WORDCRUNCHER
VERSION 7.1

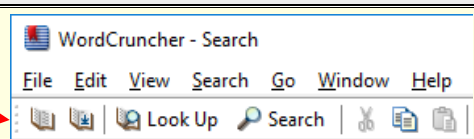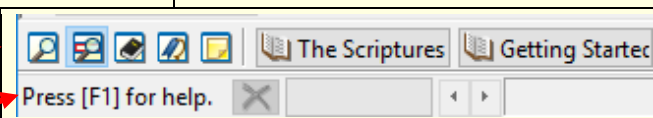# GETTING STARTED TUTORIAL

Contents

Introduction

WordCruncher is a *free* personal research assistant with tools to help you search, study, analyze, download, create, and share eBooks or corpora.

The first time you run WordCruncher for Windows, you will see two books: Getting Started Tutorial and the writings of Shakespeare. To illustrate the tools, you will see several other books below including the English Parallel Bible, and the LDS Scriptures. (The KJV Bible is about 64% of the LDS Scriptures.)

Main Window

The menus, toolbars, and buttons on the main window allow you to use the features of the software.

1.	**Menus:** At the top of the main window is a row of menus. Click one of them to see more options.	
2.	**Toolbar:** The toolbar buttons let you access common options. Hold the mouse over a button to see a tool tip or description of the button.	
3.	Click a button in the *bottom left corner* of the main window to see another window or open book.	
4.	The **status bar**, at the bottom of the main window, gives information about menus, buttons, or words under the mouse pointer.	
5.	Use the scroll bars on the bottom and right side to scroll the text up, down, left, or right.	

Download and Open Books

The first time you run WordCruncher for Windows, you will see two books: Getting Started Tutorial and Shakespeare.

1.	Select **WordCruncher Bookstore…** from the File menu. A window will appear the first time you do this to let you know there are two libraries. Several tabs also appear.	
2.	**Select Library:** Click on the Show button or select a library from the Collection drop down.	
3.	**Download a book.** Click on the Free or Buy button to download a book. Once downloaded, you will see the Open and Change buttons. Click on Other languages… to download a translation.	
4.	**Install modules.** Click on the Install button for the required module and for others you want.	
5.	**Open a book** (option 1) Click on the Open button in the Bookstore to open a book.	
6.	**Open a book** (option 2) a. Select Open Book… from the File menu to see the library. b. Find the folder or bookshelf. OR Search for a word in the title or description. c. Double-click on the book in the right column to open it.	

Text Windows

Text windows display the text and footnotes if the text is set up like the LDS Scriptures as shown below.

1.	To change the size of the text, use the toolbar on the main window. Click the down arrow and select the size you want.	
2.	The **citation bar** gives the scripture reference for the text that appears in the window.	
3.	**Display or Hide Buttons** Click the **Display or Hide Footnotes** button to display or hide the footnotes pane and the superscripts in the book. You can also show or hide the **Table of Contents** pane and the **Notes** pane using their respective buttons.	
4.	**Pin Button** When multiple text windows are open and automatically synchronized, you may pin a window to stop if from synchronizing with other books.	
5.	**Report Button** A list of possible reports will appear. These are explained below.	
6.	**Right-click on a word** in a text window to see other options in a secondary (right-click) menu.	

Looking Up References

To look up a reference, you can use any of these options. Click on the links below for more details.

| |
|---|
| [Hyperlinks](#) |
| [Citation Bar](#) |
| [Table of Contents](#) |
| [Scroll Bar](#) |

Hyperlinks

You can click on blue, underlined hyperlinks to look up a book or chapter in most eBooks.

|	
1.	Most books have hyperlinks at the beginning.
2.	After hyperlink positioning you can position into adjacent text by pressing these keys: [Ctrl] + PgDn (go to the next chapter); [Ctrl] + PgUp (go to the previous chapter).
3.	**Back Button** Click the Back button to go back to your previous location (go backwards through a chain of hyperlinks).
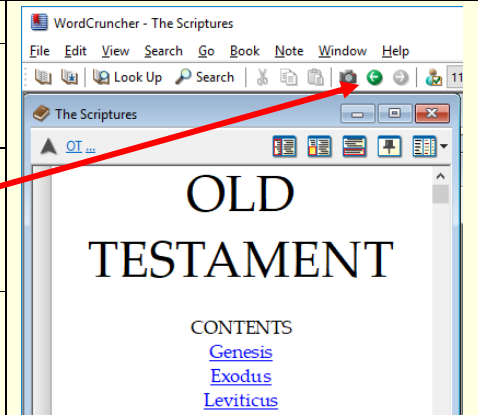
Citation Bar

You can use the citation bar to go directly to a book, chapter, and verse.

Using the keyboard

1.	Press the Tab key to see a list of available volumes of scripture.
2.	Type the first few letters in the title of a book or chapter.
3.	Press Tab or the space bar to see the next options.
4.	Repeat steps 2 and 3 as needed.
	Press Shift + Tab to back up to a previous list of options.
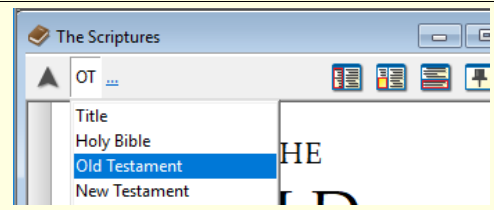
Using the mouse

1.	Right-click on the first word in the citation bar.
2.	Select the volume you want.
3.	Repeat step 2 for the book, chapter, or verse you want.
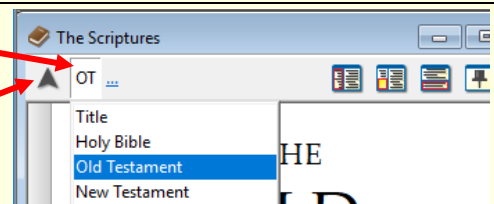
Other Options on the Citation Bar

|	
1.	To go to the beginning of the scriptures, click the Go to Top button or press Ctrl + Home.
2.	To go to the beginning of a book or chapter, click on its name on the citation bar. (For example, click on OT to go to the beginning of the Old Testament.)

Table of Contents

You can use the table of contents to look up a book, chapter, or verse.

Using the mouse	
1.	Click the Display or Hide Table of Contents button to see the contents.
2.	Click on Genesis to open the book.
3.	Click any plus sign (+) to see other options.
4.	Click an item in the table of contents to go to that location.
5.	Click any minus sign (-) to hide options.

| **Using the keyboard**	
1.	Click inside the table of contents.
2.	Type the **first** letter of what you want (e.g., Old) and press Enter.
3.	Repeat step 2 for the book, chapter, and verse. If two books (e.g., Matt, Mark) start with the same letter, type M twice to go to the second book.
4.	To hide options, press Backspace and Enter.
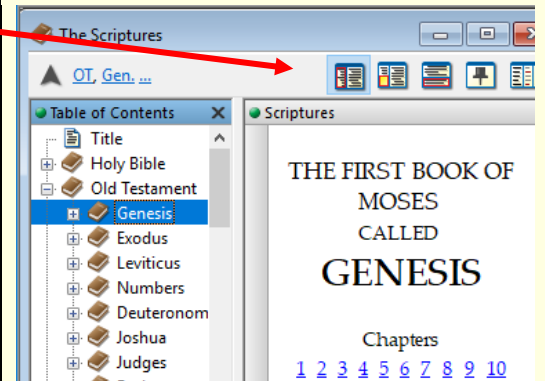
Scroll Bar

You can use the scroll bar to navigate through the text, one line at a time or one screen at a time.

1.	Click the **Line Up** button to go up one line.
2.	Click in the space above the **Elevator** button (or press **PgUp**) to go up one screen.
3.	Click in the space below the **Elevator** button (or press **PgDn**) to go down one screen.
4.	Click the **Line Down** button to go down one line.
5.	You can also drag the **Elevator** button up or down to move quickly through the text. As you do, the reference in the citation bar changes to indicate where you are.
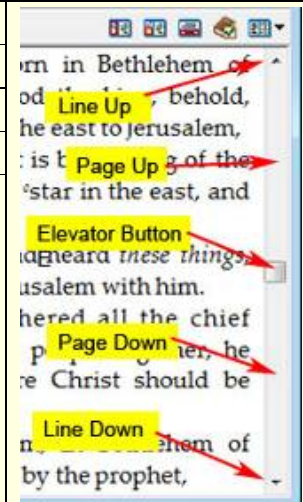
Searching for Words, Phrases, or Topics

Click on the links below to learn how to perform simple searches. For examples of more sophisticated searches, see More Searching Options. For more information, see Tutorial: Search Overview in the help file.

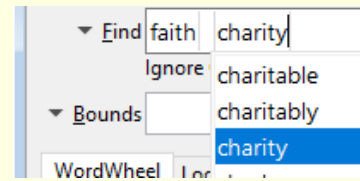| 1.	You can search for words that occur in the same paragraph, like *charity* and *faith*.
2.	You can search for exact phrases, like "*faith*, *hope*, and *charity*."
3.	You can use a partial phrase search to find words that occur near each other but not necessarily adjacent to each other or in the same verse.
4.	You can search for topics, like "pride."
5.	You can search for words in different wordlists (e.g., headings, prefaces, notes, or all text).
6.	You can also change search options and limit your searches to only part of the scriptures (for example, just the New Testament).
7.	Search for special characters.
8.	Use search bounds.

Same Verse Searches

To search for words in the same verse, follow the steps below. For more information, see Using and Refining Search Results.

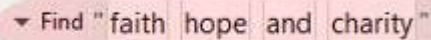| 1.	To begin a search, click the **Search for Word(s)** button (at the top), or press the **Search** button (bottom left), or press the **space bar**.	
2.	In the **Find** box, type one or more words (such as *faith charity*).	
3.	Press **Enter** to see the first few verses containing the search words.	
4.	Press **PgUp** or **PgDn** to see other verses containing the search words. The highlighted search words can be in any order in the verse with this type of search.	
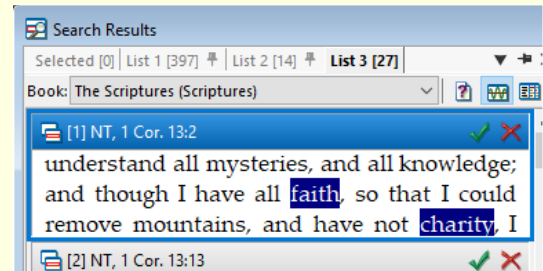
Exact Phrase Searches

An exact phrase contains words that are immediately adjacent to each other.

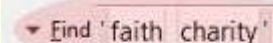| 1.	When typing an exact phrase in the Find box, put double quotation marks around the words (for example, "faith hope and charity").	
2.	Press **Enter** to see the results. These are only two of several hits. Notice in this image that the 5th and 6th references have been selected for display. Also notice that all the words of the exact phrase are highlighted.	
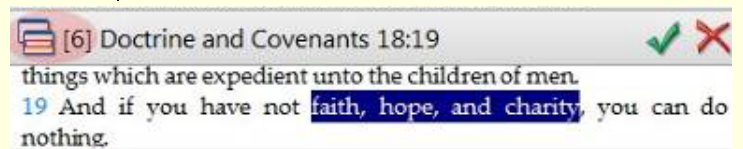
Partial Phrase Searches

Use a partial phrase search to find words that occur near each other in the order typed.

1.	When typing the partial phrase in the Find box, put single quotes around the words.	
2.	Press **Enter** to see the results. Some examples of the search results for a search for *'faith charity'*. 13 And now abideth **_faith_**, hope, **_charity_**, these three; but the greatest of these *is* charity. 3 We are bound to thank God always for you, brethren, as it is meet, because that your **_faith_** groweth exceedingly, and the **_charity_** of every one of you all toward each other aboundeth;	
	With a partial phrase, the words must occur in the order typed, but up to 7 words can appear between the words.	
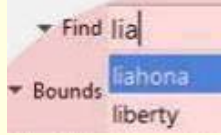
Topic Searches

Use a topic search to find all verses listed under a topic in the Guide to the Scriptures.

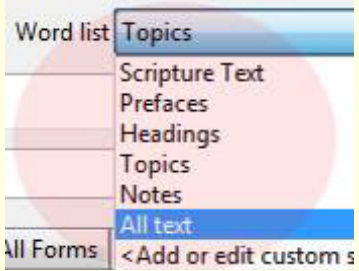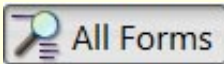|	
1.	Click inside the **Word list** box to see the options.
2.	Select **Topics** from the list.
3.	In the **Find** box, type a topic (such as *liahona*).
	As you type, a list appears showing possible topics that begin with the letters you have typed, such as *liberty, liberty jail*, and *life*.
4.	Press **Enter** to see the results. Below are some search results with ellipses and italics added.
	28 I … beheld *the pointers which were in the ball*, that they did work according to [our] faith and diligence.
	38 … the thing which our fathers call a *ball, or director*—or … *Liahona*, which is, being interpreted, a *compass* …
	40 …if they had faith to believe that God could cause that *those spindles* should point the way they should go, …
	Each scriptural verse listed in the Guide to the Scriptures under the topic *Liahona* is highlighted. In a topic search, the verse does not need to contain the search term, because the topic may be expressed in other words. In this example, the search found verses that refer to the Liahona using italicized terms like *the ball* and *those spindles*.
	The Guide to the Scriptures is in non-English scriptures instead of the Topical Guide, Bible Dictionary, and Index.

Searching Other Word Lists

Besides searching in scripture text, you can search within other word lists, such as prefaces or headings.

1.	Click the arrow to the right of the **Word list** box to see other word lists you can search.
	If you have added notes to the scriptures, a My Notes word list appears with the other word lists. This allows you to search your notes.
2.	If you select **All text**, your search will include words from all the word lists.
3.	Type a word or phrase in the **Find** box.
4.	Press **Enter** to see the results.

Search Options

Using the buttons at the top of the Search window, you can set the following options for your search.

1.	**All Forms** If this button is selected, a search for was will find *am*, *is*, *are*, *art*, *was*, *were*, *wast*, *wert*, *be*, *been*, and *being*, with or without capital letters.
	Some words are spelled one way in the Old Testament (such as *Melchizedek* and *Elijah*) and another way in the New Testament (*Melchisedec*, *Elias*). Some words are spelled one way in the Bible (such as *enquire*) and another way in the Book of Mormon (*inquire*). The All Forms option helps you find these alternate spellings.
2.	**Ignore Case** If this button is selected, a search for *with* will find *with*, *With*, and *WITH*.
3.	**Ignore Type** If this button is selected, searches will ignore word type (such as topic or punctuation).
4.	**Ignore Diacritics** If this button is selected, searches will ignore accents, umlauts, and other marks.
	With all the "Ignore" options off, the WordWheel for "All text" shows diacritics and topic words.

Search for Special Characters

Using the down-arrow in front of the "Find" label you can see a menu that allows you to do the following.

1.	**Insert hard-to-type characters**: The challenges you may have inputting these characters is related to the input method you are using. The actual challenge you face may be different than those listed below and you may have to ask technically savvy friends or acquaintances for help to solve your challenges. Generally, one of the languages easily supported by computer is typing words in the dominate language for the country where the computer was purchased (e.g. a computer purchased in Spain has accented characters on the keyboard for typing Spanish words; a computer purchased in the United States requires that you use a special input method to type accented characters).

Language	Possible challenge with some input methods
Spanish	Some of the input methods use the single quote character as a dead-key* when you type a diacritic. You may find it difficult to use this character as a command without using the menu option.
Portuguese	Some of the input methods use the single quote character as a dead-key* when you type a diacritic. You may find it difficult to use this character as a command without using the menu option.
French	Some of the input methods use both the single and double quote characters as dead-keys* for different types of diacritics. You may find it difficult to use these characters as commands without using the menu option.
German	Some of the input methods use the double quote character as a dead-key* for typing an umlaut diacritic and some use the single quote character as a dead-key when you type an accent diacritic. You may find it difficult to use either character as a command without using the menu option.
Japanese	Most of the input methods systems provide a way for typing English intermixed with Japanese. These English input methods have both the single and double quote characters.
Other languages	Most of the input methods provide a way for typing diacritics or special characters. You may find it difficult to type the single or double quote characters directly as commands so the menu may be a useful tool.

	Special characters used in some languages are a second category of hard-to-type characters (e.g. glottal stop). We have included three of these characters on the menu to help with inputting words containing these characters.
2.	**Insert command characters as part of a word**: This menu lists all the command characters used in typing searches. When you wish to search for one of these characters as either a part of a word or as a single character word, you use an escape character (the ^ character) in front of the command character. This menu accomplishes the task for you.

*Note: A dead-key is a key on a typewriter or a computer keyboard that allows modification (such as by placement of diacritics) on the following letter.

Search Bounds

You can use search bounds to search for words in a part of the scriptures. For example, the steps below show how you can search for words in the Book of Mormon and Doctrine and Covenants only.

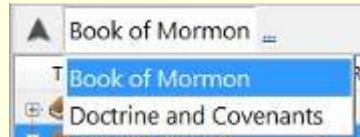|		
1.	Click the down arrow to the left of the **Bounds** box to see a list of options. From the menu list select **Table of Contents Bounds**.	▼ Bounds Section Bounds Table of Contents Bounds Reference or Attribute Bounds Highlighter Bounds
2.	Click in the boxes next to **Book of Mormon** and **Doctrine and Covenants** in the Table of Contents Bounds dialog box and click **OK.** All your searches will be limited to these selected parts of the scriptures until you remove the bounds.	
3.	A button appears in the Bounds box. To remove the bounds, drag the button out of the Bounds box, or click on the button and then click **Delete All**.	▼ Bounds [2 TOC bounds]
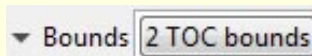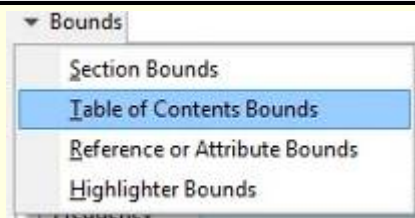
Using and Refining Search Results

After you perform a search, a Search Results window appears with the references that contain your search word(s). You can refine the list by [selecting or deleting references](#). You can also see a [neighborhood report](#) showing words that are near your search word(s).
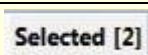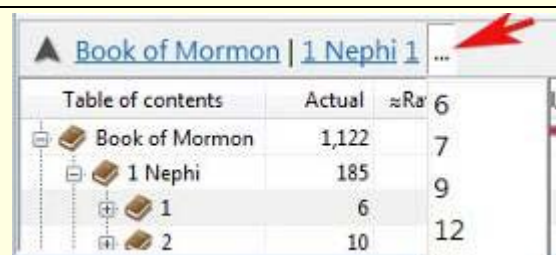
Search Results Window

The Search Results window shows where the search words are found in the scriptures.

1.	**View Button** To see a reference in a text window, click this button to the left of the reference, or double-click on a reference.
2.	To see other references in the list, use the scroll bars, the arrow keys, or the PgDn, PgUp, End, or Home keys.
3.	The **Frequency Distribution Report**[1] at the bottom of the window shows where the search results are found. Click Book of Mormon to jump to the first Book of Mormon reference in the list. Use the citation bar to jump to the first reference in a book, chapter, or verse.
4.	Click any plus sign (+) in the table to see other options, such as books and chapters. Click a minus sign (-) to hide the other options.

Refining Search Results

In the Search Results window you can delete or select references from the list of search hits. You can also do this from the Frequency Distribution Report at the bottom of the window.

1.	**Select Button** To select a reference, click the **Select** button to the right of the reference.
2.	**Selected Tab** To see a list of references you have selected, click the **Selected** tab. You can select references from different searches into the Selected list.
3.	**Delete Button** To remove a reference from the list of search results, click the **Delete** button to the right of the reference.
4.	Right-click on a reference to see other options in a secondary menu. For example, choose **Delete Duplicates Lowest Level** to see each verse only once. This is useful if your search terms appear in the same verse more than once. Secondary (right-click) menus are sometimes called context menus because their content varies depending upon where you click. If you right-click on the Frequency Distribution Report below, you get a different set of options.
5.	**Select Button (Frequency Distribution)** You can also select and delete references from the Frequency Distribution Report at the bottom of the window. For example, to select all references in the Book of Mormon, click Book of Mormon in the table, and then click the **Select** button.
6.	**Delete Button (Frequency Distribution)** To delete all the references in the Book of Mormon, click Book of Mormon in the table, and then click the **Delete** button.
7.	**Delete All Button (Frequency Distribution)** To delete all the references except those in the Book of Mormon, click Book of Mormon in the table, and then click the **Keep Only** button.
8.	Use the citation bar to jump to the first reference of a book, chapter, or verse. In this example we have either selected or typed the citation to the verse level. Notice the references being displayed have changed to match what has been selected.

Neighborhood Report

The Neighborhood report shows the words that occur nearby the search word(s). This can help identify related words, phrases, and meanings that otherwise would go unnoticed.
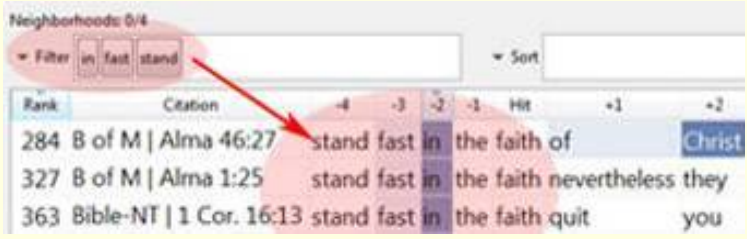
1.	**Report Button** On the **Search Results** window, click the **Report** button to see a menu of reports. Select the **Neighborhood Report**. This same button appears on other windows and lists the available reports that are related to those windows.
2.	The top of the report lists the neighborhoods around the search hit. In the example below the top two lines of the report are shown for the search word **faith**, and the neighborhood is four words before or after the search word. You can change the size of the neighborhood using **User Preferences** found in the **Edit** menu.
3.	Click on any neighborhood in the list to see the text of that scripture in the pane below. The **Neighbors** tab² at the bottom of the report lists the neighbors, or the words that occur in the neighborhoods.
4.	Double-click on a neighbor word in the Neighbors tab to see its neighborhoods.

Families Tab³

The Families tab of the Neighborhood report lists words that occur, as a group, with the search word(s).

1.	In this example, the words *in, fast,* and *stand* occur with *faith* several times. These words are considered a "family" of words. The order of the words does not matter.	
2.	Double-click on a family to see the neighborhoods where these words occur together in the Scriptures.	
3.	If the number in the **Cousins** column is greater than zero, these words occur together elsewhere but without the search word. For example, *in*, *fast*, and *stand* occur together 8 times without the word *faith*. 40 … they have received many wounds; nevertheless they **_stand fast in_** that **liberty** wherewith God has made them free; 14 **_Stand fast in_** the **work** wherewith I have called you, and a hair of your head shall not be lost …. 2 … I say unto you, my servant Newel Knight, you shall **_stand fast in_** the **office** whereunto I have appointed you.	
4.	To see where *in*, *fast*, and *stand* occur without *faith*, click that row in the list of families, and then click the **Cousins** button at the bottom of the screen. The occurrences appear in a new list in the Search Results window. Here you can note other words that occur with *in*, *fast*, and *stand*, such as *liberty, work,* or *office*. These words are known as "cousins" to *faith*.	

Copying, Printing, and Saving References

You can copy or print information from many of the windows or reports. The examples below show how to copy or print from the Search Results window and from a text window. You can also save and load references in the Search Results window.

Search Results

You can copy, print, or save any list of references in the Search Results window (such as the lists on the Selected tab, the List 1 tab, and so on).

1.	To copy search results, you can either click the **Copy** button on the main window toolbar, select **Copy** from the **Edit** menu, or press Ctrl+C on the keyboard. You can then paste the search results into a word processor.
2.	To print search results, click the **Print** button on the main window toolbar, or select **Print** from the **File** menu.
3.	**Pin Button** Click this button to keep the list you are viewing until you delete it or close the software. This allows you to do other searches without losing the list.
4.	To save a list of search results, click the **File** menu and select **Save References**…. Later you can select **Load References**… from the **File** menu to load a saved list.
5.	You can also copy data in the Frequency Distribution Report. To do this, click inside the Frequency Distribution Report, and click the **Copy** button on the main window toolbar. This action copies the table as it appears in the Search Results window. In our example, since rows for "Old Testament" and "New Testament" are shown in the table, they are part of the copied table.
6.	To print the Frequency Distribution Report, select **Print** on the **File** menu of the main window. This image shows what the Frequency Distribution Report looks like when it is copied and pasted into a word processor. Normally only books, chapters, and verses containing the search word(s) are visible.

Actual	Table of contents
402	-Bible
341	+Old Testament
61	+New Testament

7.	To change the copy or print options, right-click inside the Search Results window or a text window, and select **Copy Preferences**.

Note: Footnote marks will not appear when you copy or print text unless the footnotes are showing and "Include superscripts/subscripts in output" is checked on the Output tab of User Preferences.

Print or Copy Text

You can print or copy a block of text.

1.	Select a block of text.
2.	To copy the selected text, you can either click the **Copy** button on the main window toolbar, select **Copy** from the **Edit** menu, or press Ctrl+C on the keyboard. You can then paste the text into a word processor.
3.	To print the selected text, select **Print** on the **File** menu of the main window. To change the copy or print options, right-click inside a text window or a Search Results window and select **Copy Preferences**.

Book of Mormon | 1 Nephi 3-7

7 And it came to pass that I, Nephi, said unto my father: I will go and do the things which the Lord hath commanded, for I know that the Lord giveth no commandments unto the children of men
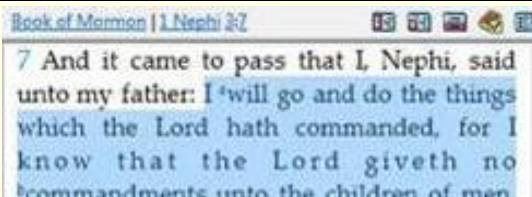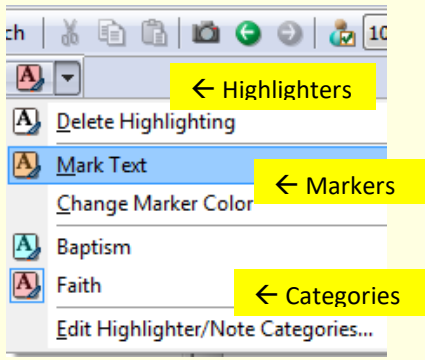
Using Highlighting, Notes, and Bookmarks

You can personalize your scriptures by adding bookmarks, highlighting, and notes. Even if you share a computer with others, these features will be unique to you if you each log on as a different user.
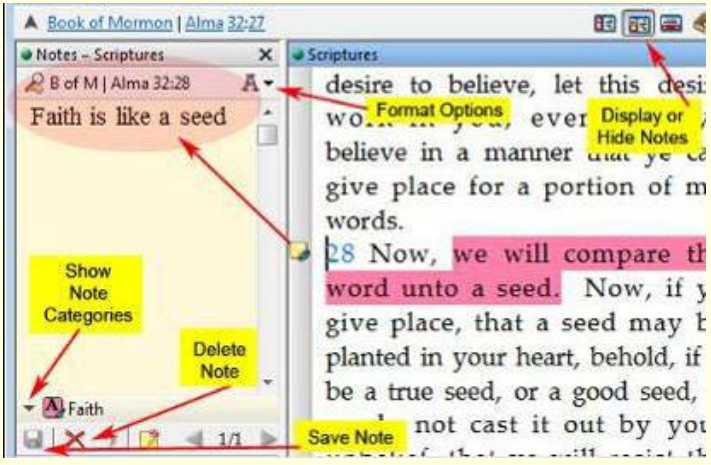
Highlighting

You can highlight one or more words in the scriptures by using a marker color or a note category. You can assign a gospel topic (e.g., faith) or other description to each category.

1.	Select the text that you want to highlight.
2.	On the main window toolbar are three Highlighter buttons. If a button already shows the color you want, click the button to apply the highlighting to the selected text. To select a different marker or category, click the down arrow to the right of the button, and select a marker color or note category from the list.
	Marker colors overlay the text and change the text color. Use note categories to control text color, transparency, as well as highlight color.
3.	To add or change a category description or color, click the **Edit Highlighter / Note Categories** option.
	The description will be used when you assign highlighting to notes.
4.	Once you have applied highlighting, you can search for words with a particular highlighting color. To do this, from the Search window, click the down arrow to the left of the **Bounds** box.
5.	Select **Highlighter Bounds**.
6.	Select the category or categories within which you want to search.
7.	Type your search words in the **Find** box, and press the Enter key.

Notes

You can add a note to any word or phrase in the text. Then you can search for words in your notes.

1.	Select the text or position the cursor where you want to add a note.
2.	To create a note, you can either click the **Create Note** button; click the Note menu and select Create Note; or right-click on the text and click Create Note. When you do this, the Notes window opens, and a note icon appears in the margin to the left of the text.
3.	In the Notes window, type your note. Formatting options are available.
4.	To assign a color-coded category to your note, click the **Show Note Categories** button.
5.	When finished, click the **Save** button.
6.	To see your note, double-click the yellow note icon.
7.	To delete the note, click the **Delete Note** button.
8.	To search your notes, go to the Search window, click the down arrow to the right of the **Word list** field, and select Notes.
9.	Type your search words in the **Find** box, and press the Enter key.

Bookmarks

Bookmarks allow you to quickly open to a specified place in the scriptures. You can add a bookmark on any verse.

1.	Select the text or position the cursor where you want to add a bookmark.
2.	**Add Bookmark Button** Click this button, or select **Add Bookmark** from the **Book** menu.
3.	From the Add Bookmark dialog box select a folder where you want to store your bookmark, or click **Attach Folder** to create a new folder. For example, you could create a folder called "Faith" to store bookmarks to your favorite verses about faith.
4.	Click OK to add the bookmark to the selected folder.
	After the bookmark has been created, you see an icon in the note gutter of the text window.
5.	To go to a bookmark, click the **Display or Hide Bookmarks** button (at the bottom of the main window).
6.	In the **Bookmarks** window, click the bookmark you want to go to, and click Go (or just double-click the bookmark).
7.	The topmost text window will jump to the bookmark location. If a block of text is associated with the bookmark, it will be highlighted.
8.	From the Bookmarks window if you click the **Organize** button you can open the **Organize Bookmarks** dialog box. Using its **Options** menu, you can rename, delete, move or sort bookmarks.
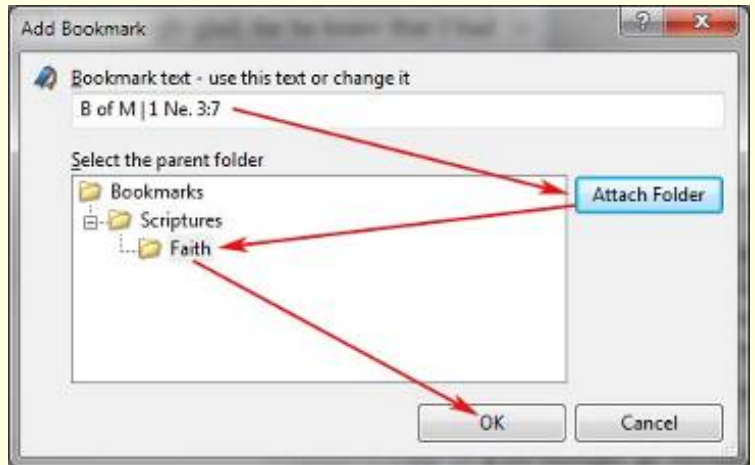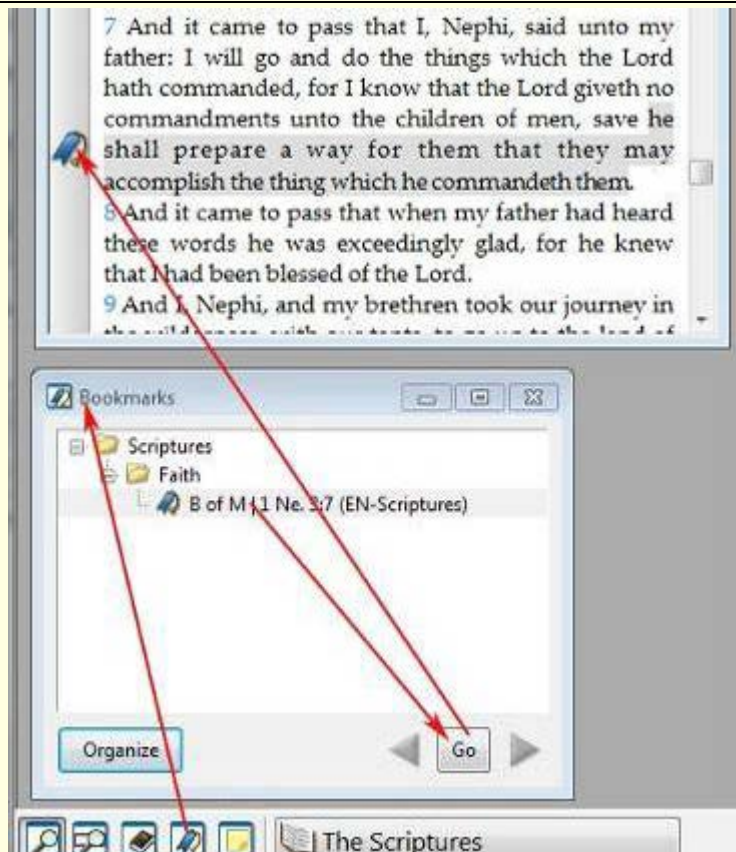
Using the Footnotes and Study Helps

This edition of the scriptures includes footnotes and study helps (i.e., the Topical Guide, Bible Dictionary, Index, Guide to the Scriptures, maps, and photographs) to enhance your study of the scriptures.

Footnotes

Footnotes include links to related scriptures and to the study helps. Other footnotes (such as those labeled GR, HEB, IE, and OR) clarify the meaning of words in the scriptures. These clarifying footnotes are marked with blue letters. You can also look up Hebrew or Greek meanings for other Bible words.

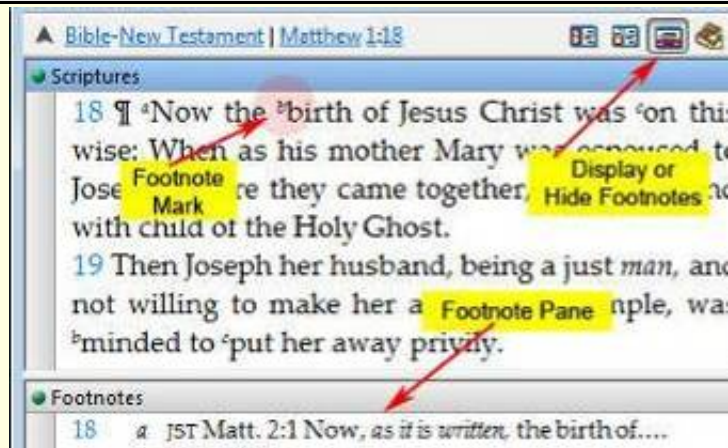|	
1.	To display or hide the footnotes and footnote marks, click the **Display or Hide Footnotes** button on the text window toolbar.
	Footnote marks are superscripted letters in the scripture text.
	The footnotes appear in a Footnotes pane in the text window.
2.	Click the links in the Footnotes pane to see related scriptures and study helps.

Note: Footnote marks *will not* appear when you copy or print text unless the footnotes are showing and "**Include superscripts/subscripts in output**" is checked on the **Output tab** of **User Preferences**.

Study Helps

The study helps include the Topical Guide, Bible Dictionary, maps, photographs, index to the triple combination, and the Guide to the Scriptures. All of these study helps are also in the printed edition of the English scriptures except the Guide to the Scriptures, which replaces the Topical Guide, Bible Dictionary and index in non-English scriptures.

1.	To open the study helps, click the Topical Guide link at the beginning of the scriptures, or click a footnote link labeled tg or bd.
2.	A new text window opens, and a new book tab appears at the bottom of the main window. You can click these tabs to switch between books.
	The text windows may overlap or completely cover each other. You can change the size and position of the windows so you can see both at the same time.
	In addition to definitions or explanations of terms, many of the study helps include links to related topics and scriptures.
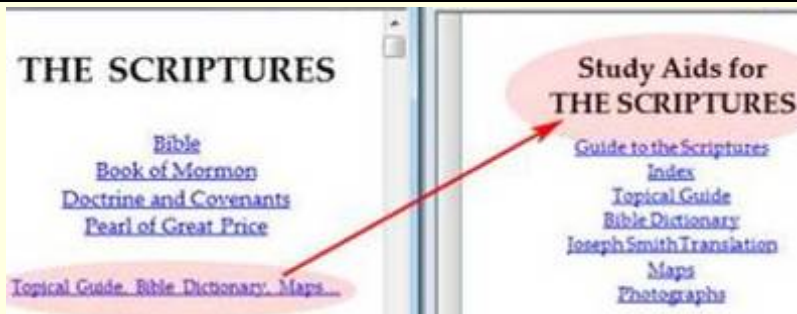
3.	**Dictionary Button** Click on this button in the bottom left corner to open the dictionary.
4.	Click on any English word (e.g., a name or place) in the scriptures to see where that word is found in the Study Helps as a topic, map, or photo.

Maps and Photographs

The study helps include maps and photographs related to the Bible and Church history.

1.	Use the citation bar, Table of Contents, or links to jump to maps and photographs.
	Each photograph and map has a title and information.
2.	Click on any map or photograph to open a copy in a graphics window.
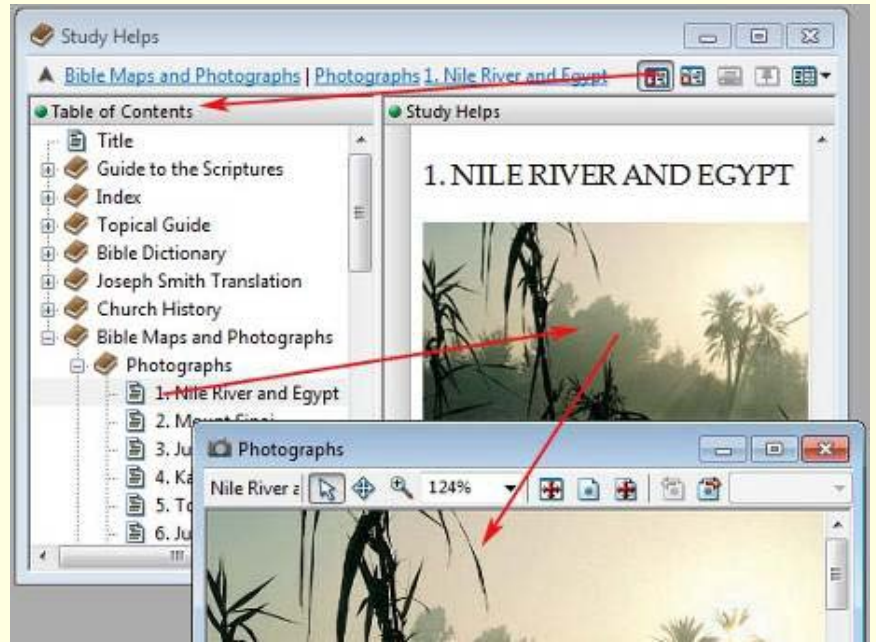
Zooming in or out

3.	Click the Zoom button on the graphics window toolbar.	
4.	To zoom in, click on the map or photograph. Or you can click and drag to draw a rectangle around the area you want to zoom in on.	
5.	To zoom out, hold down the Ctrl key and click on the map or photograph.	
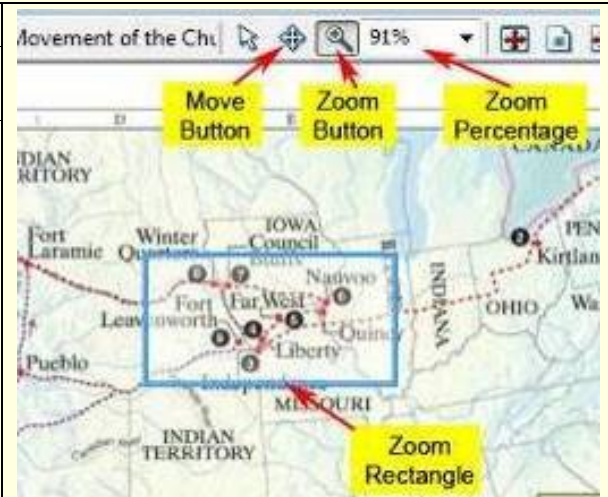
Moving an image

6.	**Move Button**
	Click this button on the graphics window toolbar and then move the image.
	a. Move the mouse cursor over the image.
	b. Click with the mouse button (keep the button down).
	c. Move the image by moving the mouse.
	There are other buttons on the graphics window toolbar. To see a description of what each button does, hover the mouse pointer over that button.

Using Multiple Text Windows

You can have multiple text windows open at the same time. This allows you to compare different parts of the scriptures or compare the same passage in different languages.

New Window

If you want to view different parts of the scriptures at the same time (for example, if you want to compare the Sermon on the Mount in Matthew 5–7 with the Savior's words in 3 Nephi 12–14), you can open a new text window and adjust the size of your windows to make comparing the text easier.

1.	To open a new window, click the Window menu, and select New Window. A new window and a new book tab appear.
	You can click the book tabs to switch between books.
2.	To make a window bigger or smaller, click and drag any corner of the window.
3.	To move a window, click and drag the title bar.
4.	To arrange your windows so you can view them all at the same time, click the **Window** menu, and select **Tile Horizontally** or **Tile Vertically**. This arranges all of your open windows, including the Search window, Search Results window, and so on.

Multiple Languages

This edition of the scriptures includes the Book of Mormon, Doctrine and Covenants, and Pearl of Great Price in multiple languages. You can open new text windows to view the scriptures in two or more languages at the same time. This can be useful if you are learning a new language; it can also lead to new insights into the scriptures. For example, comparing translations reveals that the English word *hosts* in the phrase *Lord of hosts* is translated as armies in other languages.

1.	To open the scriptures in another language, click the Open Book button on the main window toolbar, or click the **File** menu and select Open Book.
2.	Select a language.
3.	Select a book (the first book in the list is the scriptures; the second is the Study Helps).
4.	Click **Open** or double-click the name of the book.
	You can have multiple translations of the scriptures open at the same time.
5.	To make a window bigger or smaller, click and drag any corner of the window.
6.	To move a window, click and drag the title bar.
	When you scroll through the text or change locations in the scriptures in one window, the text in the other windows changes too, so that the same verse is always displayed in each language.
7.	**Pin Button** If you wish to have a given text window not participate in automatic scrolling, click on its **Pin** button.

Looking Up Hebrew or Greek Meanings for Bible Words

In the King James Version (KJV) of the Bible, the Old Testament was translated from Hebrew and the New Testament was translated from Greek. The footnotes in the LDS edition of the Bible include alternate English translations of about 1,700 Hebrew words and 1,100 Greek words. These alternate translations help clarify the meanings of various English words, phrases, or verses, but they account for less than half of one percent of the English words in the Bible. Many other suggested Hebrew and Greek footnotes were omitted to limit the size of the printed Bible.

In this edition of the scriptures, you can search for any English word in the Bible and see the Hebrew or Greek word(s) from which it was translated. You can then look up the meaning of the Hebrew or Greek word in a dictionary window and see other ways it was translated in the Bible. For more information, open the English Parallel Bible and click **How to Use This Book** (a hyperlink at the top of the book).
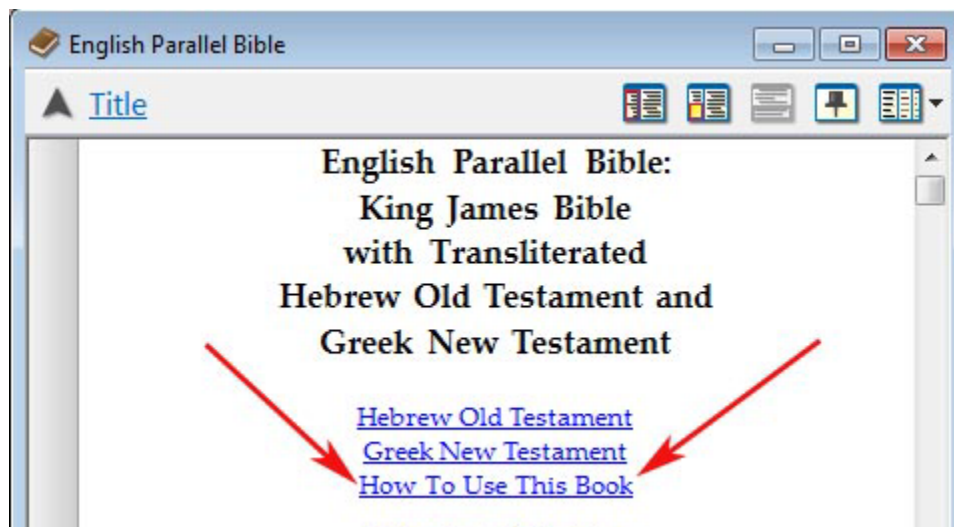
Open an English Parallel Bible

This edition of the scriptures includes two Bibles that have the Hebrew or Greek words in one column and the KJV English translation of those words in the other (these are called "parallel" Bibles). Links to these parallel Bibles are found below with a description of each.

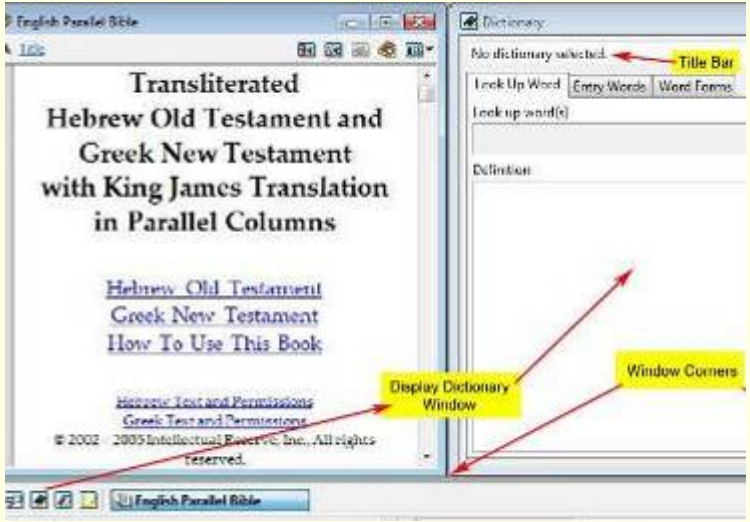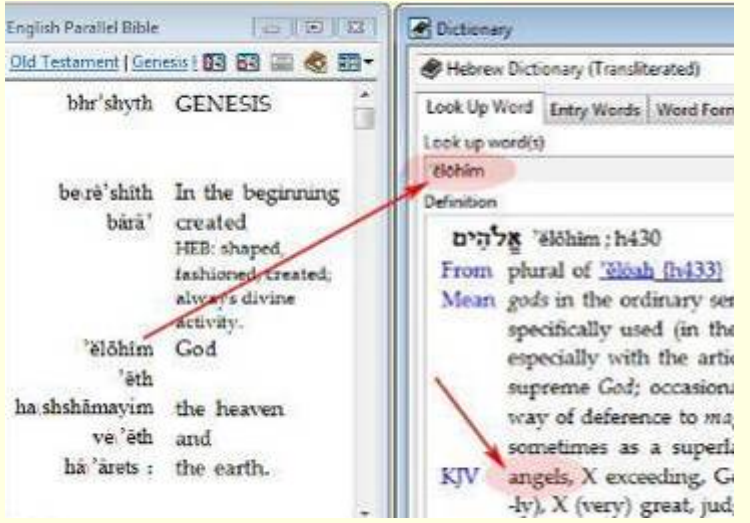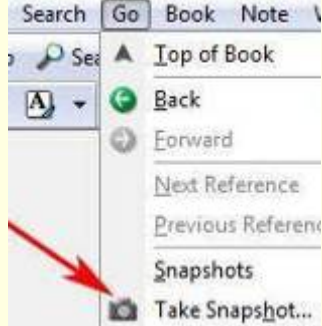|		
1.	English Parallel Bible**:** Hebrew and Greek words are written with letters that are used in English (for example, *'ĕlōhîm, Christoú*). The example below shows Genesis 1:1 from this parallel Bible.	
2.	English Parallel Bible - Advanced **:** Hebrew words are written in Hebrew letters (אֱלֹהִים), and Greek words are in Greek letters (*Χριστοῦ*).	
3.	The words in the English column follow the Hebrew or Greek word order.	
4.	Alternate translations from the footnotes of the LDS scriptures are included in the English column.	
5.	Some Hebrew words have different parts with distinct meanings. For example, in *hashshāmayim* in the example on the right, *ha* means *the*, and *shshāmayim* means *heaven*. Red "word separators" are used to show the different parts of a Hebrew word.	
6.	Each parallel Bible includes a list of answers to frequently asked questions about the parallel Bible, how to use it, and how it is organized.	
7.	The English Parallel Bible will automatically synchronize with the regular English Bible.	

Look Up the Meaning of a Hebrew or Greek Word

This edition of the scriptures includes Hebrew and Greek dictionaries.

1.	To open the Dictionary window, click the **Display or Hide Dictionary Window** button at the bottom of the main window.
2.	To change the size of your windows, click and drag any corner. This can allow you to see both the text window and the Dictionary window at the same time.
3.	To move a window, click and drag the title bar.

4.	To look up a word in the Hebrew or Greek dictionary, click on that word in the English Parallel Bible.
	Some words appear under more than one entry. This also happens in English. For example, leaves could appear as the plural form of leaf (leaves of a tree) or as a form of the verb leave (he leaves).
	Note that *'ĕlōhîm* was translated in the KJV as *angels*, *God*, *gods*, and *judges*.

5.	To take a snapshot of the definition so you can return to it later, click the **Go** menu, and select **Take Snapshot**.
6.	Enter a name like *English Parallel* and click OK
7.	To return to this snapshot, click the **Go** menu, select **Snapshots**, and click the name you entered. This returns the windows to the positions they were in when you took the snapshot.

Searching within a Parallel Bible

Searching for a Hebrew or Greek word in one of the parallel Bibles allows you to see different ways that word was translated. Searching for an English word allows you to see all of the Hebrew or Greek words from which that word was translated.

1.	To search for other instances of a Hebrew or Greek word in one of the parallel Bibles, double-click that word in the text window. This opens a Search Results window, with the Hebrew or Greek word as the search word. For example, if you double-click *'ĕlōhîm*, you will find 1,062 references, including the four below. Gen 1:1 *'ĕlōhîm* God Ex 22:8 hā*'ĕlōhîm* the judges, Ex 22:28 *'ĕlōhîm* the gods, Ps 8:5 mē*'ĕlōhîm* than the angels, HEB: than the gods.
2.	Click the **All Forms** button to indicate whether or not you want to search for all forms of a word.
3.	You can also use the Search window to search for English words in a parallel Bible. To do this, click the down arrow to the right of the Search field, and click English Parallel Bible.
4.	To limit your search to the English words, click the down arrow to the right of the **Word list** field, and click **King James Version**.
5.	In the **Find** box, type the English word(s) you want to find, and press the Enter key.

Search: English Parallel Bible   Word list: King James Version
- Find: angels   King James Version / Hebrew Transliterated / Greek Transliterated

6.	If you search for *angels*, you will find that it was the translation of at least four different Hebrew words.	Ps 8:5 mē\'ĕlōhîm than the *angels*, HEB: than the gods.
7.	Click on any Hebrew word to look it up in the Hebrew dictionary. If you click on an English word, you will see if and where the word occurs in the Study Helps as a topic.	Ps 68:17 'abbîrîm *angels'* Ps 78:25 shin'ān *angels:* Ps 78:49 mal'ăkhê *angels*

Dictionary Window
Data from the Greek and Hebrew dictionaries is presented in the Dictionary window. Each tab presents a different view of the data.

Look Up Word Tab

Each labeled part of the image on the right is explained below with a corresponding letter.

A.	The word you clicked on to look for in the dictionary. If several entry words are possible, a list appears below this word.
B.	The entry word in the Hebrew or Greek dictionary, its transliteration, and the number assigned to the word in the dictionary.
C.	**From**: The etymology or origin of the word.
D.	**Mean**: A brief definition of the word.
E.	**KJV**: The various ways the word was translated in the King James Version of the Bible.

Hebrew Dictionary (Transliterated)
Look Up Word | Entry Words | Word
Look up word(s)
'ĕlōhîm **A**
Definition
B
אֱלֹהִים 'ĕlōhîm ; h430
C From plural of 'ĕlōah
D Mean *gods* in the ordin... used (in the plu... the article) of the... occasionally appl... to *magistrates*; a...
E superlative
KJV angels, X exceed...

Entry Words Tab

1.	The left column contains a list of all entry words in the Hebrew or Greek dictionary.
2.	Click an entry word to see its definition.
	Hebrew words with similar consonants or Greek words with similar beginning letters are likely to be related.

All entry words | Definition
'ĕlōah
'ĕlōh
'ĕlōhē
'ĕlōhim
אֱלֹהִים
From plu...
Mean *god*...
ser...

Word Forms Tab

1.	Click an entry word in the left column to see the various forms of that word in the right column.
2.	Click a word form to see information about the part of speech of that form in box at the bottom of the window. This example shows that *'ĕlōhîm* is a plural masculine noun.
	If a word form appears more than once, it is actually two separate words, with different parts of speech. An example of this in English is the word leaves, which can be a plural noun ("leaves of a tree") or a present-tense verb ("he leaves").
	The letters ê and ĕ represent two different Hebrew vowels.

More Searching Options

[Wildcard Searches](#)	Search for parts of a word using symbols (an asterisk or a question mark) in place of other characters.
[WordWheel Searches](#)	Perform a search from the WordWheel.
[Searching for Words from a Text Window](#)	Perform a search from a text window.
[Phrase Searches with Customized Search Logic](#)	Search for multiple words with customized search logic between the words. Use the Logic tab to build customized search logic.
[Minimized Search Window](#)	Change the configuration of the Search window. This feature removes the tabs from the window.

Wildcard Searches

With wildcards you can search for words that contain certain characters or that begin or end with certain letters.

Asterisk (*)   ▼ Find *ing*

1.	**Word endings:** Type ***ing** to find words ending in *ing*, like *beginning* and *being*.
2.	**Word beginnings:** Type **ing*** to find words beginning with *ing*, like *ingathering*.
3.	**Word parts:** Type ***ing*** to find words with ing anywhere in the word, like *accordingly* and *finger*.

Question mark (?)   ▼ Find ??ing

1.	**One-character words:** Type **?** to find words like *I*, *a*, *W, 5,* and punctuation marks.
2.	**Two-character words:** Type **??** to find words like *am*, *be*, *at,* and *is*.
3.	**Two-characters plus an ending:** Type **??ing** to find words like *being*, *bring*, *dying*, and *lying*.

Search Vocabulary Report

1.	**Report Menu Button** To see a list of words found, select **Search Vocabulary Report** from the reports menu.
	Wildcard searches have been used to find many examples of prefixes like pre or suffixes like ing as they are used in sentences. This can be helpful to those who are learning a language.

WordWheel Searches[4]

The WordWheel tab of the Search window lists all the words in a word list (such as scripture text) and shows how frequently they appear. You can search for any word, number, or punctuation mark on the WordWheel.

To search for single words:

1.	Find the word you want to search for in the WordWheel. You can do this by scrolling through the list, or you can click on any word in the list and type the first few letters of your word. This repositions the list to the first word in the list that begins with these letters.
2.	Double-click the word you want to search for. A Search Results window opens, showing where that word occurs.
	Double-click the question mark to find all questions. Because the question mark is a wildcard character, you can't easily search for it using the Find box of the Search window; that would find all one-character words.
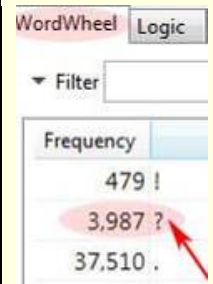
To search for multiple words

1.	Click a word in the list.
2.	Hold down the Ctrl key, and click other words.
	To select a group of words that appear consecutively in the list, click the first word, and then hold down the Shift key and click the last word.
3.	Click Insert to put the selected words into the Find box.
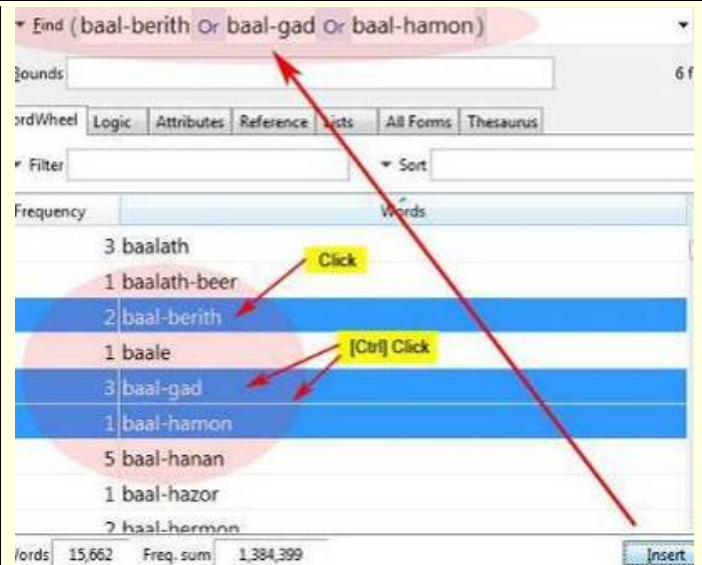
Text Window Searches

If you find a word or phrase you want to search for as you are reading the scriptures, you don't have to go to the Search window.

Searching for a word

1.	Double-click any word to see other places it occurs in the scriptures.

Searching for a phrase

1.	Highlight a phrase you want to search for, such as *faith*, *hope*, *charity*.
2.	Right-click on the selected text.
3.	Select the search option from the menu.
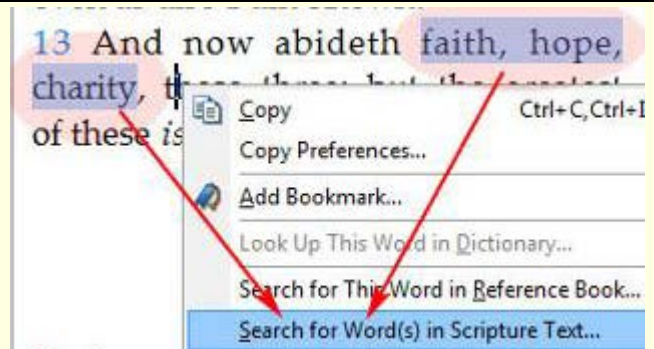
Logic Searches

You can use the Logic tab of the Search window to change the logic when searching for words. The example below illustrates how to search for *faith* within 25 words of *charity*.

1.	In the Find box, type **faith** and press the space bar.	
2.	Click the **Logic** tab.	
3.	Click the buttons next to And (&), Words, and Proximity.	
	As you select different options, the logic in the box on the right and the explanation at the bottom of the window change according to what you are selecting.	
4.	Type 25 in both the Before and After boxes.	
5.	Press Insert to add your search logic to the Find box.	
6.	Click inside the Find box and type *charity* and press Enter.	
	Once you know the logic, you can type it directly in the Find box. If you prefer to use the abbreviations &, #, or +, click the **Use command abbreviations** box.	
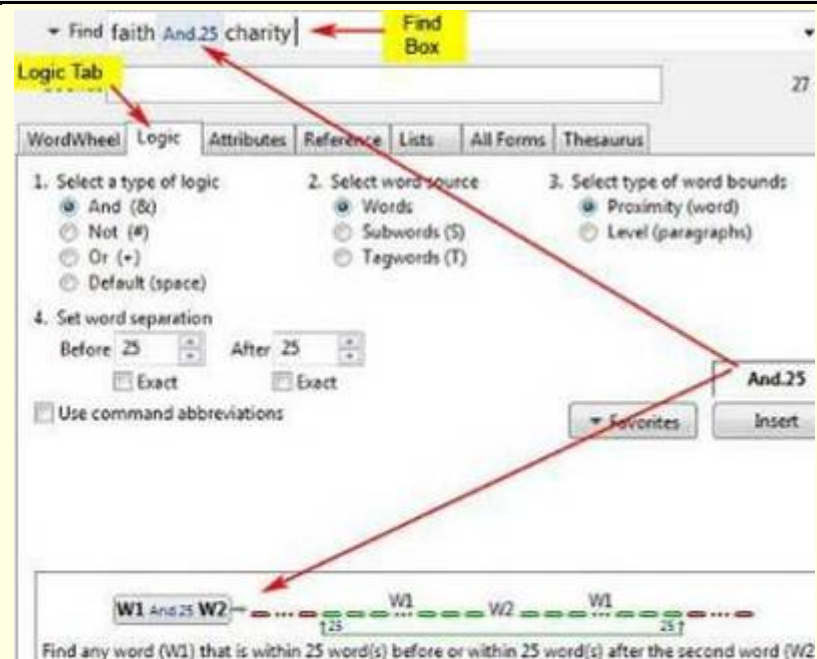
Simplified Search Window

You can simplify the Search window so that the tabs are hidden. If you are familiar with the Search window in the standard version, this may feel more comfortable to you.

|	
1.	Click the **Minimize or Maximize** button in the top right corner of the Search window.
	When the window is expanded to show the tabs, this button shows a minus sign (which means that if you click the button, the window will be simplified).
	When the window is simplified (with the tabs hidden), this button shows a plus sign (which means that if you click the button, the window will expand to show the tabs).
2.	Any search you can type in the expanded window you can also type in the simplified window.
	You can use search bounds in the simplified window.

Using Other Features

A few other useful features include the View menu, splitter bars, snapshots, and user preferences.

View Menu

The View menu allows you to display or hide word highlights, note highlighting, toolbars, windows, and the reader bar.

1.	The reader bar is a red line that appears below the line of text where the cursor is found. This can help your eyes stay on that line as you read.
2.	Word highlights appear on your search term after a search. You can hide or display them from the View menu.
3.	Other toolbars and windows can be hidden or displayed from the View menu.
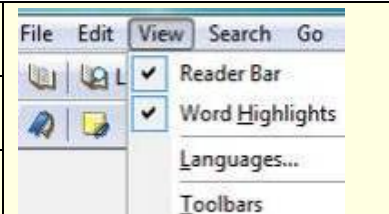
Splitter Bars

A splitter bar separates parts of a window.

1.	Click and drag a splitter bar to change the size of each part of a window.
2.	You can see the table of contents or the notes as part of the text window, as shown here, or in separate windows.
3.	To see the table of contents or the notes in a separate window, click the **View** menu, select **Tool Windows**, and click **Table of Contents** or **Notes**.
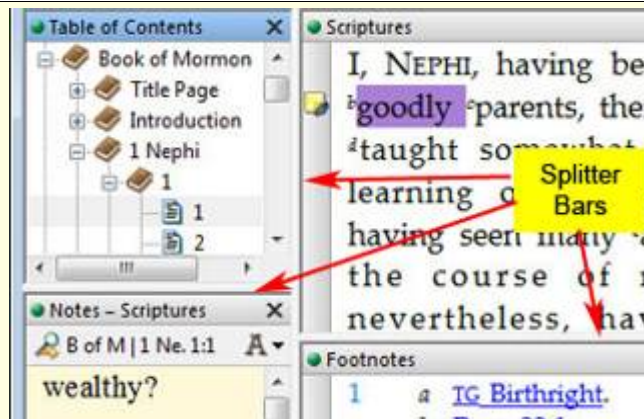
Snapshots

A snapshot is like a picture of the current arrangement of windows on the screen. Take a snapshot when you have arranged your windows in a certain way and you want to return to that arrangement later, with the same books opened to the same place.

1.	Click the Go menu, and click Take Snapshot.
2.	Enter a name for your snapshot.
3.	Click OK.
4.	To go to a snapshot, click the Go menu, select Snapshots, and click the name of your snapshot in the list.
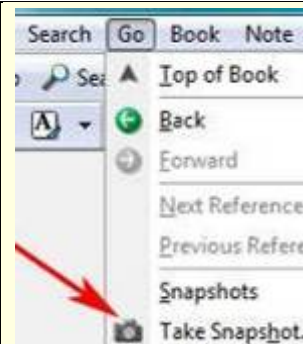
User Preferences

From the User Preferences dialog box, you can change various options for searching, reports, printing, and copying.

1.	**User Preferences Button** To open the User Preferences dialog box, either click on this button or click the **Edit** menu and click **User Preferences**.
2.	To specify how you want text to appear when it is printed or copied, click the **Output** tab.
3.	On the left side of the tab is a list of types of output, types of reports, and so on. Select a type from the list.
4.	On the right side you can change the options for the type you selected.
5.	The other tabs of this dialog box are very similar in functionality. Changes to report options do not take effect in any reports that are currently open. To see the change, close the report and reopen it.
6.	When you are finished, click OK.
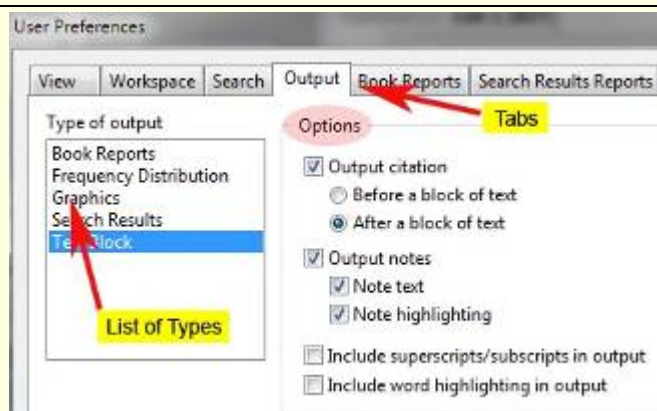
Note: Footnote marks will not appear when you copy or print text unless the footnotes are showing and "Include superscripts/subscripts in output" is checked on the Output tab of User Preferences.

Using the Help System

You can access the help system in the following ways.

From the Help menu.

1.	Click the Help menu, and click Contents to see a list of help topics, or click Search to search for a topic.
2.	Select **What's This?** and then click any menu item or toolbar button. This opens specific help for the item or button you clicked.

While looking at a window.

1.	**Help Button** Click this button or press the F1 key. This opens help specific to the window or book you are using. For example, if you are typing search words in the Search window, and you press F1 or click the Help button, you will see helps for searching.

Help Contents

The Contents tab shows a table of contents for the help system.

|	
1.	Click the plus sign next to a topic to see a list of subtopics.
2.	Click a title on the table of contents to see a help page about that topic in the window on the right.
3.	Many help pages contain links to other pages.
	The contents tab and the help page are in separate panes divided by a splitter bar. Click and drag the splitter bar right or left to change the relative sizes of the panes.

Help Search

The Search tab displays a field in which you can type search words to find a topic in the help system.

1.	Type your search word(s).
2.	Click **List Topics** to see the help pages that contain your search word(s).
3.	Double-click a topic, or click a topic and click **Display**.
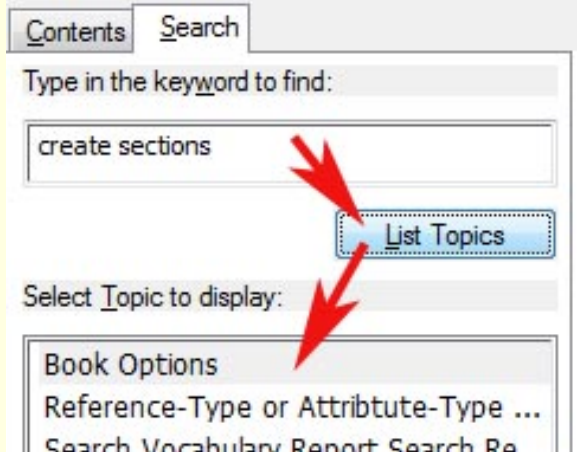
NOTES

[1] Notes about the Frequency Distribution Report:
   a. The **Actual** column contains the count of the search hits in that part of the scriptures. The list size (e.g. List 1[1,587]) at the top of the report indicates the total search hits.
   b. The ≈**Actual/Expected** column compares the number of search hits ("actual hits," represented by the red bar) with the relative size of each part of the scriptures ("expected hits," represented by the green bar). For example, about 50 percent of all the words in the scriptures are in the Old Testament, but only about 21 percent of the 1,581 instances of *and it came to pass* are found in the Old Testament. That's why the red bar in the Old Testament row is so much shorter than the green bar.
   c. The ≈**Rating** column contains numbers between -10 and 10. A positive number means there were more search hits in that part of the scriptures than would be expected based on its relative size (the red bar is longer than the green bar). The higher the rating, the bigger the difference between the actual hits and the expected hits. For example, the rating for "and it came to pass" in the Book of Mormon is 10, because about 71 percent of instances of "and it came to pass" are found in the Book of Mormon, even though it contains only about 24 percent of the words in the scriptures.

[2] Notes on the Neighbors tab:
   a. The **Rating** column of the **Neighbors** tab indicates how frequently the word occurs in a neighborhood with the search word(s), relative to its total frequency in the scriptures. A high rating (on a scale of -10 to 10) indicates that the word occurs often with the search word(s). This is also indicated by the blue background behind the word; the higher the rating, the darker the shade of blue.
   b. The **Sample** column shows the raw number of times the word occurs with the search word(s). If this number is 1, the background behind the word is clear, regardless of its rating.
   c. The example above shows that the most common neighbors of *faith* include *patience*, *repentance*, *charity*, *exercise*, and *believing*.

[3] Notes on Families tab:
   a. The words in the **Families** column can help you identify phrases or ideas related to your search word(s).
   b. The **Cousins** column shows how many times a "family" occurs in a verse without the search word(s). This can help you find other verses that are related to a topic. For example, the words *through*, *blood*, and *Christ* occur twice with the word *atone* (use a Z-score filter of Between 4.0 and 4.5 to limit the size of the list so you can see easily these words). If you click the Cousins button, you can see six other places in the scriptures where these words occur together. This gives you additional verses that relate to topic of the Atonement.

[4] Notes about sorting the WordWheel:
   a. To sort the WordWheel by frequency, click the **Frequency** column heading. The most frequent words appear at the beginning of the list. This allows you to identify the words that occur most frequently in the scriptures. Language learners can use a list like this to help them identify words they should focus on as they learn to read the scriptures.
   b. To reverse the sort order, click the **Frequency** column heading again. Now the least frequent words appear at the beginning of the list.
   c. To sort the WordWheel in alphabetical order, click the **Words** column heading.