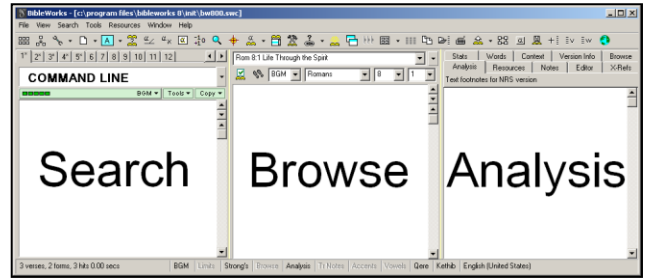


## BibleWorks Tutorial

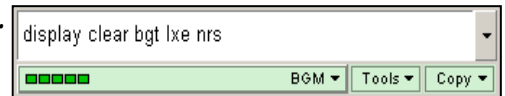
1. Overview of interface: BibleWorks 8 is divided into three sections, the **Search** Window, the **Browse** Window and the **Analysis** Window. The **COMMAND LINE** is where you enter your search terms and navigate quickly to the text you wish to study.

Use the Command Line shortcuts given below to quickly set up BibleWorks to search for Greek terms.



2. In the Command Line type **bgm** and press <ENTER>. *This enables you to search by lexical form (a.k.a. lemma).* Then type **d c bgt lxe nrs** <ENTER>, (an abbreviation of **display clear bgt lxe nrs** <ENTER>). *This clears the browse window of all other versions and displays the Greek text of the NT & LXX, the English version of the LXX (LXE) and the NRSV – which contains an English translation of the Apocrypha. You can add any other version you like by typing “d” followed by the three-letter version abbreviations (e.g., **d niv nas kjv** will display the NIV, New American Standard and the King James).*

- a. Greek NT/LXX: type **bgm** <ENTER> **d c bgt lxe nrs** <ENTER>.
- b. Josephus: type **jom** <ENTER> **d c joe jos jol** <ENTER>.
- c. Philo: type **phm** <ENTER> **d c phi phe** <ENTER>.
- d. Apostolic Fathers: type **apm** <ENTER> **d c apf apl ape** <ENTER>.
- e. Greek Old Testament Pseudepigrapha: Type **opm** <ENTER> **d c opg ope otp** <ENTER>.
- f. Charles’ Pseudepigrapha of the Old Testament (Eng. translations of non-Greek OT Pseudepigrapha as well as Greek texts; use OPE for translation of Greek): type **otp** <ENTER> **d c otp** <ENTER>.
- g. Hebrew Old Testament: type **wtm** <ENTER> **d c wtt niv lxe bgt** <ENTER>. This searches the Hebrew text and displays Hebrew, the NIV, and the LXX in Greek & English.
- h. Dead Sea Scrolls (Hebrew text of non-biblical scrolls only): type **qsm** <ENTER>. Then type **d c qst** <ENTER>. [The Dead Sea Scrolls is available in the Computer Lab or if you have purchased the module.]



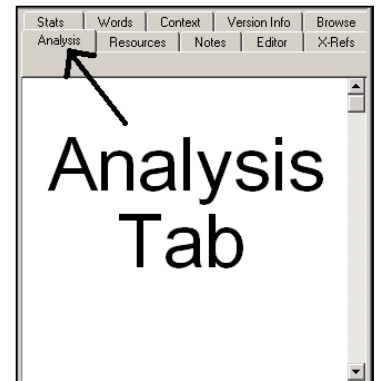
3. All searches must begin with a “control character” which defines what type of search you are doing.
  - a. A “.” (**a period**) defines an “AND search,” so that “.Jesus Christ” would find all verses where the words Jesus and Christ are found, regardless of word order or proximity to each other.
  - b. An “'” (**an apostrophe**) defines a “phrase search,” so that “'Jesus Christ” would find all verses where the *phrase* “Jesus Christ” is found exactly as worded with no intervening words in between Jesus and Christ.
  - c. A “/” (**a forward slash**) defines an “OR search,” so that “/Jesus Christ” would find all verses where either the word “Jesus” OR the word “Christ” was found.
  - d. **Combine your search** (/jesus christ).5(lord) = Jesus and/or Christ within five verses of Lord
  - e. **Use wildcards** .wom[ae]n\* = woman OR women OR woman’s OR women’s OR womanly, etc.
  - f. **HELP?! Put your cursor in the “Command Line” and press “F1” on your keyboard.** You will be taken to the appropriate Help section. Then click the “Command Line Examples” link for a list of all the kinds of searches you can perform. *Point your cursor anywhere else in BW and click F1 for more help.*
4. You must use the lexical form of the Greek or Hebrew word to search a morphological version (e.g. **BGM**, **WTM**). For instance, you cannot search for .καθαριζει in the **BGM**, you may only search for .καθαριζω (the pres. act. ind. 1st sg. [i.e., the “lexical form” or “lemma”]). You can also search for .καθαρ\* (**.kaqar\***) and yield results including καθαριζω, καθαριστης, καθαριω, καθαρισμος, καθαρως, etc. So, to do a search on all forms of καθαριζω, type .καθαριζω (note that for a *theta*, you need to type a **q**, an omega type a **w**).

5. If you want see a visual keyboard of the Greek, go to **“Tools”** in the top Menu Bar and then choose **“BibleWorks Keyboard...”** and from the drop-down menu choose **“Greek.”** Pressing shift on your keyboard will reveal other possible characters to type (e.g., capital letters, punctuation, etc.). Once you’ve entered your search text after the “control character” (e.g. .καθαριζω) press <ENTER> to execute your search. A list of references will appear in your search window.



6. To navigate to the various search results displayed in the **Search** window, simply click a single line. You will immediately be taken to that result in the **Browse** Window and the word that you searched on will be highlighted in yellow.

7. One of the most powerful features of BibleWorks is that you can waive your mouse over any Greek or Hebrew word and you will be taken directly to the appropriate dictionary article in the dictionaries you have installed. You will also be given all of the parsing information. This material shows up in the “Analysis Window” on the far right of the screen. Make sure, however that you have clicked the “Analysis” tab in order to see the appropriate Hebrew or Greek Lexicon.



- a. “Freeze” the Analysis Window after putting your cursor over the word you’d like to study in the Analysis Window hold the Shift Key down on your Keyboard. Now, when you move your mouse, the Analysis Window contents won’t change.
  - b. Change which lexicon automatically appears in the Word Analysis Window by right-clicking any area of the Word Analysis Window and then selecting “Default Analysis Window Greek (or Hebrew) Lexicon and then choosing the desired lexicon. For Greek it is best to choose BDAG, for Hebrew it is usually best to choose HALOT.
  - c. By clicking the “Resource Summary” tab in the Analysis Window, you will also be given links to ALL of the BibleWorks resources available for the particular verse or word that you waive your mouse over.
8. Another way of searching for any word is by moving directly from the passage you wish to study to other passages.
    - a. In the Command Line type the reference of the verse you wish to study, for example type “James 5:17” and you will be taken immediately to James 5:17 in the **Browse** Window.
    - b. Right-click on any Greek word and choose “Search on Lemma.”
    - c. This immediately executes a search on the lexical form you have chosen. Click a verse in the Search Window to navigate to appearances of the word in other contexts.

9. Copy & Paste:

- a. You can copy and paste anything in the Browse or Analysis Windows into your own Word Processor. BibleWorks fonts are available for download at <http://www.bibleworks.com/download.html>.
- b. You can also copy an entire result’s list into a Word document by right-clicking the result list in the Search Window and selecting “Copy list to clipboard.”
  - i. To copy a list (without the text) of verses in your result window check the “Search Window Verse Results List” button and then click “Copy.”
  - ii. To copy all of the verses in your result window check the “Text of Verses in Verse List” button and click “Copy.” Be sure to change the versions you wish to copy in the “Versions” field (for instance typing BGT NRS only in this box will return the Greek text of the LXX or the New Testament with the NRSV for each verse in the list.