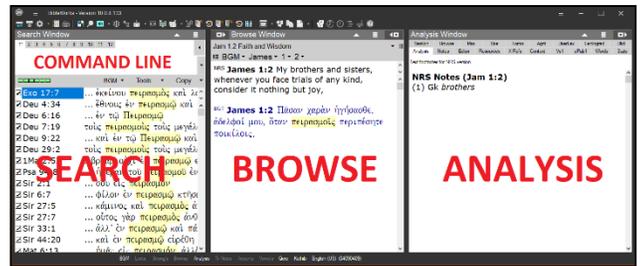


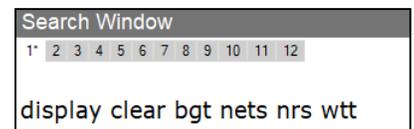
BibleWorks 10 Tutorial

1. Overview of interface: BibleWorks 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. **NOTE:** BW9+ has the ability to display a fourth column – allowing a *double* **Analysis** window. Use the Command Line shortcuts given below to quickly search for Greek/Hebrew terms.



2. In the Command Line type **bgm** and press <ENTER>. *This sets up the BGM as the Search Version and enables you to search by lexical form (a.k.a. lemma).* Then type **d c bgt nets netsx nrs** <ENTER>, (an abbreviation of **display clear bgt nets netsx 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, including Apocrypha (NETS/NETSX) and the NRSV, a modern English translation of the OT and 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 nets netsx nrs** <ENTER>.
- b. 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.
- c. Josephus: type **jom** <ENTER> **d c joe jos jol** <ENTER>.
- d. Philo: type **phm** <ENTER> **d c phi phe** <ENTER>.
- e. Apostolic Fathers: type **apm** <ENTER> **d c apf apl ape** <ENTER>.
- f. Greek Old Testament Pseudepigrapha: Type **opm** <ENTER> **d c opg ope otp** <ENTER>.
- g. Charles’ Pseudepigrapha of the Old Testament: type **otp** <ENTER> **d c otp** <ENTER>. (Eng. translations of Greek/non-Greek OT Pseudepigrapha texts. Use **OPE** for translation of Greek.)
- h. Dead Sea Scrolls (Hebrew text of non-biblical scrolls only): type **qsm** <ENTER>. Then type **d c qst** <ENTER>. [The **QSM** (Qumran Sectarian Manuscripts module) is available only if purchased.]



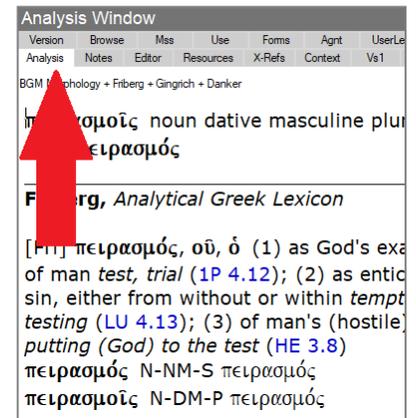
3. All searches must begin with a “control character” which defines what type of search you are doing.
 - a. A “.” (**a period**) defines an “AND search,” so that .Jesus Christ would find all verses where the words Jesus and Christ are found, regardless of word order or proximity to each other.
 - b. 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 “AND/OR search,” so that /Jesus Christ would find all verses where either the words “Jesus” or “Christ” occur, as well as verses where “Jesus” AND “Christ” occur.
 - 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, καθαρियोτης, καθαρियोω, καθαρियोμος, καθαριος,** 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 “**Interface Settings**,” and choose “**BibleWorks Keyboard...**” 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. **NOTE:** The BibleWorks Keyboard can only be used to type text in the Command Line.



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.

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 entry in the lexicons 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 in the Browse Window you would like to study 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 Analysis Window by right-clicking any area of the Analysis Window and then selecting **Default Analysis Window Greek** (or Hebrew) **Lexicon** and then choosing the desired lexicon.
- c. By clicking the **Resources** tab in the Analysis Window, you will also be given links to ALL 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 <ENTER> 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**. *In Hebrew, you can also search on particular homonyms by clicking **Search on Homonym**.*
- c. This immediately executes a search for all inflected forms of the word 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.
- b. You can also copy an entire result list into a document by clicking the **Copy** button or right-clicking the result list in the **Search Window** and selecting Copy Verse List + Text, then select **Copy to Clipboard** and paste into your document.
 - i. To copy a list (without the text) of verses, in your result window click **Copy** or right-click the result list and choose **Copy Verse List (no Text)**.
 - ii. Each copy option will present you with a menu of choices for where and how you wish to copy the verses. Use the **Configure...** option in the menu to find the many options available for formatting the verses you wish to copy.