

## How to Use BibleWorks

BibleWorks is a tightly integrated collection of software tools designed specifically for analyzing the texts of the Bible. BibleWorks was designed from the ground up to provide the best possible computer tools for scholarly study of the Bible. This short introduction to BibleWorks is intended to highlight some basic information that will make your experience with BibleWorks much more fruitful and enjoyable.

### Orientation to BibleWorks.

BibleWorks has three windows, called the Search, Browse and Analysis Windows. Typically you would begin your study by using the Search Window to find verses related to your research topic. Then you would use the Browse Window to read specific verses to see if they need to be examined in more detail. Then you would use the Analysis Window to study the meanings and usage of individual words in the verses.



### 1. The Search Window

The Search Window has two main component parts. It is made up of the Command Line (the text box at the top of the Search Window) where you can enter commands from your keyboard and the Results Verse List Box that displays the results of your searches.

#### Setting your Search Version

When you wish to conduct a search it is necessary to specify which version to search. The first time you open BibleWorks it will open with the search window set to the NAS New American Standard Version as the search version.

BibleWorks displays the search version on the Command Line Versions Button that is found immediately below the Command Line.



The easiest way to change your search version is to type the BibleWorks abbreviation for the version on the Command Line and press the <Enter> key. For example, type the following command and you will notice the following results.

<b>Command:</b>	<b>Results:</b>
wtt	Changes the search version to the wtt version.

Remember that every command that you enter in the Command Line should be followed by pressing <Enter> to execute the desired command.

Each version in BibleWorks has a short name, three or more letters long, that is used to reference the version in BibleWorks. Many of these names are the same or close to the commonly known abbreviation for the given Bible version. Until you learn these names you can change the search version by clicking on Command Line Versions Button and select "Choose Search Version". See Online Help §43 for a list of the version abbreviations.

### *Conducting a Search*

The most common way of initiating a search in BibleWorks is to enter a word or a sequence of words in the Command Line. When conducting a search the word(s) *must* be preceded by a "control character" that determines the type of search to be done. This method may seem complex at first but in the long run it will save a lot of keystrokes and mouse clicks. There are three main possibilities for this control character, a period, a forward slash and a single quote character. The following table illustrates the use of these three characters.

<b>Control Character</b>	<b>Command</b>	<b>What it does</b>
Period	.faith works	Finds all verses containing BOTH the word "faith" AND the word "works".
Forward Slash	/faith works	Finds all verses that contain either the word "faith" OR the word "works"
Single Quote	'in the beginning	Finds all verses that contain the exact PHRASE "in the beginning"

When searching Hebrew or Greek versions, the Command Line will switch to the target language after a control character is entered to allow you to type in Hebrew or Greek.

The Command Line does not forget what you have typed into it. If you typed in a long string of words and made a mistake, you don't have to retype the whole thing. Just press the UP or DOWN arrow keys on your keyboard to cycle through previous commands. They can then be edited and executed by pressing the <Enter> key. Keep in mind that the Command Line remembers more than just the word. It also remembers the version used to look it up. Cycling back through previous commands will therefore cause the default search version to be changed to the version that was active when you previously entered the line.

### *Using Wild Cards*

You can use "wild cards" to expand the range of words that you wish to search for. There are two kinds of "wild cards", an asterisk '\*' which will match zero or more characters, and a question mark '?' which will match any single character.

A Command Line search of .faith\* will find all verses with any word which begins with "faith". Hence, it will find verses with "faithful", "faithfulness", "faithfully", and so on. Since the asterisk wild card will also match zero characters, the search will also find verses with "faith" as well. The asterisk wildcard can be used to signify a whole word on the Command Line. When separated from other words by a space in a phrase search, the asterisk will stand in for a whole word.

The question mark wild card, on the other hand, matches any single character. For example, .wom?n will find all verses containing "woman" or "women". Keep in mind that, in BibleWorks, you can use as many wild cards as you need to specify a search and they can be combined to adjust your search to encompass related words.

In the following examples observe that the ? wildcard stands for *exactly one character* and the \* wildcard stands for *any sequence of characters, including none*.

Search Version	Command:	Results: finds verses...
KJV	.heaven?	with "heavens" but not "heaven"
KJV	.heaven*	with "heaven" as well as "heavens" and "heavenly"
KJV	.in*	with words beginning "in...", including the word "in."
KJV	.in?*	w/ words beginning "in...", excluding the word "in."
KJV	'heaven * * earth	with "heaven" then "earth" and exactly two intervening words.
KJV	'heaven *2 earth	w/ "heaven" then "earth" allowing for up to two intervening words.

### Viewing Your Results

The Results Verse List Box is the lower portion of the Search Window below the Command Line. The first time that you open BibleWorks, the Results Verse List box will be blank and will remain blank until a successful search has been run. BibleWorks will retain the results of your last search until a new search is run. Every time that you successfully conduct a search it will display the results of your search by individual verse with the word(s) that you searched for highlighted and presented in context.

Individual verses in your search results can be viewed in the Browse Window. You may click on the list entry for that verse or use the scroll bar on the right to scroll through all the entries in the list. Above the scroll bar is a "spin button" which can be used to step through the verses one by one with the Browse Window being updated as you scroll.

### Navigating with the Command Line

The Command Line can also be used to quickly navigate to new verse references in the Browse Window. In all but a few cases it is sufficient to use the first three letters of an Old Testament or New Testament book name (e.g. Mat, 1Pe, etc.). The following table indicates the types of commands you can use to jump to a particular verse in the Browse Window.

Command:	Results: finds verses...
gen 1:1	Genesis 1:1
gen 1:1-3	Genesis 1:1-3
2:3	chapter 2 verse 3 of the current book
6	verse 6 of the current chapter

### Working with Search and Display Versions

The search version is the version that BibleWorks uses for all retrieval commands entered on the Command Line. It is good to always keep in mind which version you wish to search and be attentive to the Command Line Versions Button where it is indicated. (BibleWorks does offer the capability to search multiple versions from the Command Line using Cross Version Search Mode. The Graphical Search Engine can search more than one version, however search results are listed in only one version. See §17 & §23 of the Online Help for more information).

Each of the commands we have seen thus far have been executed using one search version. It is important to remember that there is a distinction between a search version and display version when using BibleWorks. You can designate only one search version, but you can view verses in many different display versions in the Browse Window.

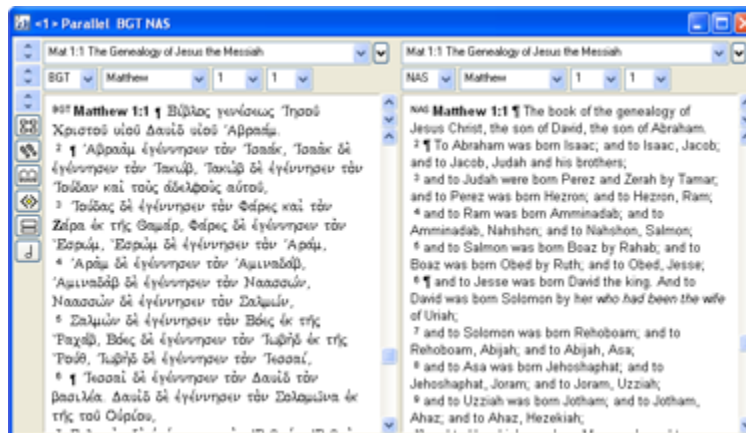
There are several commands that you can enter on the Command Line to activate and display groups of versions quickly in the Browse Window. To use the display command simply enter the letter d on the Command Line followed by a space and the version or versions that you wish to be displayed. If you wish to add more than one version at a time to the Browse Window it is necessary to enter a space between each version abbreviation. Typing the letters d c is a clear command and will clear all versions from the Browse Window except the search version. A minus sign may also be entered before a version abbreviation to subtract that version from the Browse Window display. For example,

<b>Command:</b>	<b>Results:</b>
wtt	Changes the search version to the wtt version.
d wtt	Adds the wtt version to the <b>d</b> isplay but <i>does not</i> change the search version
d -wtt	Removes the wtt version from <b>d</b> isplay
d c	<b>"d</b> isplay <b>c</b> lear" Clears the display of all versions <i>except</i> the search version
d c bgt nas	<b>"display clear"</b> Clears the display of all versions except for the BGT and the NAS versions

### Opening a Parallel Window

Sometimes you may wish to compare larger portions of Scripture than a single verse at a time. There is also a "parallel" command that permits you to open up a floating parallel versions window with a specified list of versions. For example:

<b>Command:</b>	<b>Results:</b>
p bgt nas	Will open a parallel versions window with the BGT and NAS versions displayed in two parallel columns as seen below.




Learning to use the Command Line for these and other tasks will make your research with BibleWorks a more efficient process. For a handy reference on the use of the Command Line click on the button labeled Tools to the right of the Command Line and choose Command Line Examples.

## 2. The Browse Window

The Browse Window is used to display the actual text of verses that you look up. Many different Bible versions may be displayed at one time in this window in a parallel verse format.

### Version Display Modes

The Browse Window can display verses in two different modes. When you open BibleWorks you will find Genesis 1:1 displayed in Multiple Version Mode where a single verse is displayed from each of the versions selected in the Choose Display Versions window. When you wish to view a verse in the larger


context of one Bible version you may switch to Single Version Mode. This mode will display the full text of the current search version. Clicking on the  button at the top of the Browse Window will allow you to switch back and forth between Multiple Version Mode and Single Version Mode.

### Multiple Version Mode



### Single Version Mode



Previously, we indicated that you can change your display versions with Command Line, you can also do so in the Browse Window. Click on the Browse Window Options button  and select "Choose Display Version(s)".

### Simple Mouse Driven Searching in the Browse Window

As you are reading text in the Browse Window you may notice a word that you want to investigate. You can easily look up all verses where a given word appears by double-clicking on it with the LEFT mouse button. When you execute a mouse driven search BibleWorks will automatically reset the search version to the version where you double-clicked. Notice that word that you searched for will also be displayed on the Command Line following a period when you double-click on a word. This is a helpful reminder of the necessity to first enter a control character when searching from the Command Line.

You can also lookup a phrase in the Browse Window without doing any typing. First, highlight the phrase in the Browse Window that you want to look up by clicking and dragging with the LEFT mouse button. After highlighting the phrase you want to look up, RIGHT click on the highlighted words and select "Search for Phrase". The list of verses where the phrase occurs will appear in the Results List Box.

## 3. The Analysis Window

The Analysis Window is used to display information about particular words in the Browse Window. It is comprised of 4 tabs that display the following information.

### Word Analysis

As your mouse is moved over Greek or Hebrew words in the Browse Window a morphological analysis of the current word will be displayed along with the entry for the word in a default lexicon. For the KJV text, and other versions which are tagged with Strong's numbers (NAS, NAU, LSG, NEG, LUO, MNT, SVV, RST) the window displays the corrected Strong's number information when you move your mouse over a word or phrase. Translation notes for some versions and notes for the New English Translation (NET) Bible are also viewed under this tab.

### Resource Summary

This tab displays a summary of lexical and grammatical resources related to Greek and Hebrew words in the Browse Window. When you move the mouse over words in the Browse Window, this window will change automatically to update the resource information. You may open each by clicking on the indented list items under each resource that is displayed.

*Helpful Hint: Normally when the Word Analysis or Resource Summary tabs are displayed, the Analysis Window text will be updated as you move the mouse across words in the Browse Window. While holding your mouse cursor over the word you wish to investigate, hold the <Shift> key to freeze the Analysis Window and move your mouse cursor into the Analysis Window. This technique is useful if you wish to copy a portion of the Analysis Window text or do more extensive work with the Resources tab.*

### *User Notes*

This tab contains a copy of the Editor that is dedicated to use as a repository of User Verse Notes. The top of the Notes tab has a checkbox labeled "Chapter". If this box is checked user notes will be maintained on a per chapter basis. When it is unchecked, each verse will have its own note file.

### *Editor*

This tab contains a powerful text editor that supports a wide range of formatting options and tight integration with BibleWorks.

## **Search, Browse and Analysis Window Help**

The most intuitive method for finding settings within the Search, Browse and Analysis windows is via the RIGHT mouse button. A RIGHT mouse button click on the Command Line, Results Verse List Box, Browse Window or Analysis Window tabs will present you with a menu of options that are unique to that portion of BibleWorks. These menus are called "context menus". You will get a different context menu within the Browse Window by right-clicking on a Hebrew or Greek word than you would by right-clicking on an English word.

If you wish to discover more information about the function and operation of these windows BibleWorks simply place your mouse cursor over each one and then type the F1 key on your keyboard. The F1 key will cause BibleWorks to open the Online Help to the section of the manual for that item.

## **Tips for Searching Hebrew and Greek Versions**

Every word is parsed and lemmatized for the Hebrew Old Testament, Greek New Testament and LXX texts, as well as select non-Biblical databases. If you place your mouse over any word in one of these texts in the Browse Window while the Analysis tab is displayed in the Analysis Window you will see an instantaneous display of the morphological analysis of the Hebrew or Greek word currently under the mouse cursor.

### *Text and Morphology Versions*

The morphological analysis is accessed from a database that is treated just like a Bible version and is referred to as a "morphology version". In all but a few exceptions, the Greek, Hebrew, and Aramaic databases come in matched pairs. Each text version, a database that contains the straight text as you would see it in the printed version, is paired with a companion morphology version.

For example, the pairs listed below are commonly used companion versions:

WTT/WTM	The BHS (4th ed) Hebrew Old Testament text and Westminster Hebrew OT Morphology versions.
LXT/BLM	The LXX Septuaginta Rahlfs' text and BibleWorks LXX Morphology versions.
GNT/GNM	The Friberg NT (UBS3/4) text and AGNT2 Friberg GNT Morphology versions.
BNT/BNM	The BibleWorks NT (NA27) text and BibleWorks NT Morphology versions.
BGT/BGM	The LXT and BNT text and morphology versions together in a single Bible version.

See §18a in the Online Help for a full list of the matched pairs in BibleWorks.

Every "word" in a morphology version is in the form lemma@codes. The term "lemma" refers to the lexical or dictionary form of the word being analyzed. The @ sign is a separator that separates the lemma from the "codes" that identify its morphological analysis. Every word in the Greek New Testament or Hebrew Old Testament text version thus has a corresponding word in the form of lemma@codes in its companion morphology version. This can be observed in the following parallel versions window illustration.

## Text Version

## Morphology Version

<p>ΒΓΤ John 1:1 ¶ Ἐν ἀρχῇ ἦν ὁ λόγος, καὶ ὁ λόγος ἦν πρὸς τὸν θεόν, καὶ θεὸς ἦν ὁ λόγος. 2 οὗτος ἦν ἐν ἀρχῇ πρὸς τὸν θεόν. 3 πάντα δι' αὐτοῦ ἐγένετο, καὶ χωρὶς αὐτοῦ ἐγένετο οὐδὲ ἓν. ὃ γέγονεν 4 ἐν αὐτῷ ζωὴ ἦν, καὶ ἡ ζωὴ ἦν τὸ φῶς τῶν ἀνθρώπων·</p>	<p>ΒΓΜ John 1:1 ἐν@pd ἀρχή@ndfsc εἰμί@vīia3s ὁ@dnms λόγος@nmmsc καί@cc ὁ@dnms λόγος@nmmsc εἰμί@vīia3s πρὸς@pa ὁ@dams θεός@namsc καί@cc θεός@nmmsc εἰμί@vīia3s ὁ@dnms λόγος@nmmsc 2 οὗτος@rdnms εἰμί@vīia3s ἐν@pd ἀρχή@ndfsc πρὸς@pa ὁ@dams θεός@namsc</p>
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The pairing of a text and morphology version enables you to search on a morphological version and read your results in the text version.

### Searching with the Mouse

If you right click on a Hebrew or Greek word in a text version displayed in the Browse Window you will notice that a context menu appears that will give you the choice to “Search on Form” or to “Search on Lemma”.



If you choose to “Search on Form”, the result will be equivalent to double clicking on a word in the Browse Window. BibleWorks will look up and display all of the verses where the word appears in the form of the word that you clicked on.

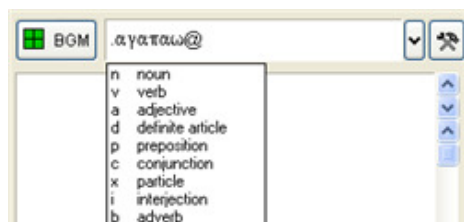
You may not wish to search for a specific form of the word, but for any verse where the word appears in the Bible. This is an instance where you should RIGHT click on the word and choose “Search on Lemma”. BibleWorks will find every verse where this word is found, and will display the search hits in the browse window. Notice that BibleWorks will automatically change the search version to the companion morphology version and display the word you were searching for in the Command Line.

### Searching from the Command Line

If you know the Hebrew or Greek alphabets you can generally type the logical Latin character on the Command Line to conduct a search. When what is typed is preceded by a control character, the Command Line will automatically handle the necessary changes in font, text direction, and final vs. internal letter forms.

For instance, to type α or α type the letter a; to type β or β type b. To type the command .ιησους χριστος simply type .ihsous cristos. To type the command יהוה אלהים simply type .yhwah alhym. See § 25 in the Online Help for the complete Greek and Hebrew keyboard maps.

This is an instance where it is important to pay attention to your search version. When you search on a text version, you must type the exact form of the word that you wish to find. If you mistype a word, the letters will turn red on the Command Line. When you search on a morphology version, first enter the lemma for the word then type the @ sign. When you type the @ sign after the Greek or Hebrew word BibleWorks will present you with a popup Morphology Code helper to guide you in the steps of entering a morphology code for your search.



When searching Hebrew, you must first type the lemma and then manually move the cursor to the right of lemma to type the @ sign. Also note that by default; Greek and Hebrew search commands do not include accents or vowel points.

You can search for certain items of the word's morphology by using the wild card characters as part of your search. For example, by using the "\*" wild card (for any sequence of characters) to stand in for the lemma you can easily find all occurrences of indicative aorist passive verbs in the NA27 Greek New Testament, as in the following example:

Search Version	Command	Results:
BNM	.*@viap*	every indicative aorist passive verb in the BNT

Or by using the "\*"wild card to stand in for the morphology codes you can find all occurrences of any form of כפר in the Hebrew Old Testament.

Search Version	Command	Results:
WTM	.כפר@*	every form of כפר in the WTT

For further guidance on conducting morphology searches see the instructions and video demonstration found under §18a The Command Line - Greek and Hebrew and **Help | Study Guides | Searching the Greek and Hebrew Text**. You can view details on each of the morphology versions in BibleWorks in §44 of the Online Help.

## Explore BibleWorks

You are now ready to begin your studies using BibleWorks. Go ahead and explore the program; with the vast array of texts and tools available in BibleWorks you will be pleasantly surprised by what you find. But before you begin, here are three tips that will be helpful in finding your way through the various window and menu options that are available in BibleWorks.

**1. Navigation.** As you display various search "hits" in your research and move from one passage to another, it is likely that you will want to quickly return to the passage from where you started. Please note that the Search Window has a series of twelve tabs directly above the Command Line The current display context is stored in the currently active tab. These tabs provide a convenient way of working on several different concepts or projects at the same time. If you want to work on something different for a while or



follow some links without losing your place, just click on a new tab. Then when you want to return to where you started, simply return to tab 1.

**2. RIGHT Click and F1.** RIGHT click context menus and the F1 key are a ready means to discover and use the full capabilities of BibleWorks 7.

**3. BibleWorks Study Guides** If you prefer learning about BibleWorks systematically (rather than just exploring on your own), the BibleWorks 7 Study Guides provide step-by-step instructions and video examples for using BibleWorks to accomplish common Bible study tasks. The Study Guides help beginning users learn BibleWorks a little at a time while completing daily tasks. Experienced users can learn shortcuts and new ways to use the powerful tools in BibleWorks to accomplish advanced Bible study tasks. To access the Study Guides click **Help | Study Guides**.

*The following pages contain some reference sheets that we hope will assist you in your day to day use of BibleWorks*

# BibleWorks 7 at a Glance: The Command Line

Also see §17 thru §19 in the Online Help (§3.7.5-6 in the BibleWorks 5 & 6 manual)

Ver:	Command:	Results: finds verses...
KJV	gen 1:1	Genesis 1:1
GNT	gen 1:1	Error! There is no book of Genesis in the Greek NT.
KJV	gen 1:1-3	Genesis 1:1-3
KJV	2:3	chapter 2 verse 3 of the current book
KJV	6	verse 6 of the current chapter
KJV	.moses	with "Moses"
KJV	.jesus christ	with "Jesus" AND "Christ"
KJV	/jesus christ	with either "Jesus" OR "Christ"
KJV	'jesus christ	with the phrase "Jesus Christ"
KJV	.jesus lchrist	with the word "Jesus" but NOT the word "Christ"
GNT	'ιησους χριστος	with the phrase "Ιησους Χριστος" †
GNM	'ιησους@* χριστος@*	w/ phrases "Ιησους Χριστος"; "Ιησου Χριστου"; "Ιησουν Χριστον" etc. †
GNM	'ιησους χριστος	same as above. If you leave the @* off, BibleWorks will assume one.
KJV	.heaven?	with "heavens" but not "heaven" ††
KJV	.heaven*	with "heaven" as well as "heavens" and "heavenly" ††
KJV	.in*	with words beginning I then N, including the word "in." ††
KJV	.in?*	w/ words beginning I, N, and any third character, excluding the word "in." ††
KJV	'heaven * * earth	with "heaven" and "earth" and exactly two intervening words.
KJV	'heaven *2 earth	with "heaven" and "earth" allowing for up to two intervening words.
KJV	.paul barnabas;5	with "Paul" AND "Barnabas" within 5 verses of each other
KJV	(/paul saul).(/barnabas silas)	with "Paul OR Saul; AND Barnabas OR Silas"
KJV	.t{io}ll	with either the word "t <u>ill</u> " or "t <u>oll</u> " but not words like "tell" or "tall"
KJV	'#1 #2 #1 #2	with the same two-word phrase repeated. Ex. "my son, my son"
WTM	'#1@v* #1@n*	with a verb and a noun form from the same Hebrew root †
KJV	.man@444	where "man" is used to translate "ἄνθρωπος" (Strong's #444). †††
KJV	.*@444	with any English word used to translate "ἄνθρωπος"
KJV	.*@0444	with any English word used to translate "ἄνθρωπος" (Hebrew Strong's #444)

†Typing in Greek or Hebrew using the BibleWorks fonts is very simple. See font map handout for help.

Important Abbreviations used in BibleWorks: (The pairs below are referred to as "brother versions.")

WTT/WTM The Hebrew OT text (BHS) and morphology Bible versions.

LXT/BLM The Greek OT text (Rahlfs') and morphology Bible versions.

GNT/GNM The Greek NT text (UBS3/4) and morphology (Friberg) Bible versions.

BNT/BNM The Greek NT text (NA27) and morphology Bible versions.

BGT/BGM The LXT and BNT text and morphologies together in a single Bible version.

††Wildcard summary

The ? wildcard stands for *exactly one character*

The \* wildcard *any number of characters* (including zero)

†††These searches apply only to Bible translations tagged with Strong's codes. See §17 in Online Help (§3.7.5 in the BibleWorks 5 & 6 manual).

# Keyboard Shortcuts

## Command Line Shortcuts:

Command:	Results:
<Esc>	Clears the command line.
↑ and ↓ (Up & Down Arrow keys)	Cycles through previous commands
niv	Changes the search version to the NIV
d niv	Adds the NIV to the <u>d</u> isplay but <i>does not</i> change the search version
d -niv	Removes the NIV from <u>d</u> isplay.
d c	" <u>d</u> isplay <u>c</u> lear" Clears the display of all versions <i>except</i> search version
d greek	Adds all Greek versions installed to the <u>d</u> isplay
d fav	Activates a display "favorite" named "fav". (If you have one named "fav")
p kjv gnt niv	Displays KJV, GNT, & NIV in <u>p</u> arallel
l joh	Sets the search <u>l</u> imits to the book of John
l aramaic	Sets the search <u>l</u> imits to the Aramaic portions of scripture.
l	Removes all search <u>l</u> imits

Also see §45 in the Online Help (§3.7.4 in the BibleWorks 5 & 6 manual).

## Browse Window Shortcuts

Key:	Results:
↑ and ↓ (Up & Down)	Scrolls through Bible one verse at a time. (Press Ctrl-Shift-↑ to activate this "scroll mode")
A	Toggles display of Hebrew <u>a</u> ccents
B	Toggles <u>b</u> rowse mode
C	Opens <u>c</u> ontext menu
D	Simulates a mouse <u>d</u> ouble-click at the current location
N	Toggles version <u>n</u> otes
R	Toggles <u>S</u> trong's numbers
S	<u>S</u> ynchronizes checked Browse Windows
T	<u>T</u> oggles the Analysis Window
V	Opens short <u>v</u> ersions menu
W	Opens a new Browse <u>W</u> indow or switch to a current one

## Function Keys

Key:	Results:
F1	Opens the Help article for the item under the mouse cursor.
F2 or Esc	Moves the cursor to the Command Line
F3	Moves the cursor to the last active Editor Window
F4	Copies the Browse Window to the Clipboard/Editor
F5	Moves the cursor to the Results Verse List Box
F6	Moves the cursor to the Browse Window
F7	Opens the Verse List Manager
F8	Opens the Word List Manager
F9	Opens the GSE

Key:	Results:
Ctrl-Shift-B from within your word processor with BibleWorks running in the background.	Attaches the Popup Copy Window to your open word processor document. See §29 in the Online Help for more info (§5.5 in the BibleWorks 5 & 6 manual).

