 Thompson Chain References, and much more. Word studies and Topical studies can both be enhanced by using the Word/Phrase Search to find all the uses of a word or phrase in the Bible. In addition, all Scripture cross-references can easily be identified and explored using your Treasury of Scripture Knowledge Commentary.

## Personal Authoring

The Bible Companion has a Personal Commentary feature that allows you to append your study notes to the Bible text. Click the Toggle Resource Edit and Hypertext Mode icon.

Click on New Commentary Window, select Cmty-Personal, and click Ok. A window will appear with a flashing cursor. You may now enter your own study notes on the current text.



The Toggle Resource Edit and Hypertext Mode icon can appear in either of these forms. Clicking this icon also allows you to enter and save notes in commentaries.

Your notes will remain as you leave them.

Bible Companion offers additional personal authoring tools in Personal Topics in the New Topics Window. You can enter up to 32,000 topics such as sermon notes and study notes, etc., and create your own personalized index. (See your BCS User's Guide for more information.)

## Other Key Features

### Desktops

By clicking these various desktop icons you can switch between different Bible studies. One desktop can be set up for word studies, another for Bible reading, another for reading commentaries, and yet another for topical studies. The program saves your work as you leave it. You decide how each desktop is to be setup.

### Highlighting



Click in the upper left-hand corner of this icon group to activate the six highlighter colors. Click the up and down arrows to find the last verse you highlighted in that color. One of the print options allows you to print verses highlighted in a particular color. Turning off the highlighting feature does not remove your selections; they remain as is for your next use.

## **Final Remarks**

We hope this BIBLE COMPANION QUICK START has been helpful. Please understand that it is not an exhaustive guide, but is designed to get you off to a good start. There are many more features and tips you will learn over time as you spend time in God's Word with the Bible Companion. We hope BCS will help you grow in your relationship with Jesus Christ and in the knowledge of His Word.

**Visit our Web site at: [www.biblecompanionsoftware.com](http://www.biblecompanionsoftware.com)**

## **Questions? Comments?**

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**Thank you,  
The Staff of Bible Companion Software**