BibleWorks

Quick-Start Guide

Getting Started

BibleWorks is one of the most powerful and user-friendly Bible programs available. We hope it will enrich your study of the Bible and help you share more effectively what you learn. We encourage you to read this guide for instructions on the installation and use of BibleWorks.

Installation Instructions

Installation instructions are posted online for the type of computer you are using. If you have an earlier version of BibleWorks installed on your computer, please follow the instructions to uninstall the previous version of BibleWorks before installing your new version. We recommend that you temporarily disable your computer's anti-virus program before beginning the installation because aggressive anti-virus programs sometimes erroneously quarantine and erase the BibleWorks installation file, making it difficult for you subsequently to proceed.

Activation codes for modules that you have purchased or received as a result of updating to a later version of BibleWorks are entered immediately after you enter the BibleWorks activation code found on the cover of this guide.

Please visit our website for installation instructions for BibleWorks and its add-on modules here: **www.bibleworks.com/install**

Getting Help

There are a number of ways that you can find answers to questions about BibleWorks features and functionality:

- You can access the BibleWorks electronic manual by selecting **Help | BibleWorks Help Contents** from the main menu.

- BibleWorks has extensive context-sensitive help. It can be accessed by placing the mouse over any feature on the BibleWorks screen (a button, box, list, etc.) and pressing the F1 key on your keyboard.

- BibleWorks online How-to Videos can be accessed by selecting **Help | How-to Videos (Online).**

- BibleWorks Frequently Asked Question documents (FAQs) can be consulted through the Support menu at **www.bibleworks.com**.

- You can also contact BibleWorks Customer Support using the information available through the Support menu at **www.bibleworks.com**.
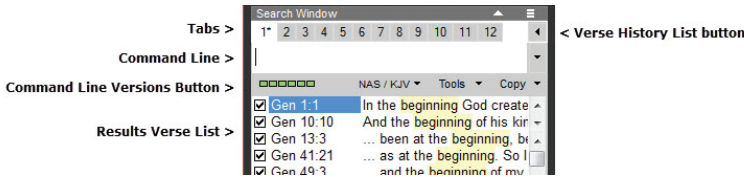
Orientation to BibleWorks

The following short introduction will tell you what you need to know to begin using BibleWorks right away. BibleWorks is a powerful program, but the basics are not complicated.

BibleWorks has three main sections: the Search Window, the Browse Window, and the Analysis Window. You can begin your study by using the Search Window to find verses related to a particular topic of interest. Then you can use the Browse Window to read and compare specific verses to see if they need to be examined in more detail. Then finally you can 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 components. You enter commands on the Command Line at the top of the Search Window to perform searches and look up verses. Then you view the results of your searches in the Results Verse List Box below it.

Viewing Search Results

The Results Verse List Box appears below the Command Line. The first time you open BibleWorks, it will be blank and will remain blank until a successful search has been run. This list contains the text of all the verses resulting from your last search, with the search terms highlighted and presented in context. Clicking on one of the verses will cause it to be displayed in the window to the right of the Results Verse List Box, the Browse Window.

The Results Verse List will save the results of your last search until you conduct a new one. There are many different options available for the Command Line and Results Verse List Box; these are displayed by holding your mouse cursor over each and right clicking with your mouse or on a tablet touching them with your finger or stylus and keeping the finger or stylus pressed down gently.

The 12 tabs across the top allow you to work on multiple projects or concepts at one time. You can right click on the tabs to give them titles, display new tabs and delete existing ones. If you click on the Verse History List button to the far right of the Search Window tabs you can
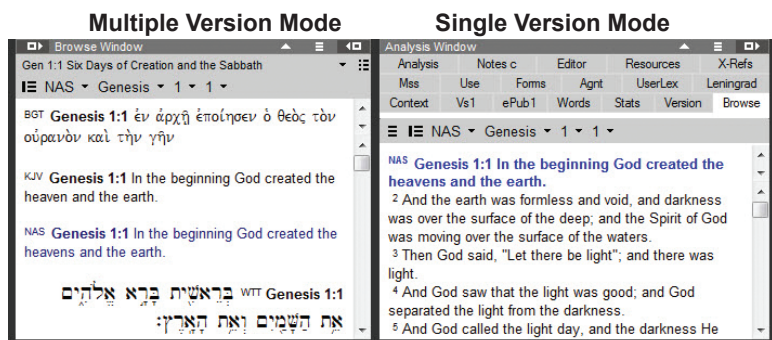
quickly navigate back to verses that you've viewed before in the Browse Window.

2. The Browse Window

Version Display Modes

The Browse Window can display verses in two different modes. When you first open BibleWorks, Genesis 1:1 is displayed in Multiple Version Mode. In this mode a single verse is displayed from each of the display versions. To view a verse in the larger context of one Bible version, however, you can switch to Single Version Mode, which displays the full text of the current search version. Click the Toggle Browse Mode button

⊞ (shown here to the left) at the top of the Browse Window to switch back and forth between Multiple Version Mode and Single Version Mode.

Multiple Version Mode   Single Version Mode

Search Version (Search and Browse Windows)

The first time you open BibleWorks it will open with the search version set to the NAS (New American Standard Version). The first version appearing on the Command Line Versions Button (found immediately below the Command Line) is the current search version. The current search version text is highlighted in blue in the Browse Window when it is in Multiple Version display mode. The search version is used by many of the tools in BibleWorks when you open them, so it is helpful to be aware of your current search version.

To change the search version, type the abbreviation for the desired version on the Command Line and press the <Enter> key. For example, if you enter the command

KJV

the search version will change to the KJV version. All commands entered on the Command Line are executed by pressing the <Enter> key.

Each version in BibleWorks has its own abbreviation. To display these abbreviations, click the down arrow next to the abbreviation for the current search version at the top of the Browse Window to see the versions available in various language groups. If you click on one it will become the current search version. You can also click on the Command Line Versions Button in the Search Window and select **Choose Search Version**. This opens a window that permits you to change the search version by choosing from a menu rather than entering the version abbreviation on the Command Line.

Simple Mouse-Driven Searching in the Browse Window

Double-clicking on a word will look up all occurrences of that particular form of the word and display the results in the Results Verse List. BibleWorks will automatically reset the search version to the version on which you double-clicked and will display the double-clicked word on the Command Line with a period control character.

To look up a phrase shown in the Browse Window, highlight the phrase in the Browse Window by clicking and dragging with the left mouse button, right click on the highlighted words, and select **Search for Phrase**.

The Browse Window offers a number of options for searching words in the verses on display there when you right click on a word. You will find different right click options for Greek and Hebrew than for modern-language translations you have on display in the Browse Window. To quickly search for all forms of a Greek or Hebrew word, right click on the word and choose **Search on Lemma**.

3. The Analysis Window

The Analysis Window displays information about particular words and verses in the Search and Browse Windows. For a detailed description of the tabs in the Analysis Window, please see **Help | BibleWorks Help Contents**. You can also choose a tab in the Analysis Window, hold the mouse over the Analysis Window and press the **F1** key to find help on that tab.

The Open/Close Secondary Analysis Window button at the upper right of the Analysis Window allows you to display two tabs at the same time in a two column fashion. You can drag the tabs from one column to the other to display the tabs in the way that works best for you. The Analysis Window includes some of the following tabs:

Analysis - This tab displays information about words and verses in the Browse Window. Moving the mouse over a Greek or Hebrew word in the Browse Window displays the morphological analysis for that word and the entry for the word in a lexicon. You can choose which lexicons to display by right clicking where the entry displays and choosing Default

Analysis Window Lexicons for the Greek or Hebrew languages. In the table that opens, double-click on the lexicons you wish to display and click OK. For the Bible translations tagged with Strong's numbers (KJV, NKJ, NAS, NAU, CSB, SVV, LSG, NEG, LUO, MNT, RST versions), corrected Strong's number information is also displayed. If you want to temporarily freeze the contents of the Analysis Window, hold down the <Shift> key while moving your mouse cursor.

Resources - 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 Greek or Hebrew words in the Browse Window, this tab automatically updates displayed resource information related to the word or verse. To freeze the contents of the Resources tab, hold down the <Shift> key while moving your mouse cursor. If you click on an item in the Resource List, the appropriate resource will be opened in a separate window at the location of the indexed entry.

Notes - This tab contains a copy of the Editor (see description for next tab) dedicated to user verse notes. The top of the Notes tab has a "Chapter" checkbox. 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 file.

Editor - This tab contains a text editor that supports a wide range of formatting options and is tightly integrated with BibleWorks.

X-Refs - This tab provides Scriptural cross-references for the current verse displayed in the Browse Window. The drop-down list allows you to choose from a variety of cross-reference systems included in BibleWorks.

Stats - This tab graphically displays a detailed statistical analysis of the last successful search. Using the Detail Level choices in the Options button, you can quickly change your settings to view how frequently your search results occur throughout the Bible by book, chapter or verse.

Use - This tab displays every occurrence of the word you place your mouse cursor over in the Browse Window in the current book (or version) you are studying.

Mss - This tab displays a collation of Greek New Testament versions and manuscripts for the current Browse Window verse and a high resolution image of manuscripts.

Vs1/Vs2 - These tabs allow you to display study Bible notes or a Greek New Testament apparatus for the current Browse Window verse using the drop-down list at the top of the window.

Words - This tab displays 3 list boxes. Each contains a list of words related to the current search version and search results.

- The "Full wordlist" box lists every word that occurs in the current search version. The number to the right of each word indicates how many times that word occurs in the search version. You can look up a word in this list by clicking on the word with the left mouse button.

- The "Word List for current search results" box contains every word appearing in the verses found when you conduct a search. This box allows you to quickly view the words that appear in close proximity (within the same verse) to the word(s) In your search.

- The "Wildcard Expansion of command line" box lists the specific words for which you searched. Words with wildcards are expanded to indicate all valid matches for those words.

Context - This tab displays 3 list boxes which show words appearing in the larger context of the verse in the Browse Window.

- The "Pericope" box interacts with the Bible Outline displayed at the top of the Browse Window. It displays a list of all the words found in the verses that make up the literary unit (pericope) in which the Browse Window verse appears.

- The "Book Context" box contains the entire word list for the Biblical book currently displayed in the Browse Window.

- The "Chapter" box contains the entire word list for the chapter currently displayed in the Browse Window.

- You can click on any word in each of these boxes to search for that word within the bounds of the given pericope, book or chapter.

Browse - This tab displays another window similar to the main Browse Window. It permits you to see the larger context of verse without switching the main Browse Window to Single Version Mode. Alternately, if the Browse Window is in Single Version Mode, you can switch this tab to show the verse under the mouse in multiple Bible versions.

Forms - When you hold your mouse cursor over a Greek or Hebrew word in the Browse Window, this tab displays the inflected forms of the word found in the Bible version.

Agnt - This tab displays a detailed interlinear Greek New Testament.

UserLex - This tab allows you to take notes on the English, Greek or Hebrew word that you hold your mouse cursor over in the Browse Window. Hold down the <Shift> key to freeze on the word.

Leningrad - This tab displays tagged high-resolution images of the Leningrad Codex, the basis for the WTT Old Testament.

Search, Browse and Analysis Window Help

Most of the items in the BibleWorks display have context menus associated with them. A context menu is a menu that pops up when you click on an item or section with the RIGHT mouse button. A different menu will pop up depending on which functional area is under the mouse cursor. Each list box, text entry window, or tab has its own context menu. When RIGHT clicking on words, the menu will vary depending on the language of the word. The context menus can be used to change various settings and even to initiate searches.

Most of the windows in BibleWorks have context-sensitive help available. To access help on a particular window or feature, place the mouse cursor over that window or feature and press the F1 Key.

Customizing Your Display

You can hide the display of the Search and Analysis Windows by clicking the Open/Close buttons at the far right and left of the top of the Browse Window for more focus on the text displayed in the Browse Window. The Analysis Window can also be stacked under the Browse Window with the Window layout options button in the upper right of BibleWorks. The Analysis Window will display only one column when stacked under the Browse Window.

The Command Line (in the Search Window)

Navigating with the Command Line

You can also use the Command Line to navigate quickly to a new verse and cause it to be displayed in the Browse Window. To do this type the book, chapter and verse reference and press <Enter>. You can abbreviate the book name, but the book name must be an abbreviation recognized by BibleWorks. In almost all cases the abbreviation is the first three letters of the book name (e.g. Mat, 1Pe, etc.). Typing the book name is not necessary for navigating to new verses within the same book. For example:

Command	Browse Window Displays Text of these Verses
gen 1:1-3	Genesis 1:1-3
2:3	chapter 2 verse 3 of the current Browse Window book
6	verse 6 of the current chapter

Working with Search and Display Versions

BibleWorks uses the current search version for all searches and verse retrieval commands entered on the Command Line. While you can

designate only one search version, you can view your search results using multiple display versions in the Browse Window.

To display multiple versions in the Browse Window, enter the letter d on the Command Line followed by a space and the desired version abbreviations (include spaces between versions).
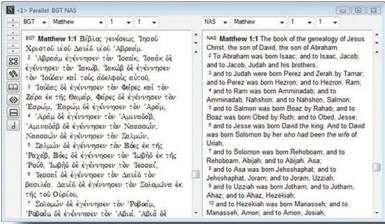
Typing the letters
d c
will clear all display versions except the search version from the Browse Window. A minus sign entered before a version abbreviation will remove that single version from the Browse Window display.

For example:

Command	Results
esv	Changes the search version to the ESV version.
d esv	Adds the ESV version to the Browse Window display but does not change the search version
d -esv	Removes the ESV version from the Browse Window display
d c	"display clear" Clears the display of all versions except the search version
d c bgt nas	"display clear" Clears the display of all versions except for the BGT and the NAS versions

Opening a Parallel Versions Window

There are times when you want to compare multiple versions using larger portions of text than a single verse. The Command Line "parallel" command permits you to open up a floating Parallel Versions Window with a specified list of versions.
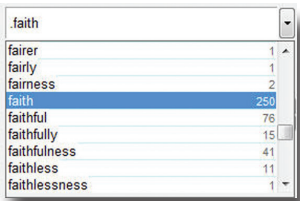
For example:

Command	Results
p bgt nas	Opens a parallel versions window with the BGT and NAS versions displayed in parallel columns (see below)

For a handy Command Line reference chart click on **Search | Command Line Examples**

Conducting a Search

The most common way to initiate a search in BibleWorks is to enter (on the Command Line) a word or phrase, preceded by a "control character". The control character determines the type of search to be done. The control characters, a period, a forward slash and a single quote character, operate as follows:

Control character	Example command	What it does
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"

Notice that after you type a control character and begin to type a search, a list of valid words will appear under the Command Line. The list contains all of the words in the current search version. It can help you spell words correctly and also suggest ideas for improving your search parameters. The word closest to the one that you are typing will be highlighted. If you wish to copy the highlighted word to the Command

Line, hold the Shift key down and press <Enter>. If you are searching a Greek or Hebrew version the Command Line font will change automatically as necessary depending on the search version after you type a control character.

The Command Line remembers what you have typed, so if you make a mistake you don't have to re-enter your search. All you have to do is press the UP or DOWN keyboard arrow keys to cycle through previous commands. These commands can be edited and re-executed by pressing the <Enter> key. The Command Line remembers both the search word(s) and the search version used. So cycling back through previous commands may cause the default search version to be changed.

Using Wild Cards

You can increase the power and flexibility of your searches by using "wild cards". There are two types of wild cards. An asterisk (*) will match zero or more characters, and a question mark (?) will match any single character. For example, a Command Line search like this

.faith*

will find all verses containing any word which begins with "faith," including "faithful," "faithfulness," "faithfully," and so on. Since the asterisk wild card will also match zero characters, the search will also find verses with the word "faith". The asterisk wildcard can also be used by itself in a phrase search to represent 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".

There is no limit on the number of wildcards that you can use. You can even have multiple wildcards in a single word. Take some time to study the following examples:

Search version	Command	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	'heaven * * earth	with "heaven" then "earth" and exactly two intervening words.

KJV	'heaven *2 earth	with "heaven" then "earth" allowing for up to two intervening words.

Fuzzy Searching

The Fuzzy Search option allows you to search for different forms of a word in English. To turn on fuzzy searching right click on the Command Line and choose **Fuzzy Search option | Use Link Stemming**. Then you can type

   .run

and find all verses that have run, ran, running, runs, runner, runners, etc.

Searching Hebrew and Greek Versions

Most of the Greek and Hebrew versions in BibleWorks are tagged with parsing and lemma information. When you place the mouse cursor over a word in a tagged version, morphological and lexical information for that word is displayed in the Analysis Tab discussed earlier. You can also perform searches on these tagged versions to find words and phrases matching specified lexical and morphological criteria. To understand how this is done you need to understand the difference between a text and morphology version in BibleWorks.

Text and Morphology Versions

Tagged Greek and Hebrew texts all occur in pairs. Each pair is composed of a "text version" and a "morphological version". The text version just contains the unadorned text for each verse. In the morphological version each word is replaced by a lemma (the dictionary form for the word) and a string of codes which define the morphology of the word. The pairs for some commonly used Bible texts are as follows:

WTT-WTM	The Leningrad Hebrew Old Testament text version (WTT) and the Westminster Hebrew OT Morphology version (WTM).
LXT-BLM	Rahlfs' Septuagint text version (LXT) and the BibleWorks LXX Morphology version (BLM).
GNT-GNM	The NA28 Greek New Testament text version (GNT) and Friberg GNT Morphology version (GNM).
BNT-BNM	The NA28 Greek New Testament text version (BNT) and BibleWorks NT Morphology version (BNM).

BGT-BGM	The LXT and BNT text and morphology versions together in a single Bible version.

Each word in a tagged Greek or Hebrew "text version" has a corresponding word in its "morphological version" counterpart. The "word" in the "morphological version" has the form "lemma@codes". The term "lemma" refers to the lexical or dictionary form of the word being analyzed. The @ sign separates the lemma from the "codes" that identify its morphological analysis.

Text Version   **Morphology Version**

You can perform searches on either the text version or the morphological version. You can search on one version and view the results in the other. And you can do it for simple searches without typing a single character.

Searching with the Mouse

If you right click on a Hebrew or Greek word in a text version displayed in the Browse Window, a context menu will appear. Among the choices offered in the menu are the options 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 the word and display the verses where it occurs.

Instead of searching for a specific form of a word, you may want to find all verses where the underlying lemma appears in the Bible. In this case you should right click on the word and choose **Search on Lemma**. For example, in the screen image above, if you right click on θεόν and select **Search on Form**, only occurrences of the accusative of θεός will be found. But if you choose **Search on Lemma** all occurrences of θεός will be found, irrespective of case.

Searching from the Command Line

To begin a Greek or Hebrew Command Line search, you must first make sure that you have a Greek or Hebrew search version active.

Then type a control character, as discussed earlier, and begin typing your Greek or Hebrew word. You do not have to worry about changing fonts. The Command Line knows from the search version what fonts to use and makes the changes automatically. It also automatically handles necessary changes in text direction, and final vs. medial letter forms. The keyboard is automatically mapped to the appropriate font. For example, to enter α or א, type the letter a. To enter β or ב, type b, and so on.

To enter the search command

.ιησους χριστος

change the search version to BGM and type

.ihsous cristos

To enter the command

.יהוה אלהים

change the search version to WTM and type

.yhwh alhym

BibleWorks provides complete Greek and Hebrew keyboard maps accessible under **Help | BibleWorks Help Contents | Frequently Used Links**.

When you want to search a morphology version, first change the search version to a morphological version and type the control character. Then enter the lemma for the word followed by the @ sign. When you type the @ sign after a Greek word, BibleWorks presents you with a popup Morphology Code helper to help you enter 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 the lemma to enter the @ sign. Also note that, by default, Greek and Hebrew search commands do not include accents or vowel points. Keep in mind that wildcard characters can be used in place of a part or whole of the lemma or codes in a morphology search. The following example finds all occurrences of any form of דבר in the Hebrew Old Testament:

Search version	Command	Results
WTM	.רבד@*	every form of דבר in the WTT

The following command finds all occurrences of indicative aorist passive verbs in the Greek New Testament:

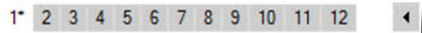| Search version	Command	Results
BNM	.*@viap*	every indicative aorist passive verb in the BNT

For more details see the following sections in BibleWorks Help:

- The Command Line - Greek and Hebrew

- Morphological Coding Schemes

- Help | How-to Videos

Exploring BibleWorks

We encourage you to explore the BibleWorks program yourself. We hope that it makes your study of Scripture both more rewarding and more enjoyable. As you explore keep the following in mind:

1. Navigation. The twelve tabs directly above the Command Line store your current context. You can think of them as BibleWorks desktops. They allow you to save your work and return to it later. You can switch to another tab, follow a lead and then return to the original tab to pick up your research where you left off.

2. Right Click and F1. If you need help just place the mouse cursor on the area where you have questions and press the F1 key. Until you learn the program, try clicking with the right button on the mouse on everything in sight! You will be pleasantly surprised at how much this will ease the task of learning how to use BibleWorks.

3. BibleWorks How-to Videos. If you prefer learning about BibleWorks systematically, the online How-to Videos provide step-by-step instruction videos demonstrating common Bible study tasks. To access the How-to Videos click on **Help | How-to Videos (online)** from the BibleWorks main menu.

Stay in Touch

We are here to serve. Feel free to contact us at any time by any of these means:

Email:	service@bibleworks.com
Voice Mail:	1 (757) 627-7100 1 (888) 747-8200 (in the US)
Fax:	1 (757) 337-2986
Web	www.bibleworks.com
Mail:	BibleWorks, LLC P.O. Box 6158 Norfolk, VA 23508

Thank you for using BibleWorks. May the Lord prosper your work for His greater glory and the eternal good of lost souls.