

[Version 6](#) (Click on the link)

## A BibleWorks 7 Tutorial: *First Things*

What follows is a brief introduction to some essential but inconspicuous BibleWorks concepts and features. Taking the time to learn this information will make your experience with BibleWorks much more fruitful and enjoyable.

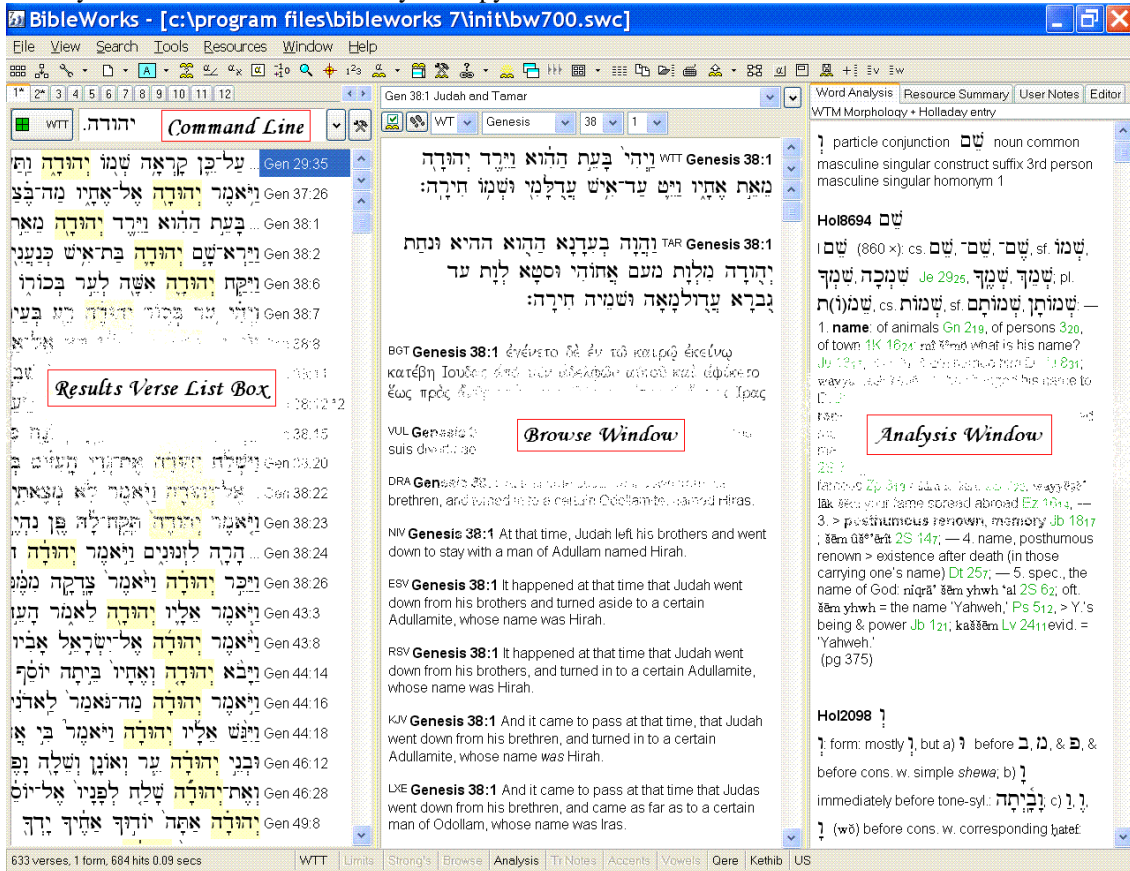
### 1. What is BibleWorks?

...software for biblical research and exegesis; brains not included.

One of the most common sources of confusion for someone new to BibleWorks is the mistaken belief that it represents a new way of doing exegesis, or that BibleWorks can somehow translate or exegete a passage for you. Understanding what BibleWorks is and what it is not is essential to learning how to use it.

### 2. Where's the Command Line?

In order to discuss the various parts of the program we must have names for these parts. The screenshot below is labeled with the names you will find in this document and in the manual. Take a moment to identify each of the labeled areas on your copy of BibleWorks.



### 3. Search Version vs. Display Versions

Although it may seem too easy to be very important be assured that understanding this simple distinction will save you a lot of frustration. “Display Versions” are the Bible versions you see on display in the Results Window. You can have *many* Bible versions on display at the same time, but you will have only one Search Version at a time. The “Search Version” is *the* version BibleWorks uses for executing all commands entered on the Command Line. Anytime you give BibleWorks a command that requires the choice of a single Bible version, it will choose the Search Version. The three-letter abbreviation on the large button immediately to the left of the Command Line identifies the “Search Version”. To **Choose Display Version(s)** click **View** from the main menu. For the **Choose Search Version** option click **Search** from the main menu.

### 4. Command Line Syntax

The central nervous system of BibleWorks is the Command Line. The Command Line provides you with a simple and fast method for searching a particular Bible version. What follows is a summary of how to find what you are looking for using the Command Line. If you take the time to do the following for each line of the following table, you will be well on your way to mastering the use of the Command Line:

1. Change the search version to what is listed in the first column.
2. Type the command listed in the second column into the Command Line.
3. Press <Enter> and look at the results.

Version:	Command:	Results: finds verses...
KJV	gen 1:1	Genesis 1:1
GNT	gen 1:1	Error! There is no book of Genesis in the Greek NT.
KJV	gen 1:1-3	Genesis 1:1-3
KJV	2:3	chapter 2 verse 3 of the current book
KJV	6	verse 6 of the current chapter
KJV	.moses	with "Moses"
KJV	.jesus christ	with "Jesus" AND "Christ" (This is an AND search)
KJV	/jesus christ	with either "Jesus" OR "Christ" (This is an OR search)
KJV	'jesus christ	with the phrase "Jesus Christ" (This is a Phrase search) †
KJV	.jesus !christ	with the word "Jesus" but NOT the word "Christ"
GNT	.ιησους χριστος	with “Ιησους” AND “Χριστος” (This is an AND search) ††
GNT	/ιησους χριστος	with either “Ιησους” OR “Χριστος” (This is an OR search)
GNT	'ιησους χριστος	with the phrase “Ιησους Χριστος” (This is a Phrase search)
WTT	.יהוה אלהים.	with “אלהים” AND “יהוה” (This is an AND search)
WTT	/יהוה אלהים	with either “אלהים” OR “יהוה” (This is an OR search)
WTT	'יהוה אלהים	with the phrase “יהוה אלהים” (This is a Phrase search)
KJV	.heaven?	with "heavens" but not "heaven" †††
KJV	.heaven*	with "heaven" as well as "heavens" and "heavenly"
KJV	.in*	with words beginning “in...,” including the word “in.”
KJV	.in?*	w/ words beginning “in...,” excluding the word “in.”
KJV	'heaven * * earth	with “heaven” then “earth” and exactly two intervening words.
KJV	'heaven *2 earth	w/ “heaven” then “earth” allowing for up to two intervening words.

† Notice that there are three types of searches: AND, OR, and Phrase. You specify the type of search by preceding the search term with the appropriate control character: period, forward slash, or apostrophe respectively.

†† Typing in Greek or Hebrew using the BibleWorks fonts is very simple. If you know the Greek or Hebrew alphabets you generally type the logical Latin character on your keyboard. For instance, to type α or α type a; to type β or β type b. To type the command .ιησους χριστος simply type .ihsous cristos. To type the command יהוה אלהים simply type .yhw h alhym. Notice that the Command Line automatically handles necessary changes in font, text direction, and final vs. internal letterforms. Also note that by default, Greek and Hebrew search commands do not include accents or vowel points. See § 25 in the Online Help for the complete Greek and Hebrew keyboard maps.

††† The ? and the \* are wildcards and are defined as follows:  
 The ? wildcard stands for *exactly one character*  
 The \* wildcard *any number of characters* (including zero)

## 5. The Consistency of Command Line Syntax

All of the Command Line syntax illustrated in the previous examples is identical for *all* Bible versions. This is such an essential point that it justifies illustrating it with more examples:

- Even if you do not know a word of Latin, you can look at the following Command Line search:

Version:	Command:
VUL	'in principio

...and conclude that this command will find all verses containing the phrase “in principio.”

- Similarly even though you may not know the significance of a morphology version, you can look at the following Command Line search of the Greek New Testament Morphology (GNM):

Version:	Command:
GNM	'ιησους@n-g* χριστος@n-g*

...and conclude that this command will find all verses containing the “word” ιησους@n-g\* followed immediately by the “word” χριστος@n-g\*. Don’t worry about the strangeness of these morphology “words.” They’ll be explained below. The point here is simply to note the consistency in the usage of the three control characters . / ' and the two wildcards ? \*.

- Take note of the consistency in syntax for the following four AND search commands:

Version:	Command:	Results: finds verses...
KJV	.jesus christ	with “Jesus” AND “Christ”
WTT	יהוה אלהים	with “יהוה” AND “אלהים”
GNT	.ιησους χριστος	with “Ιησους” AND “Χριστος”
GNM	.ιησους@n-g* χριστος@n-g*	with “Ιησους@n-g*” AND “Χριστος@n-g*”

- Now try some searches of your own before continuing.

## 6. Morphology Versions

Move to Gen 1:1 in the WTT and mouse over the Hebrew text. You probably already noticed the instantaneous display, at the top of the Auto-Info Window, of the morphological analysis (or parsing) of the Hebrew word under the mouse. Keep in mind that this parsing is *not* done by the computer, but by scholars from the Westminster Theological Seminary’s [Hebrew Institute](#). The parsing data (or morphological tagging) is stored in BibleWorks in a database that is treated just like a Bible version and is referred to as the “Hebrew morphology version.” The Greek Old and New Testaments also have corresponding morphology versions. You can view details on each of the morphology versions in BibleWorks in §44 of the Online Help.

Automatic parsing is nice, but the real value in a morphology version is that it can be searched just like any other Bible version. For example, with a morphology version it is easy to find all occurrences of indicative aorist passive verbs in the GNT, or all occurrences of any form of כפר in the Hebrew OT. Two key facts you *must* keep in mind when using a morphology version:

- Every “word” in a morphology version is in the form lemma@codes. The term “lemma” referring to the dictionary form of the word being analyzed.

- The Command Line syntax (including the ? and \* wildcards) is identical for all Bible versions. To illustrate this essential point execute each of the following search commands and view the results before proceeding with this guide:

Search type	KJV: English	GNM: Greek morph	WTM: Hebrew morph†
AND	.christ jesus	.ιησους@* χριστος@*	.יהוה@* אלהים@*
OR	/christ jesus	/ιησους@* χριστος@*	/יהוה@* אלהים@*
Phrase	'christ jesus	'ιησους@* χριστος@*	'יהוה@* אלהים@*

† Note the unique requirements for entering Hebrew morphology searches. Because the lemma portion of the word is entered right-to-left, you must first type the lemma and then manually move the cursor to the right of the lemma, in order to type the @ in the proper place.

## 7. The Graphical Search Engine

Unfortunately many people neglect learning to use the Graphical Search Engine (GSE). This is unfortunate because they miss out on what is actually a tool that helps simplify searches that would otherwise be complex or even impossible. The GSE is simply a search engine with a graphical user interface. The text interface of the Command Line is the quickest method for the most common searches you'll be doing. There are, however, many types of searches that cannot be done on the Command Line that can be done very easily in the GSE. For example, on the Command Line you cannot find every verse containing the phrase יהוה אלהים in the Hebrew OT and κυριος ο θεος in the Greek OT, but with the GSE this is very simple.

The first hurdle to get over in using the GSE is to learn how to “read” a graphical query. When you were a child and you first saw a bar graph or pie chart it seemed complex, but after learning how to read one you could see that a graph was much easier to understand than the list of numbers it represented. Similarly the GSE graphically represents searches plainly that would be difficult to describe in words.

Fortunately the GSE has a very nice little feature that makes learning the basics painless. If you open the GSE (click **Search | Graphical Search Engine**) with a search command already typed on the Command Line, the GSE will automatically construct an equivalent graphical query. Then just click “go” in the GSE window to perform the search. Use this feature to help you learn to read graphical queries.

## 8. Before taking off to explore the program...

You are now ready to begin exploring BibleWorks. Don't worry about breaking anything, just start clicking; you'll be pleasantly surprised by what you find. But before you begin, here are three tips that will be tremendously helpful in finding your way through the *terra incognita*.

**1. Navigation tip.** You will find yourself following rabbit trails from one passage to the next as you do your research and will wish for a simple way to go back to the place you started. To help with this problem BibleWorks has a series of twelve tabs directly above the Command Line. After performing your first search and before your next search, click on a new tab. Then when you want to return to where you started simply return to tab 1. For more information on using tabs, just place your mouse over one of the tabs and press F1 on your keyboard.

**2. Right click when looking for some buried setting.** The most intuitive method for finding settings within BibleWorks is via the right mouse button, which presents you with a menu of options that varies according to the context of the mouse. These menus are called “context menus”. You will get a different context menu by right clicking on a Greek word than by right clicking on an English word; the Command Line has a different context menu than the Editor. Go ahead and try it. Let's now look at two hypothetical scenarios to illustrate how context menus will prevent frustration.

- You say to yourself, “I see that when I move my mouse over a Greek text, the Word Analysis Window presents me with the entry from the UBS-Barclay-Newman lexicon, but I know that BibleWorks comes with many Greek lexicons. How can I change the default Word Analysis Window Greek lexicon to Thayer's?” Try right clicking on the Word Analysis Window to find the option you are looking for.

- You begin using the navigation tip given above and after using several tabs you ask yourself, “How can I clear the contents of a tab.” Remembering that the right click is the most intuitive way to find settings, you try right clicking on a tab and *voila* there are the options you were wondering about.

**3. Press F1 if you are lost and need help.** The most intuitive method for finding help on a particular feature is to place your mouse over the item (button, listbox, or window) and then press F1 on the keyboard. This will automatically open the Help article for that item. Let’s now look at a hypothetical scenario to illustrate how the F1 key will help you when you are lost:

- Monday morning you open BibleWorks to begin your work and notice that one of the four green squares on the button immediately to the left of the Command Line has turned yellow! Recognizing that this is some sort of flag, you decide it is time to investigate the meaning of this green square. Remembering that F1 is the key to answering such questions, you place your mouse over the green square and press F1. The Help article opens telling you that the square in question turns yellow to inform you that you have set your search limits. This reminds you that last Saturday you had limited a search to the Pauline epistles. With a quick click on **Search | Set Search Limits** you turn off these limits and the yellow square changes back to green.

### ***9. BibleWorks Study Guides***

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

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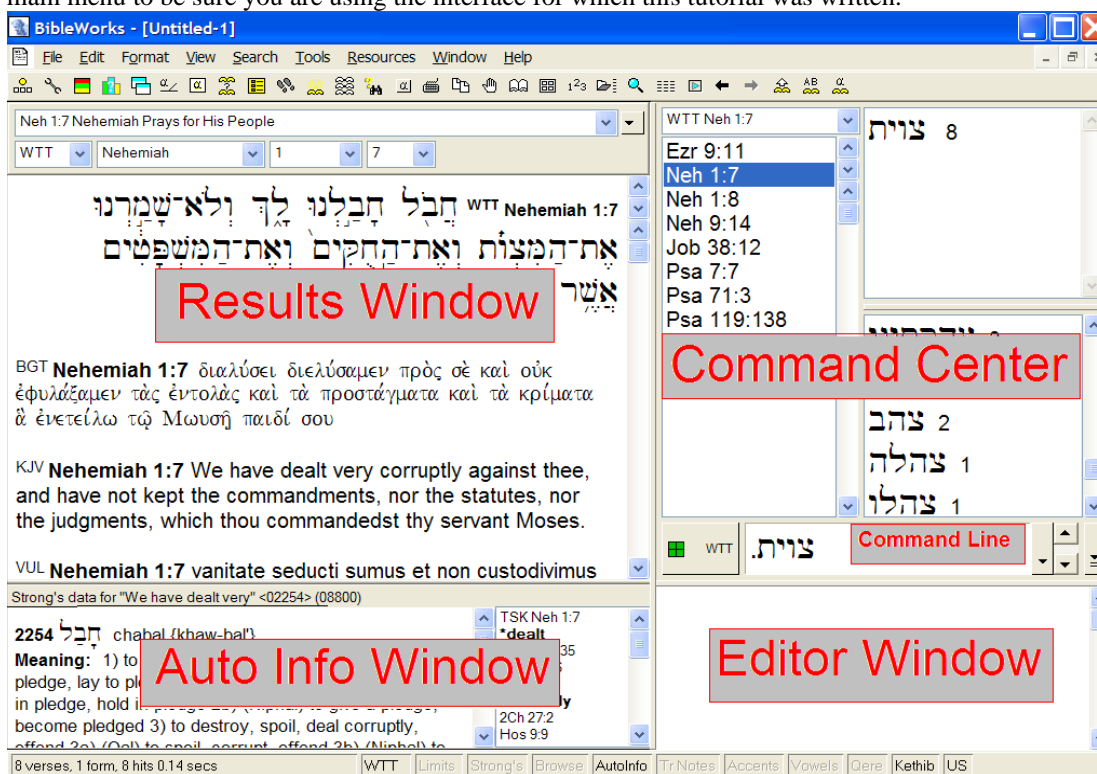
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In order to discuss the various parts of the program we must have names for these parts. The screenshot below is labeled with the names you will find in this document and in the manual. Take a moment to identify each of the labeled areas on your copy of BibleWorks. Click **Search | Power User Mode** on the main menu to be sure you are using the interface for which this tutorial was written.



### 3. Search Version vs. Display Versions

Understanding this simple distinction will save you frustration throughout the program. "Display Versions" are the Bible versions you see on display in the Results Window. You can have *many* Bible versions on display at the same time, but you will have only one Search Version at a time. The "Search Version" is *the* version BibleWorks uses for executing all commands entered on the Command Line. Anytime you give BibleWorks a command that requires the choice of a single Bible version, it will choose the Search Version. The three-letter abbreviation on the large button immediately to the left of the Command Line identifies the "Search Version". To **Choose Display Version(s)** click **View** from the main menu. For the **Choose Search Version** option click **Search** from the main menu.

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WTT	.יהוה אלהים	with "יהוה" AND "אלהים" (This is an AND search)
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GNM	.ιησους@n-g* χριστος@n-g*	with “Ιησους@n-g*” AND “Χριστος@n-g*”

- Now try some searches of your own before continuing.

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Automatic parsing is nice, but the real value in a morphology version is that it can be searched just like any other Bible version. For example, with a morphology version it is easy to find all occurrences of indicative aorist passive verbs in the GNT, or all occurrences of any form of כפר in the Hebrew OT. Two key facts you *must* keep in mind when using a morphology version:

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OR	/christ jesus	/ιησους@* χριστος@*	/יהוה@* אלהים@*
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† Note the unique requirements for entering Hebrew morphology searches. Because the lemma portion of the word is entered right-to-left, you must first type the lemma and then manually move the cursor to the right of the lemma, in order to type the @ in the proper place.

## ***7. The graphical search engine, unfortunately called the Advanced Search Engine***



Unfortunately most people read the name “Advanced Search Engine” and think it means “the tool that is too complicated for me to use.” This is unfortunate because they miss out on what is actually a tool that helps simplify searches that would otherwise be complex or even impossible. The ASE is simply a search engine with a graphical user interface. The text interface of the Command Line is the quickest method for the most common searches you’ll be doing. There are, however, many types of searches that cannot be done on the Command Line that can be done very easily in the ASE. For example, on the Command Line you cannot find every verse containing the phrase יהוה אלהים in the Hebrew OT *and* κυριος ο θεος in the Greek OT, but with the ASE this is very simple.

The first hurdle to get over in using the ASE is to learn how to “read” a graphical query. When you were a child and you first saw a bar graph or pie chart it seemed complex, but after learning how to read one you could see that a graph was much easier to understand than the list of numbers it represented. Similarly the ASE graphically represents searches plainly that would be difficult to describe in words.

Fortunately the ASE has a very nice little feature that makes learning the basics painless. If you open the ASE (click **Search | Advanced Search Engine**) with a search command already typed on the Command Line, the ASE will automatically construct an equivalent graphical query. Then just click “go” in the ASE window to perform the search. Use this feature to help you learn to read graphical queries.

## ***8. Before taking off to explore the program...***

You are now ready to begin exploring BibleWorks. Don’t worry about breaking anything, just start clicking; you’ll be pleasantly surprised by what you find. But before you begin, here are three tips that will be tremendously helpful in finding your way through the *terra incognita*.

**1. Navigation tips.** You will find yourself following rabbit trails from one passage to the next as you do your research and will wish for a simple way to go back to the place you started. To do this look for the back  and  forward buttons at the top of the main screen.

**2. Right click when looking for some buried setting.** The most intuitive method for finding settings within BibleWorks is via the right mouse button, which presents you with a menu of options that varies according to the context of the mouse. These menus are called “context menus”. You will get a different context menu by right clicking on a Greek word than by right clicking on an English word; the Command Line has a different context menu than the Editor. Go ahead and try it. Let’s now look at two hypothetical scenarios to illustrate how context menus will prevent frustration.

- Next week you are using BibleWorks and you say to yourself, “I see that when I move my mouse over a Greek text, the Auto-Info Window presents me with the entry from the UBS-Barclay-Newman lexicon, but I know that BibleWorks comes with many Greek lexicons. How can I change the default Auto-Info Window Greek lexicon to Thayer’s?” Try right clicking on the Auto-Info Window to find the option you are looking for.
- You have become very accustomed to doing searches in BibleWorks but you miss seeing the hits for each search displayed in context as it is in most printed concordances. You think, “Certainly I am not the first person to wish for this display option. How can I find such a setting?” Try right clicking on this first listbox in the Command Center and see if its context menu contains an option for displaying the **Verse Listbox + Text**.

**3. Press F1 if you are lost and need help.** The most intuitive method for finding help on a particular feature, is to place your mouse over the item (button, listbox, or window) and then press F1 on the keyboard. This will automatically open the Help article for that item. If there is a video on the same topic there will be a filmstrip icon at the top of the article. Just click this icon to launch the video. Let’s now look at a hypothetical scenario to illustrate how the F1 key will help you when you are lost:

- Monday morning you open BibleWorks to begin your work and notice that one of the four quadrants of the green button immediately to the left of the Command Line has turned yellow! Recognizing that this is some sort of flag, you decide it is time to investigate the meaning of this green square. Remembering that F1 is the key to answering such questions, you place your mouse over the green square and press F1. The Help article opens telling you that the quadrant in question turns yellow to inform you that you have set your search limits. This reminds you that last Saturday you had limited a search to the Pauline epistles. With a quick click on **Search | Set Search Limits** you turn off these limits and the yellow quadrant changes back to green.

## 9. A video tour of the program



If you would rather learn more about BibleWorks systematically (rather than just exploring) the following videos have been selected to help you quickly build on the foundation laid in this tutorial. You can find these videos by clicking **Help | BibleWorks Video Demo Library**.

- “The Copy Center” *This video covers the many options you have for copying text from BibleWorks to your word processor.*
- “The Lexical/Grammatical Helps Window” *This video barely scratches the surface about the value of this tool. Take the time to play with this feature after watching the video. This feature is a jewel.*
- “Displaying Versions in Parallel” *This video covers a tool for displaying Bible versions in parallel.*
- “The Synopsis Tool” *This video covers a tool for displaying Bible passages in parallel.*
- “The Command Center Listboxes” *This video will help you use the listboxes above the Command Line.*
- “The Lexicon and Dictionary Browser” *This browser is an important tool that you will use regularly.*
- “The Results Window” *A good overview of the essential parts of the Results Window.*
- “Changing Version Display Order” *This is a very useful display option. We recommend moving all morphology versions to the very bottom of your display so they are out of sight.*
- “Using Wildcards” *This video covers the character-level wildcards (? and \*) in more detail than this guide, and it also covers the word-level wildcard (#) and special Hebrew vowel point wildcards.*
- “The Word List Manager” *This is one of the most powerful tools in BibleWorks.*
- “The Advanced Search Engine.” *This video is a good second step for the ASE after you’ve first practiced the trick outlined in section 7 for learning to read a graphical query. It will show you how to construct graphical searches from scratch.*