Logos Bible Software Get Started

MANUAL

LOGOS

8

Faithlife

We use technology to equip the Church to grow in the light of the Bible.

MICHEL PAUW

PACIFIC INSTITUTE OF LANGUAGES, ARTS AND TRANSLATION

Logos 8 Bible Software

Get Started

MANUAL

Michel Pauw

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Logos 8 Bible Software. Get Started

by Michel Pauw, M.A., Dean of SIL PNG Academic Training Department.

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Pacific Institute of Languages, Arts and Translation (PILAT)

PO Box 1 (415)

Ukarumpa, EHP 444, Papua New Guinea

http://pngtraining.sil.ac.pg

General inquiry: at-dean_png@sil.org

Orders: at-office_png@sil.org

Preface

Logos Bible Software is gaining wider acceptance within the world of Bible translators, especially since Translator's Workplace (TW) appeared in a Logos edition. Recently, it has been announced that new licenses for the electronic library Translator's Workplace will only be available for the Logos edition. Also very recently, there has been a major upgrade of the Logos edition of Translator's Workplace with many academic resources from Zondervan Academic.

While Logos Bible Software is so powerful, many beginning users do not know how and where to start. That is where this manual comes in. I've written this manual on a voluntary basis, because I am an enthusiastic user of the software, and I believe that Logos Bible Software is a huge blessing to Bible translators. I do not claim to be a professional Logos trainer, nor do I claim to be 100% familiar with all of its features. If this manual will help people get started using the software, then I have achieved my goal with the manual.

This manual is best used in a hands-on workshop, with an instructor who knows the basics of the software very well. Note that for this manual Logos 8.7 has been used.

It is my prayer that Logos Bible Software will become more and more accessible for Bible translators and that this manual will contribute to that process.

Michel Pauw, MA
Academic Dean of SIL PNG Academic Training Department and of PILAT
Ukarumpa, 2019

# Table of Contents

Install Logos and Install Resources

When you want to install Logos and its resources, these are the installation procedures to follow:

1. **Buy Logos 8 (for free)**

    Step 1.   Go to https://www.logos.com/basic.

    Step 2.   Click 'Get Basic Free' and follow the buying instructions.

    Step 3.   After finishing your order, you get a download link for LogosSetup.exe →
    download that file and run it.

2. **Install Logos and Download resources with limited bandwidth**

    a. If you are at Ukarumpa, with limited access to internet, it is recommended to first download
    all the resources from the FTP:

    i.   download the installers from [\\at01.sil.org.pg\installers$](\\at01.sil.org.pg\installers$)

    ii. download the resources from [\\at01.sil.org.pg\resources$](\\at01.sil.org.pg\resources$)

    b. If you run the installer, let all processes run (including Preparing to download, and
    Synchronizing) *until* you see a message 'Downloading resources'. Stop the downloading, as it
    will start downloading several gigs of data, which you have already downloaded in the
    previous step.

    c. As soon as Logos has opened, go to Tools → Program Settings and apply the following Internet
    settings:

    i.   Use Internet: YES

    ii. Automatically Start Downloads: NO

    iii. Download New Resources: YES

    d. Synchronize your account to synchronize your resource licenses to your computer, by:

    i.   typing 'Sync now' in the Go box

    ii. clicking the Sync now tool that
    appears

    e. In the same Go box, type: 'Update Now' and click the Update Now tool that appears. This will
    result in the update of the yellow bar that tells you how many GB's downloads are available.
    DO NOT CLICK DOWNLOAD!

    f. In the Go box, type 'scan ' (space included), followed by the path to where you have stored
    the downloaded resources from step 2b. Logos will now copy the resources that you own to
    its own designated place on your computer.

    g. Please note, that you may have resources that are not part of the collection that is available
    on the server. In that case you may still have to download these resources over the Internet.
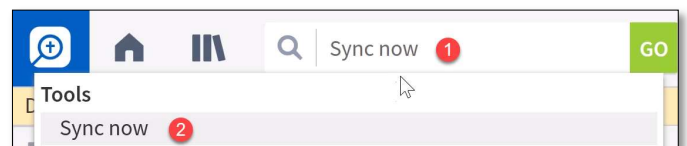
3. Buy ($50) and Install Translator's Workplace (TW)

Step 1.   Go to https://www.sil.org/resources/publications/entry/54148.

Step 2.   Click the 'Request License' button on the right hand side and follow the instructions.

It may take a few days to get the license, if approved.

Step 3.   After receiving the license, follow the instructions in the email that you received when you purchased the TW-License, and make sure you join the Faithlife Group 'SIL Translator's Workplace' at www.faithlife.com (Faithlife is the company that develops Logos Bible Software)

- Go to www.faithlife.com and log in, using your Logos account.

- In the find bar type 'SIL Translator's Workplace' and click the result that appears.
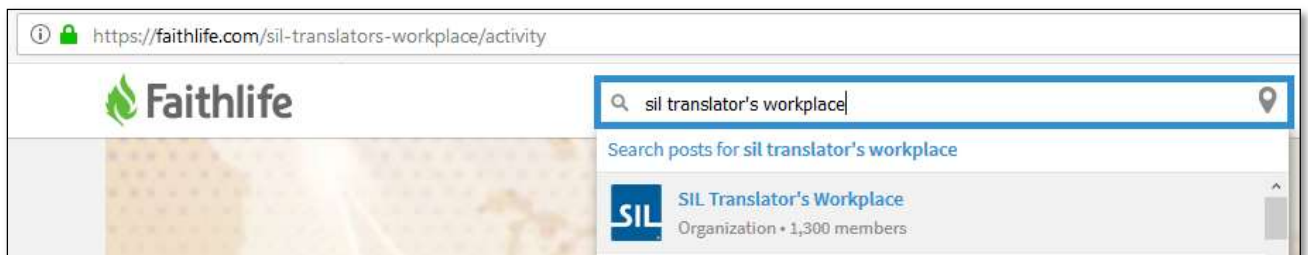
- Click the 'Join' button. This step will in fact give you access to the resources in Translator's Workplace. If you ever quit this group, you will lose access to them!

Step 4.   Download the resources, following the instructions on the previous page.

4. Get Free Resources

Here are a few tips to get free resources:

- Free book of the month → https://www.logos.com/free-book-of-the-month (scroll down and subscribe to 'Get updates on future Free Books of the Month')

- Books with prices from $0,00 →
https://www.logos.com/search?sortBy=PriceLow&limit=60&page=1&ownership=unowned

- Free ebooks.Faithlife.com → https://ebooks.faithlife.com/free-book-of-the-month

- If you fill in your birthday in your Faithlife account, you will receive a $20 coupon in the month of your birthday, every year.

5. Get Deep Discounts

If you qualify for the academic discount program, you will get deep discounts:

https://www.logos.com/academic-discount

### 6. Interested in Extending your Library?

If, at any time, you are interested in extending your Logos library, contact me at at-dean_png@sil.org for advice.

I.   Basic Configuration of Logos

This part of the Student Manual describes the settings that are needed for Get Started workshop, so that everybody has the same settings and no confusion will arise because of different settings.

A. General Settings

This section describes some general settings that will prevent you from automatically downloading lots of updates, while still allowing to use other helpful features that won't require much bandwidth.
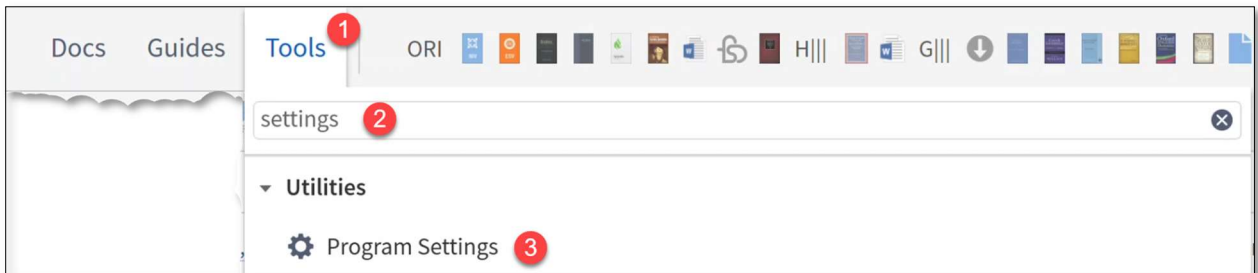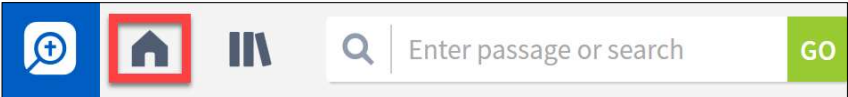
Step 1.   Click the Tools button.

Step 2.   In the search bar that appears, type 'settings'.

Step 3.   Click 'Program settings' under 'Utilities'.

Step 4.   In the panel that now appears, copy all the squared settings as shown in Appendix 1.

Step 5.   Click the X to close the panel.

The settings that you have now selected are the recommended settings for this course. Later, as you become more familiar with the program, you may change the settings according to your own preferences.

B. Home Page Settings

This section describes how to customize your Home Page and, in fact, minimize the information that is displayed by your Home Page. For training purposes I will only use two types of content. Later you may customize the Home Page for your own purposes.

Step 1.   Click the Home button.

Step 2.   Click the wheel button in the upper right corner of your screen.

Step 3.   During the workshop we will discuss some benefits of the Home screen, including

    a.   Dashboard:

        i.   daily devotional

        ii.   prayer list

        iii.   reading plan

        iv.   workflow

b. Explore:

    i. from your library

Step 4. In the Command Box (next to Tools), type 'Close all' and press ENTER

  or:

  Alternatively: click on the Close All Panels icon in the upper-right corner of the program:
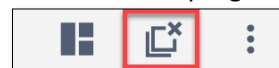
C. Library Settings

This section describes how to prepare your library for the exercises that we will be doing in the Workshop.

Step 1. Right-Click on the books icon and click 'Open in a floating Window'.

  Alternatively: press **CTRL-L** to open the Library in a separate window.

Step 2. Maximize the window if it is not maximized yet.

Step 3. Click the 'Change resource display mode' icon in the upper right corner of the window.

Step 4. Select 'Details view'. Now under the Find box you should see a toolbar with headings for different columns, like:

  (Note: which headings are displayed on your computer might be different from the screenshot above).

Step 5. Right-click on any of those headings, e.g. on the heading 'Author.'

Step 6. Replicate the ticks as shown in Appendix 2. You need to (un)tick one at a time, so repeat these steps as needed.

Step 7. It is possible to drag items on the toolbar horizontally back and forth, by clicking on the heading and dragging it into the preferred position.

  Replicate the following order of the headings:

Step 8. Adjust the view using the bottom scroll bar.

Step 9. Close all panels.

Congratulations, you are now ready for the workshop!

II. Workshop Manual

A. Home

The Home page of Logos Bible Software could be a starting point for several activities. Basically, the Home page has two main sections:

- a **dashboard** section, with cards that give you access to existing projects like a:
  - prayer list
  - reading list
  - workflow
  - course
  - layout
- an **explore** section, that shows you all kinds of random information from your own library, or from the Logos websites.

↳ **TIP**: You can customize the content of your Home Screen by clicking the gear and plus icon in the upper right corner.

✐ **WARNING:** Remember that some sections of the Home Page will draw data from the Internet to display on your Home Screen. In case you have no or limited access to Internet, it is recommended to only tick the following sections (see screenshot) to be displayed in the explore section, in order to save bandwidth.
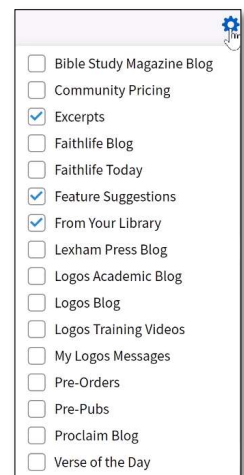
⚒ **EXERCISE 1**: Take some time to explore the Home Page and customize it according to your preferences.

B. The Library

1. Ways of Opening the Library

There are several ways of opening the library, and they really depend on what you want to do in the library:

What to do?	Purpose
• Simply click on the Library icon	Quickly find a resource

• Right-click on the Library icon:
    ✓ Open
    ✓ Open in a new tab
    ✓ Open in a floating window
	Organizing your library
	Use your library along some other tools or resources
	Organizing your library

• Press CTRL-L • Press ALT-L	Quickest way to open your library in a floating window Alternative for clicking the Library icon

2. Sorting Resources

In a physical library you have to choose one way of sorting your resources. Logos allows you to sort your resources in numerous ways, and that in a few clicks. What you need to know to organise your library is:

- **What do you want to display?**

    RIGHT-CLICK on any of the column headings to manage which columns are displayed in the library toolbar.

- **Sorting your resources (primary sorting)**

    LEFT-CLICK on one of the column headings in the library toolbar to primarily sort alphabetically on that particular column.

- **Sorting your resources (secondary sorting)**

    SHIFT-LEFT-CLICK on another column heading to do a secondary sorting.

⤷ **TIP**: After sorting by Type, or Author, or Series, or Publisher you may only see a list of different 'types,' 'authors,' 'series,' or 'publishers,' but not the titles of the resources under these categories. You may want to change that view. Compare the following pictures A and B.

Picture A simply has a list of all types of resources that are available in your Library.

Picture B also shows the resources under each type.

In order to display your resources like in picture B, you simply

STEP 1.   *right-click* on the arrows on the left side,

STEP 2.   then select 'Expand level.'

3. Finding your Resources by Filtering

Translator's Workplace already comes with a library of more than 1,300 resources. Some people will buy an additional library or base package and easily add up to several thousands of resources. Great! But how do you find the exact resource you are looking for? Especially if you do not know exactly who the author of the book is or what the title of the resource is?

USING THE FILTERING SIDEBAR

You can narrow down the number of your resources in the following way:

STEP 1.   At the top left side of the Library panel, click the icon with three horizontal lines (the hamburger icon).

STEP 2.   Clicking this icon will toggle off/on the sidebar with all kinds of filters that you can use to filter down the resources in your library. You can expand each filter and choose one of the options that will be given, e.g. a certain author, series, publisher, or all resources that are tagged with a certain tag.

STEP 3.   Finally you can refine your search for your book, by typing search criteria in the Find Resources search bar. In this search bar you can also filter manually, e.g.:

    a.   type: 'author:barnwell' (do not type the quotation marks ' ') and see the results;

    b.   clear the search bar and type: 'abbrev:WBC' and see the results;

    c.   clear the search bar and type: 'abbrev:NICNT' and see the results;

    d.   clear the search bar and type: 'language:greek'

    e.   clear the search bar and type: 'publisher:SIL'
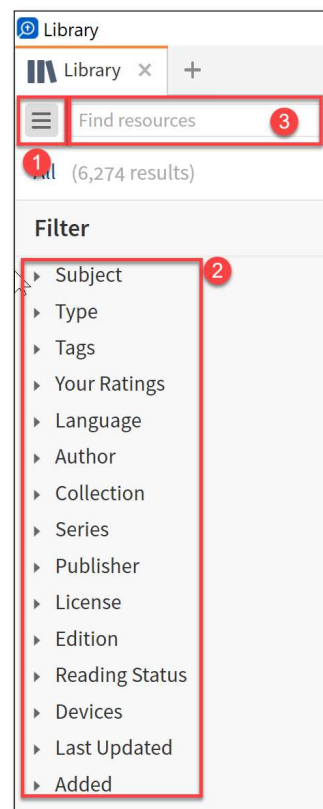
SEARCH FIELDS

The feature of filtering by search rules makes use of certain search fields that are related to the categories that you see in the library toolbar. These are the commands that you can use to create a search rule:

- **Image** – *Not usable*
- **Type** – type:
- **Title** – title:
- **Author** – author:
- **My Tags** – mytag:
- **Rating** – rating:
- **Abbreviated Title** – abbrev:
- **Tags** – tag:
- **Community Tags** – communitytag:

- **Electronic Publication Date** – epubdate:
- **Languages** – lang:
- **Publication Date** – pubdate:
- **Publisher** – publisher:
- **Series** – series:
- **Subjects** – subject:
- **Devices** – device:
- **Edition** – edition:
- **License** – license:

For example, you remember that Katherine Barnwell has written a book about making a Glossary, but you do not exactly remember the title of the book. If you search for 'Barnwell,' it returns too many hits; if you search for 'making glossary,' it does not return the desired resource. Now you think about your search and you decide:

-     'I know that the author is Barnwell,' so you type: 'author:Barnwell' (but you are not finished!)

- 'I also know that the book has 'Glossary' in its title,' so you type also 'AND title:glossary'

In summary you type in the search bar: 'author:Barnwell AND title:glossary' (without quotes) and hit enter.

And now Logos does return the resource that you were looking for. It just did not say 'making,' but 'preparing' a glossary. Happy reading, now you have found your resource!

⮭ **TIP**: Look at https://wiki.logos.com/library for more suggestions on how to use the Library.

⮭ **TIP**: Logos has built a special tool for users of Translator's Workplace. Check out the Translator's Workplace Menu by typing **TW Menu** in the Go Box and explore what you see.

⚒ **EXERCISE 2**: Organizing your Library

1. Open the Library in a *floating window* (see page 11).
2. Maximise the window that opens if it is not maximised yet.
3. Let the Library only display: Type, Author, Title, Languages, Publisher, and Series.
4. Find the following info and take some time to look at them:
    a. How many Bibles do you have in your Library?   _____
    b. How many Bible Commentaries do you have in your Library?   _____
    c. How many Dictionaries do you have in your Library?   _____
    d. How many Grammars do you have in your Library?   _____
    e. How many Encyclopedia do you have in your Library?   _____
    f. How many Lexicons do you have in your Library?   _____
5. Use the filters to filter your resources down to only display the author Carson. How many resources do you have that are written by the author Carson?   _____

⚒ **EXERCISE 3**: Finding a particular resource (1)

You remember a book in your Library that was very helpful for consultants. You think the title of the book is something like 'Manual for consultants,' but you are not sure. You know it is not a journal, but a monograph and it is published by SIL in the beginning years of this millennium.

1. Find two ways of finding this resource in your Library.
2. What is the title of that book?   _____

⚒ **EXERCISE 4**: Finding a particular resource (2)

You are studying the book of Psalms and you want to see which commentaries you own on the Book of Psalms.

1. How do you search for commentaries on Psalms?   _____

2. How many commentaries on the Psalms do you have? _____

⚒ **EXERCISE 5**: Using the Translator's Workplace Menu

You prepare for a consultant checking on the Gospel of Mark.

1. Using the Translator's Workplace Menu, find out which English Bible Translations are available to you.

2. Using the Translator's Workplace Menu, find out which resources are available for the Gospel of Mark.

3. Using the Translator's Workplace Menu, find out which Greek Grammar resources are available.

↱ **TIP**: If you think you will use the Translator's Workplace Menu a lot, then create a shortcut to the Menu on the Shortcut Bar (see page 17).

4. Create Your Own Series of Books

⚒ **EXERCISE 6**: Trying to go from the Greek NT to the Hebrew OT

1. Close all panels.

2. Open the UBS5 Greek New Testament in Luke 1.

3. In the reference box of the UBS 5 Greek NT panel, type 'Gen 3' (without quotation marks).

4. Why does Genesis 3 not appear? _____

CREATE YOUR OWN SERIES OF RESOURCES

If you often read or consult the Bible in the original languages, Hebrew and Greek, you usually switch between Greek and Hebrew resources. Logos allows you to make a single resource with the OT in Hebrew and the NT in Greek.

STEP 1.   Open the Library.

STEP 2.   Find the 'Biblia Hebraica Stuttgartensia: SESB 2.0 Version' and click on the white space next to the title.

STEP 3.   Click the Information icon and scroll down until you see 'Series'.

STEP 4.   If the little triangle button left to 'Series' is pointing to the right, then click the triangle to expand.

STEP 5.   Click 'Set series' → type the new title for the series, eg. 'OT-Hebrew/NT-Greek Bible'.

STEP 6.   Now select the title for the series you just created ('OT-Hebrew/NT-Greek Bible') and copy it (**CTRL-C**).

STEP 7.   In the Find box, type: 'UBS5' (or 'UBS4' if you do not have 'UBS5').

STEP 8.   In the Information panel, scroll down until you see 'Series'.

STEP 9.   Enter the same name 'OT-Hebrew/NT-Greek Bible' (**CTRL-V**) for the UBS5.

⚒ **EXERCISE 7**: Checking your new series

1. Go back to your UBS5 Greek New Testament.

2. In the reference box, type 'Gen 1'.

3. Genesis 1 should now appear in Hebrew. Why? _____

↳ **TIP**: You can similarly create series for, e.g.:

- your favourite lexicons on the Hebrew OT and the Greek NT;

- harmonies of the Old Testament, the Gospels, Paul's Epistles and the Epistles of Peter and Jude.

C. Organizing Your Workspace

When you leave the Home Page, you access the main **Workspace**. In this Workspace you can create and arrange multiple sections, panels, and tabs:

1. Definitions

- *window*:   a rectangular unit of the Logos application that is managed by the operating system, that is, it has standard close/minimize/maximize buttons and a title bar. This includes the main application window and any floating windows.
- *section*:   a rectangular portion of a window that is currently occupied by one or more panels. (Portions of the window that are not currently occupied by one or more panels are just empty space).
- *panel*:   a container for a single resource, document, guide, or tool. Each panel has its own title, toolbar, and panel menu, as well as the main view, that is, the content it shows.
- *tabs*:   when multiple panels occupy the same section, one panel's surface is visible, and the rest are hidden beneath it. A row of tabs appears at the top of the section to show which panel is currently visible within the section, and lists other panels, which can be made visible if you click on their corresponding tab.
- *layout*:   complete arrangement of all your sections / panels and tabs.

2. Shortcut bar

The **Shortcut Bar** is a great tool to quickly access your favourite resources, whether in Logos or outside of Logos. You simply drag-and-drop the panel / command / resource / etc. to the Shortcut Bar.
Here are some ideas for your Shortcut Bar. Create a shortcut for:

- your favourite Bible(s);
- your favourite grammar(s);
- your favourite dictionary/ies and lexicon(s);
- your favourite other resources;
- the resources you are currently reading / studying;
- the Translator's Workplace menu.

⚑ **TIP**: not only can you add Logos resources to the Shortcut Bar, but you can also add:
- Logos Tools / Commands;
- predefined search settings;
- notes or other documents;

- hyperlinks to websites;

- hyperlinks to files on your computer.

⚒ **EXERCISE 8**: Take some time to play around with the Shortcut Bar.

1. Add the NIV (2011) to the Shortcut Bar.

2. Add the Jamieson, Fausset and Brown, *Commentary Critical and Explanatory on the Whole Bible* to the Shortcut Bar.

3. Add the Treasury of Scripture Knowledge (TSK) to the Shortcut Bar.

4. Add the command 'Update active layout' to the Shortcut bar.

5. Change the icon for the 'Update active layout' command, by right-clicking on the current icon and selecting the upward arrow.
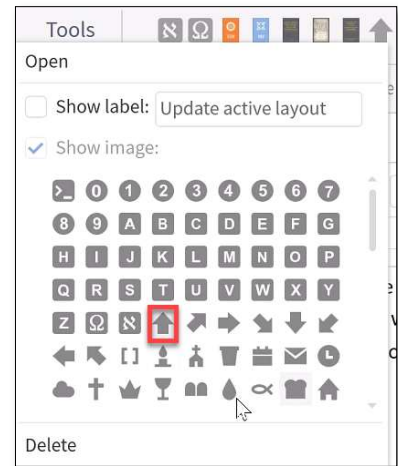
3. Arranging Panels

The easiest way to arrange your workspace is to drag-and-drop the different panels to the place where you want to have them. To drag and drop the panels, left-click on the title of the panel and move the panel to its desired position. Look at the grey areas to see where the panel will be dropped if you release your mouse.

If you prefer you can also use the predefined panel arrangements under the layouts icon.

↳ **TIP**: If for some reason you want a particular panel to pop up in a floating window, select the panel and press **CTRL-F11**. If you want to dock the panel again in its previous position, press **CTRL-SHIFT-F11**.

↳ **TIP**: If you prefer using a mouse, you can open the panel in a floating window and dock it again by **right-clicking** on the title of the panel.

↳ **TIP**: If you are content with the current arrangement of all your panels and would like to use that same arrangement for the future, or for a specific task or event (course / consultant check / Bible Study), you can **save your layout** by clicking on the layouts icon in the upper right corner of your screen.

Navigating through your panels

You can navigate through different panels in different ways:

1. using the scroll bar on the right side of the panel
2. using the locator bar

   Revelation › Chapter 3   Verse ⌄ ↑ ↓ ⊗

   a. Enable this by clicking the three dots icon on the right side of your panel, then tick 'Show locator bar'.
   b. You can now navigate using the arrows on the right side of the locator bar, or using the so called bread crumbs path on the left side.
   c. Note that you can select if you want to navigate by verse, by chapter, by book, etc.
3. using your keyboard:
   - **Left arrow:** navigate to the previous *parallel* resource.
   - **Right arrow:** navigate to the next *parallel* resource.
   - **CTRL+left arrow:** navigate to the previous *favourite* parallel resource.
   - **CTRL+right arrow:** navigate to the next *favourite* parallel resource.
   - **CTRL+TAB:** switch to the previous tab.
   - **CTRL+SHIFT+TAB:** switch to the next tab.

- **CTRL+page up:** switch to the previous tab within one panel.
- **CTRL+page down:** switch to the next tab within one panel.

↳ **TIP**: See Appendix for more shortcut keys.

4. Linking Panels

A very powerful feature in Logos is that you can link similar panels so that they can scroll synchronically.

STEP 1.   Click on the three vertical dots at the top right corner of the Resource Panel.

STEP 2.   Choose a link set. You can choose to link resources in different ways:

   a.   link all Bibles (e.g. B);

   b.   link all Commentaries (e.g. C);

   c.   link all Dictionaries and Lexicons (e.g. D);

   d.   or you can choose to link Bibles with commentaries (e.g. A).
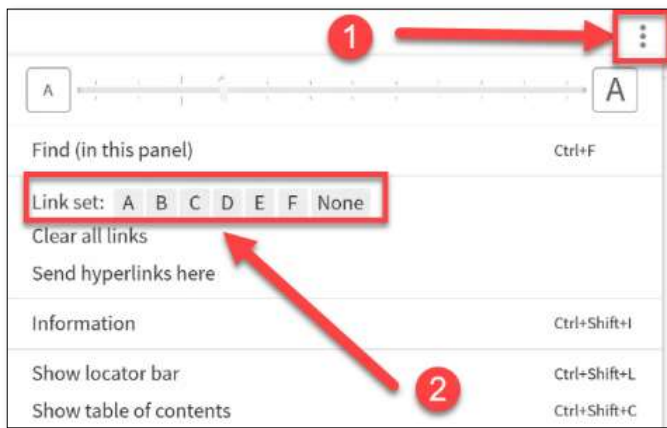
⚒ **EXERCISE 9**: Practice Linking Panels (I)

1. Create your own NIV Study Bible.
    a. Open the NIV.
    b. Open the NIV Zondervan Study Bible, which only contains the notes to the NIV.
    c. Link both open panels using Link set A.

2. Jer. 4:5-31 is a prophecy against Jerusalem. Part of the prophecy is verse Jer. 4:23, where we find the phrase 'formless and empty'.
    a. According to the notes in the NIV Zondervan Study Bible, where else do we find this phrase?

    _____

    b. How does this connection shed light on the impact of this prophecy?

    _____

↳ **TIP**: You can even link Logos with your Paratext projects.

STEP 1.　　In Paratext (8): Click on 'Tools'.

STEP 2.　　Click 'Scroll Scripture with any compatible applications.'

STEP 3.　　Click 'Access Logos Resources' if you want to jump to a Logos resource.
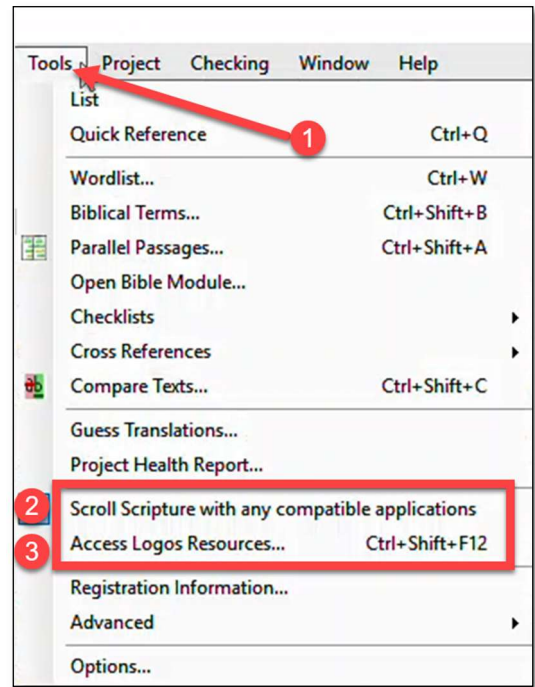
5. Layouts

As you've already seen in one of the tips under [III.A.3 Organizing Your Workplace](#), it is possible to save your layout. This feature is very useful when you use Logos for multiple tasks over a certain period of time. For example, you can save different layouts for:

- preparing a sermon;
- preparing / doing a consultant check;
- teaching a course;
- your personal Bible study;
- translating a particular Bible book;
- etc.

The powerful benefit of saving these layouts is that you can come back to it at any time and have all the resources that you were using open immediately.

Follow the steps to save a layout:

Step 1. Make sure you have your resources open and arranged the way you like.
Step 2. Click the Layout icon in the upper right corner of your Workplace.
Step 3. Click 'Save as named layout' and type the name of your layout.
Step 4. That is it! Your named layout will now appear in the left side of the layout panel.

✎ **WARNING:** Remember that the saved layout will only display your workplace at the time of saving (snapshot). If you use a saved layout and continue to work, then that snapshot will not automatically be updated. For example: you saved your Layout when you were studying John 4. Whenever you open that layout, it will take you to that moment when you saved your study layout of John 4. However, in the meantime, you may have finished John 4 and made it all the way till John 13. If you want your layout to follow you along, you need to go the Layout menu and click **update active**.

⮱ **TIP**: you can also easily update your active layout at any time by pressing **CTRL+ALT+L**
⮱ **TIP**: you can also easily update your active layout my typing 'update active layout' in the Go Box and click the same command in the suggested commands that roll down.
⮱ **TIP**: if you use the 'update active layout' feature a lot, then you can
- type the command 'update active layout' in the Go Box
- and drag the command from the Go Box to the Shortcut Bar

⚒ **EXERCISE 10**: Create a simple Bible Study Layout on the Gospel of John.

1. Open the NIV on the left side of your workspace.

2. Open the Treasury of Scripture Knowledge (TSK) underneath the NIV.

3. Open the NIV Zondervan Study Bible on the right hand side of your workspace.

4. Open the Notes Tool underneath the NIV Zondervan Study Bible.[1]

5. Open D.A. Carson's Commentary on John (Pillar-series) and drag it to the right hand half of the NIV Zondervan Study Bible.

6. Link all panels (except the Notes panel) using Link set A.

7. Open a second copy of the NIV and drag it to the right hand half of the TSK panel.

8. In the second copy of the NIV, click the three dots and select 'Send hyperlinks here'.

    a. click on any reference in either TSK or the NIV Zondervan Study Bible or Carson's commentary and see which copy of the NIV is navigating to that reference.

9. Save your layout.

10. Enjoy your Bible study!

---
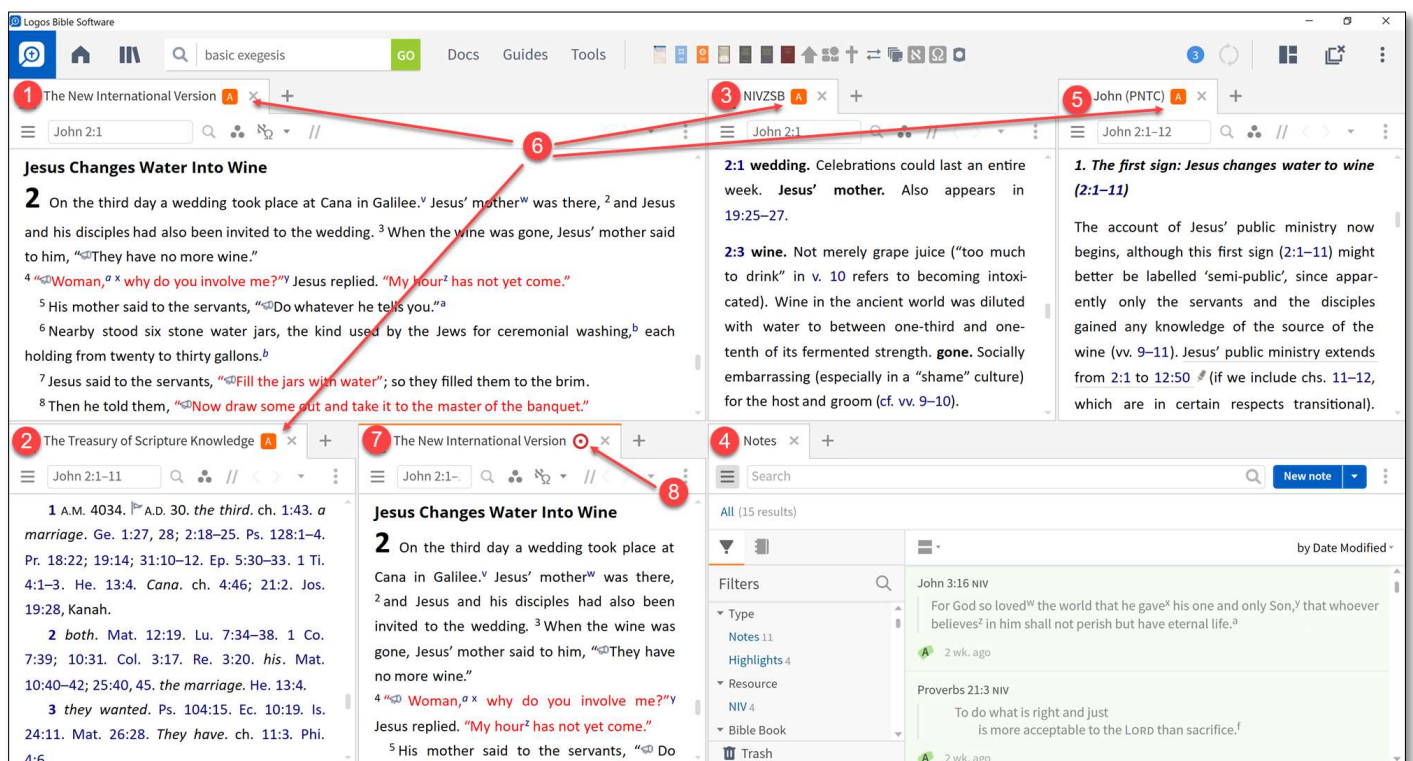
[1] See the section on Notes (page 59 and following) to learn how to make notes.

D. Command Box or Go Box

The Command Box or the Go Box is a very handy tool that can quickly perform certain predefined tasks. You can find the Command Box or Go Box at the top left side of the screen, next to the magnifying glass icon:
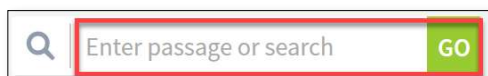
The tasks that the Go Box can perform include the following commands:

- **Bible reference**:
  - you can simply type your reference. Note that Logos recognizes different formats for the references, for example:
    - type: Luke 4:13 / Lk 4:13 / Lk 4 13 / Luk 4 13 / Lk. 4:13
    - type: 2 Cor 2 3 / 2Co 2:3 / 2 Cor. 2:3
  - Logos will give you several options, e.g.
    - Reading the text aloud.
    - Open a Passage Study Layout to the reference.
    - Open the reference in your preferred Bible.

- **Bible reference in a specified translation**: if you want to open a Bible reference in a certain translation, than you enter the abbreviation for the translation, followed by 'to' and then the reference. For example,
  - type: 'ESV to Gal 1:1' (without quotation marks ' ')
  - type: 'NIV to Gen 22' (without quotation marks ' ')

- **Copy a reference from a specified translation**: if you want to copy a passage from a particular Bible translation without opening that translation. For example,
  - type: 'copy John 3:16 from NIV' (without quotation marks ' ')
  - type: 'copy Mk 1:1-4 from NLT' (without quotation marks ' ')

- **Close all** – to close all windows and panels.

- **Create** {bibliography / clippings / handout / notes / passage list /prayer list / reading plan / sentence diagram / syntax search / visual filter / word find puzzle / word list}.

- **FSD –** Facilitate Serendipitous Discovery in {Collection}.[2]

- **Open** {type part of the title of a resource / name of an author / Bible reference}.

- **Rebuild** {Index / Library Index / Bible Index / Personal Book Index}.[3]

---
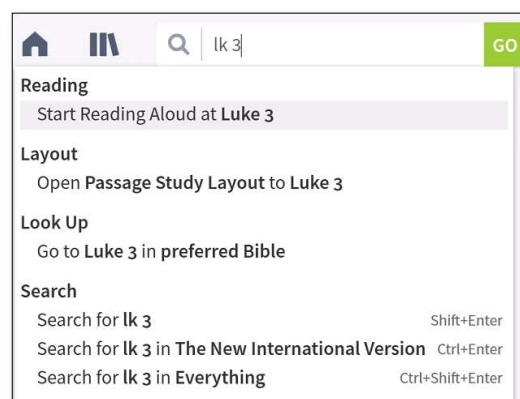
[2] This opens up a random page in a random resource, within the collection that you determined.
[3] Rebuilding your indices might help solve some performance issues in Logos.

- **Scan** {path to resources} – this will scan the specified location for resources that you have a license for and add it to the library.

- **Search** {any search term}.

- **Set Default Resource Font to** {Calibri | Times New Roman | Arial}. This setting is also accessible through Tools → Program Settings.

- **Show** {Collections / Highlighting / History/ Wikipedia / Ask the Author / Community Notes / Atlas / Bible Sense Lexicon / Factbook / Reading Lists / Timeline / Personal Books / Program Settings / Visual Copy}.

  Note: you can also access all these features by using your mouse and the menu.

- **Start Reading Aloud** – starts reading aloud the active panel. This feature doesn't apply to all resources.

- **Stop Reading Aloud** – stops reading aloud the active panel.

- **Sync Now** – forces an immediate sync and can be used to sync manually if automatic sync is disabled. This command synchronizes user items such as notes, layouts, etc.

- **Sync Repair** – forces Logos to re-check that it has synchronized everything when you know something is missing!

- **Update active layout** – creates a named snapshot of your active layout (keyboard shortcut is **Ctrl+Alt+L** on Windows; Ctrl+Opt+Cmd+L on OS X). Also accessible through the Layouts icon in the top right corner of the window.

- **Update Now** – checks what software/resources have been updated on the server since your last update. It is also used to restart cancelled updates.

- **Update Resources** – performs an intensive check against your licenses, the resources on your computer and resources on the server to ensure that you have everything (requires Internet connection).

⤷ **TIP**: You can always quickly access the Command Box by pressing **ALT-D**.

⚒ **EXERCISE 11**: Practising the Go Box with a few popular commands.

1. Use the Go Box to open Joel 3:1 in your preferred Bible.

2. Use the Go Box to let the computer start reading aloud Acts 1.

3. Use the Go Box to open John 17:1 in the ESV.

4. Use the Go Box to close all panels.

5. Use the Go Box to open Exodus 3:14 in the NIV.

6. Use the Go Box to open Psalm 119:105 in the NLT.

7. Use the Go Box to close all panels again.

8. Use the Go Box to copy Psalm 33:1 from the NIV and paste it into a Word document.

9. Use the Go Box to copy Proverbs 6:6 from the ESV and paste it into the same Word document.

10. Use the Go Box to open the resource *The Plants of the Bible.*

11. Use the Go Box to open the resource *Zondervan Dictionary of Biblical Imagery*.

12. Use the Go Box to open a Study Layout to John 20:31.

13. Use the Go Box to close all panels again.

E. Organizing Your Books

1. Introduction

RECEIVING A PHYSICAL LIBRARY

Imagine you have inherited the library of your uncle and you receive 2000 print books in the domain of theology, biblical studies, apologetics, ethics, etc. Congratulations, many people will envy you!

Unfortunately, all books seem to be randomly packed in boxes and as you receive the boxes, you decide to simply put all the books on the nice shelves that you have built for them. And after finishing, you are pretty content seeing an impressive library before you. You may even feel a sense of pride that you have so many books in your library.

After a few months, however, you realize that you have hardly used any book from your library. Why? Well, even though you have a lot of books, you hardly know *which books* you have. And *if* you know which books you have, you may not know *where to find them*.

What is the problem? You have not taken the time yet to *organise* your books.

OVERWHELMED BY YOUR LOGOS LIBRARY

Almost inevitably you will have a similar experience after purchasing a Logos Library. It does not matter whether you bought the Translator's Workplace library or another Logos Base Package, but you will easily be overwhelmed by the huge amount of resources that suddenly becomes available to you.

This sense of being overwhelmed usually comes when you start using the software and in your searches and automatic reports you do not find the resources that you would expect or the ones that you prefer to see in the first place.

What is the problem? Again, you have not taken the time yet to *organise* your books according to your own preferences.

⚒ **EXERCISE 12**: Being overwhelmed

1. You are studying the Parable of the Mustard Seed in Matthew 13:31-32 and you decide to do some research on that type of seed.

   a. Open a search window by clicking magnifying glass between the library icon and the Go Box in the top menu of your Logos screen.
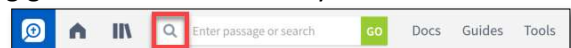
   b. In the Search panel select Basic (1).
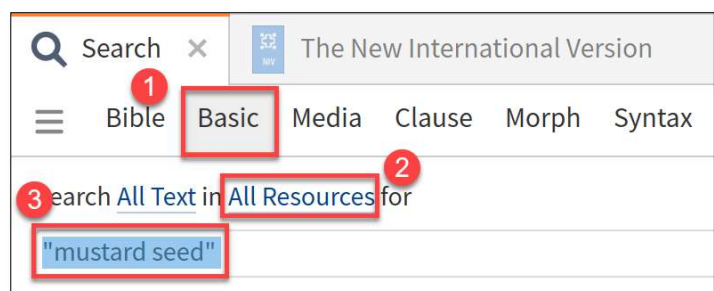
   c. Set the searching to search in All Resources (2).

   d. In the search bar type "mustard seed" (3) and press Enter.

e. How many hits does your search return? _____ results in _____ articles in _____ resources (_____ sec). Maybe impressive, but also efficient? _____

(If you do not see this info, then make sure you display the search results 'By Resource')

> ▾ LIBRARY (DOWNLOADED) 193 results in 27 articles in 14 resources (0.01 sec)
>
> Ranked [By Resource] By Count

2. In a lecture on biblical linguistics the lecturer speaks about "background material" and in this context he often refers to the SIL scholar Levinsohn. In your lecture notes you write down that you want to study this topic of background material more in-depth and so you open a search panel in Logos to see if you can find resources where *Levinsohn* himself speaks about this topic.

   a. In your search panel select 'Basic' and make sure you search 'All Resources.'

   b. In the search bar type "background material" (with quotation marks, as you want to search for the phrase "background material").

   c. Evaluate the results and explain why these results are not very helpful.

   _____

   _____

3. You have studied Greek some years ago or even longer ago, but as you study Acts 4:1 you decide you want to refresh your knowledge about the grammatical topic of the 'genitive absolute,' so you open a search panel.

   a. Select again 'Basic' and make sure you search 'All Resources.'

   b. In the search bar type "genitive absolute" (with quotation marks, as you want to search for the phrase "genitive absolute").

   c. Evaluate the results and explain why these results are not very helpful.

   _____

   _____

Depending on the size of your library (whether you have 1500 resources or 6000 resources, for example), the more resources you have the more overwhelming and useless your searches will be *if you have not organised your books*.

WAYS OF ORGANIZING YOUR LOGOS LIBRARY

Organizing your books takes time, whether you organise your books in a physical or in an electronic library like Logos. But be assured, that the more time you invest in organizing your books in the beginning, the more time you will save as you use Logos for the rest of your life.

In this chapter we will look at a the following ways of organizing your books.

- **Tagging** and **rating** your resources

- Creating **collections** of subject-related and author-related resources

- **Prioritisation** of your favourite resources

- Creating **parallel resource sets**

2. Tagging Resources

The purpose of tagging your resources is that this will enable you to create any collection of resources you want. If you want to create a collection of apologetic resources, you pick your apologetics books and tag them 'apologetics.' If you want to cluster all your books that deal with translation problems, you tag them 'translation-problems,' etc.

In the following exercises it is assumed that you have the Logos library of Translator's Workplace.

In order to tag a resource you follow these steps:

STEP 1.   Open your Library and make the Library panel as big as possible.

STEP 2.   In the upper right corner of your Library, you click the view icon.

STEP 3.   Make sure you select the details view.

STEP 4.   Now you have the details view activated, click the information icon.

The last step will open up a panel with all kinds of information, among which is a section with tagging information.

This is the place where you manage the tagging of your resources.

↳ **TIP**: The more books you tag, the more likely it is that you will actually use those books. In fact, it is recommended to take the time to tag *all* of your resources.

↳ **TIP**: Note that you can tag multiple resources at a time if you have multiple resources selected. Use the CTRL-key and the SHIFT-key to select multiple resources.

↳ **TIP**: If you have 'Use Internet' enabled in the Program Settings, then you may benefit from 'community tags'.

↳ **TIP**: Find more info on: https://wiki.logos.com/Tagging.

↳ **TIP**: As you tag, use a consistent tagging system, e.g. lower case only; no spaces.
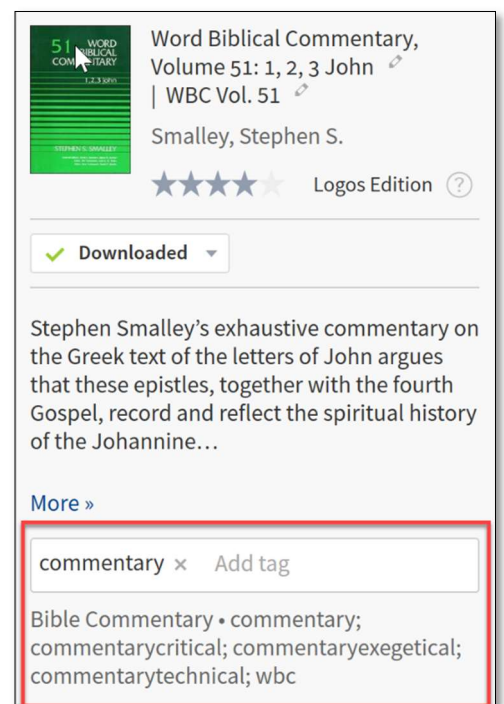
IMPORTANCE OF DEVELOPING YOUR OWN TAGGING SYSTEM

When physical libraries want to make a catalogue of all their books, they should think carefully about which system to use. For example, most common catalogue-systems for real libraries are the Dewey system and the Library of Congress system. Once you have chosen one system to start with, then you

have to finish using that system. And if you want to change your mind about it, you have to start all over from scratch.

Similarly for Logos, but the good news is: you can make your own tagging system. The only warning is: be consistent from the beginning.

SUGGESTIONS FOR BEING CONSISTENT

The following suggestions are used in the workshop that goes with this Manual:

- only and always use lower-case letters;
- do not use spaces between words, but dashes instead;
- tags should be labels for *subject matter*, preferably short and brief;
- do not use tags for authors;
- use topic and subtopics for your tags, divided by a dash, e.g.
    - commentary-technical   (topic: commentary,   sub-topic: technical)
    - commentary-devotional   (topic: commentary,   sub-topic: devotional)
    - bible-english   (topic: bible,   sub-topic: english)
    - bible-greek   (topic: bible,   sub-topic: greek)

⚒ **EXERCISE 13**: Tagging your resources (I).

(Note: if you type a tag, only and always use lower-case letters)

In this exercise you will tag multiple resources at a time, so that at the end of the exercises most resources will be tagged. In a following exercise you will need to go through all the resources that are left untagged and manually tag them.

1. In your Library select all books written by the author R.C. Sproul and assign to them the tags 'theology' and 'apologetics'. In order to do so, you may choose from two methods:
    a. using the filter (click the hamburger icon) and find Sproul under Author;
    b. type a search rule in the search bar, using the search fields from page 13.
2. Display only the Bibles in your Library (which search field do you have to use?) and tag them as follows:
    a. select all and only back translations (which search field do you use?) and tag them 'bible-backtranslation'.
    b. select all and only Greek Bibles (which search field do you use?) and tag them 'bible-greek'.
    c. select all and only Hebrew Bibles (which search field do you use?) and tag them 'bible-hebrew'.
    d. select all and only English Bibles (which search field do you use?) and tag them 'bible-english'.
    e. select Buk Baibel and tag it 'bible-tokpisin'.
    f. select all Bibles in other languages and tag them 'bible-other-languages'.

3. Tag all your resources with 'dictionary', 'lexicon', 'glossary', or 'vocabulary', 'thesaurus' in the title with the tags 'dictionary' and 'lexicon'.

4. Tag all your resources with 'Greek' in the title with the tag 'greek' and all your resources that have 'Hebrew' in the title with 'hebrew'.

5. Tag all your resources of title:background with the tag 'background'.

6. Tag all your resources of type:grammar with the tag 'grammar'.

7. Tag all your resources of type:journal with the tag 'journal'.

8. Tag all your resources of type:commentary with the tag 'commentary'.

The tagging of the resources in this exercise was pretty straightforward and often you could select multiple resources at a time and apply the same tag to all of them at once. In the next exercise you will have to slow down and *manually* go through all of your resources to *manually* tag each of them with the appropriate tags.

Here are some examples that show you why this is necessary:

- You may find a title in your Library that neither is classified by Logos as 'type:grammar' nor has the word 'grammar' in its title, but you consider it still a grammar book. An example is the book by Campbell, *Basics of Verbal Aspect in Biblical Greek*. This resource does not have 'type:grammar' but 'type:monograph' and it also does not have the word 'grammar' in its title. So the only way you can classify and tag the resource as a grammar is by *manually* identifying it as such and then tag it as such.

- Same for a resource like Smith, *Flora of the Bible*, which is typically a Bible Background book, but it is not classified as such by Logos, so you have to *manually* identify the book as such and then to *manually* tag it as such, e.g. with the tag 'background', like the other background resources that you have already tagged in the previous exercise.

In the next exercise you will be going through all of your monographs and you decide for each, one by one, how to tag them. It does not matter which tags you assign to them, but for the sake of this workshop it will be helpful if you at least use the tags that are given in this manual.

⤴ **TIP**: https://mpseminars.com/wp-content/uploads/2019/09/Suggested-Tags-Collections.pdf gives a page full of suggestions for tagging your resources. But it is important to develop your own, consistent system of tagging.

⚒ **EXERCISE 14**: Tagging your resources (II)

1. Open your Library and filter your resources down in order to only display 'type:monographs'.

2. Sort your books by Title (by clicking on the header 'Title').

3. Find the resources in the picture below and make sure they all get the tag 'background':

	Type	Author	Title ▲
	Monograph	Hope, Edward R.	All Creatures Great and Small: Living Things in the Bible
	Monograph	Hart, Henry Chichester	The Animals Mentioned in the Bible
	Monograph	SIL International; United …	BHS Information
	Monograph	Thompson, Edward Mau…	Bible Illustrations
	Monograph	Robertson, Archibald T.	Epochs in the Life of Paul: A Study of Development in Paul's Car..
	Monograph	Bullinger, Ethelbert W.	Figures of Speech Used in the Bible: Explained and Illustrated
	Monograph	Smith, Jane	Flora of the Bible
	Monograph	Lifeway Biblical Resources	Life in Ancient Times
	Monograph	SIL International	LXX Information
	Monograph	Gardner, Paul	New International Encyclopedia of Bible Characters: The Comp..
	Monograph	Burge, Gary M.; Cohick, L…	The New Testament in Antiquity
	Monograph	Balfour, John Hutton	The Plants of the Bible
	Monograph	SIL International	Proper Names in the New Testament (RSV)
	Monograph	SIL International	Proper Names in the Old Testament (RSV)
	Monograph	Cook, Harriet N.	The Scripture Alphabet of Animals

Now you have tagged most of your resources already, the most difficult ones are left for manual tagging.

It is recommended to go over all your monographs and tag them manually by looking at the suggested tag list given in the website in the tip right before this exercise.

If this list is too much you could start with the following tags:

- apologetics	- greek	- preaching
- apparatus	- hebrew	- program-management
- bibliography	- history-church	- program-planning
- checking	- images	- religions
- consultant-resources	- introduction-NT	- scripture-use
- culture	- introduction-OT	- septuagint
- devotional	- key-terms	- technology
- dictionary	- lectionary	- theology
- difficult-passages	- lexicon	- timeline
- discourse	- linguistics	- training
- exegesis	- media	- translation
- grammar	- poetry	- video

✎ **TIP**: Remember, the time you invest in this tedious task will pay off every time as you search your Logos Library for answers to your questions.

⚒ **EXERCISE 15**: Tagging your resources (III)

Go through your library and tag all your favourite resources with the tag 'favourite'. Having tagged your favourite resources as such will be very useful in future exercises.

⚒ **EXERCISE 16**: Tagging your resources (IV)

1. Find the following resources and assign the tag 'introduction-nt' to them.

Type	Author	Title ▲
Monograph	Moo, Douglas J.; Cars…	Introducing the New Testament: A Short Guide to Its History and Message
Monograph	Carson, D. A.; Moo, D…	An Introduction to the New Testament
Monograph	Westcott, Brooke Fos…	Introduction to the New Testament in the Original Greek
Monograph	Burge, Gary M.; Cohic…	The New Testament in Antiquity
Monograph	Berkhof, Louis	New Testament Introduction
Monograph	Gundry, Robert H.	A Survey of the New Testament

2. Find the following resources and assign the tag 'introduction-ot' to them.

Type	Author	Title ▲
Monograph	Harrison, R. K.	Introduction to the Old Testament
Monograph	Hill, Andrew E.; Walto…	A Survey of the Old Testament

3. Rating Resources

If you are an active user of your Logos library, it might be worth to rate your resources. This will enable you to create e.g. dynamic collections (see III.B.6-7) of your favourite resources.

↳ **TIP**: Find more info on: https://wiki.logos.com/Ratings.

4. Collections

Making collections of your resources is nothing more than grouping some resources together, because they have something in common. The most important collections are:

- **Author collection**: resources that are written by the same author. Such collections enable you, for example, to search for a certain author's opinion on a certain topic or Bible verse.
- **Subject-matter collections**: resources that deal with the same subject matter, such as 'grammar' resources, or 'translation-theory' resources, or 'Bible background' resources, or 'linguistics' resources, etc. Such collections help you narrow down your search results to only the relevant resources.

Creating Author Collections

Author collections are groups of books by the same author. So you can create your own N.T. Wright collection if you own any books written by him, or your own D.A. Carson collection.

In this workshop we are assuming all participants have at least Translator's Workplace, but if you have purchased another Logos base package, you may be able to create many more collections.

☞ **TIP**: Even if you only have two books written by the same author, it might still be worth to put them into a collection, because this will enable you to perform a search in both books at the same time.

In the following steps you are going to set up your first collection. And we will create a collection that will help us find better search results compared to the ones we found in **Exercise 12**.

STEP 1.   Open your Library to the left side of the workspace.

STEP 2.   Open the Collection Tools:
- a.   Click Tools.
- b.   In the search box typ 'Collections'.
- c.   Click the Collections icon that appears.

STEP 3.   After clicking the Collections icon:
- a.   A new collection panel opens
- b.   Replace the name 'Unnamed Collection' by 'Levinsohn Collection'
- c.   In the Rule box type: author:"Stephen Levinsohn". This will search your Library for all books that are authored or co-authored by Stephen Levinsohn.
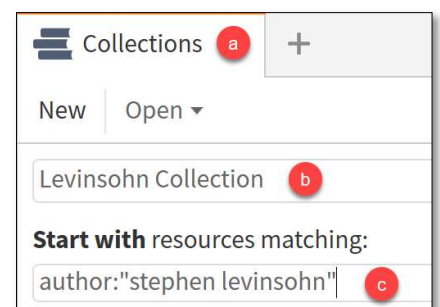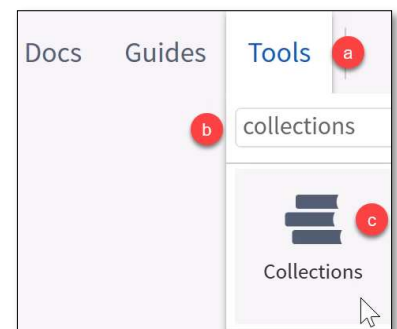
STEP 4.   If you want you can tweak the Resulting Collection by either:

a. dragging unwanted resources from the resulting collection to the '- Minus these resources' section of the Collection Panel, or:

b. dragging additional resources from the library to the '+ Plus these resources' section of the Collection Panel.

The result of this type of collection where you use a search field as a rule to find resources, is a **dynamic collection**. This means that if you later decide to purchase other books and one of those books is written by Stephen Levinsohn, then this book will automatically be added to the collection, because it meets the rule author:"Stephen Levinsohn".

⚡ **TIP**: In the Rule box you can use the same search fields as described above on page 13, to create whatever collection you want to make.

⚡ **TIP**: Since we can simply create an author-collection by using the 'author:' search field, it is clear that we did not need to also create tags for authors.

🔨 **EXERCISE 17**: Creating Author-Collections

Create an author-collection for:

1. all books authored by Katherine / Katharine Barnwell

2. all books authored by D.A. Carson

3. all books authored by Runge

4. all books authored by Lingenfelter

🔨 **EXERCISE 18**: Re-doing **EXERCISE 12**

In a lecture on biblical linguistics the lecturer speaks about "background material" and in this context he often refers to the SIL scholar Levinsohn. In your lecture notes you write down that you want to study this topic of background material more in-depth and so you open a search panel in Logos to see if you can find resources where *Levinsohn* himself speaks about this topic.

1. In your search panel select 'Basic'.

2. Instead of searching 'All Resources,' you click the area marked in the picture with 2) and select Levinsohn Collection.

3. In the search bar type "background material" (with quotation marks, as you want to search for the phrase "background material").

4. Compare the results with the results in **EXERCISE 12**.
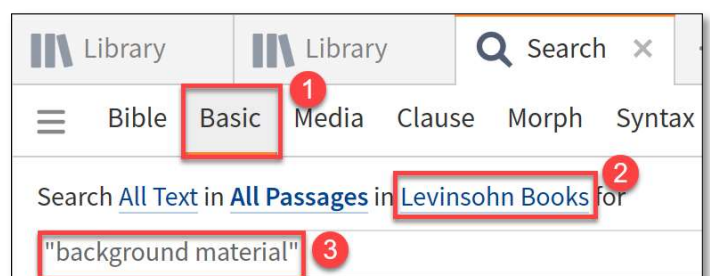
You have narrowed down your hits to only those resources written by Levinsohn. Now you can study the concept of 'background material' according to the ideas of Levinsohn.

CREATING SUBJECT-MATTER COLLECTIONS

The steps for creating subject-matter collections are exactly the same as for creating author-collections, except that you now can use your own tags to create any collection you want!

In summary, there are three ways of creating a collection.

- Have the library panel open next to the collection panel, then drag and drop your resources from the library to the '+ Plus these resources' area.
- Formulate a dynamic rule that will include all or most of the desired resources → the outcome of this 'rule' will be displayed in the area '= Resulting Collection'.
- Combine these methods by first creating a rule, then adding some excluded resources or excluding some unwanted resources (by dragging these resources from the '= Resulting Collection' area to the '- Minus these resources' area).

⚒ **EXERCISE 19**: Creating subject-matter collections

1. Create a Bible Background collection:
    a. Open the Collections Tool.
    b. Name your Collection 'Bible Background Collection'.
    c. In the Rule box, type: 'mytag:background' and see what the Resulting Collection looks like.
2. Create a Introductions to the Bible collection.
    a. Open the Collections Tool.
    b. Name your Collection 'Introductions to the Bible Collection'.
    c. In the Rule box, type: 'mytag:introduction-nt OR mytag:introduction-ot'.
3. Create a Linguistics Collection.
4. Create a Favourite Bibles collection that contains only up to eight of your favourite Bible Translations. Call this collection: 'Bibles: Favourite Collection'.[4]
5. Create a Greek Resources Collection.
6. Create a Hebrew Resources Collection.
7. Create a Grammar Resources Collection.
8. Create a Journals Collection.
9. Create as many collections as you want.

---

[4] It is important to start with Bibles and not with Favourite, so it will show up nicely organised in your list of collections.

🛠 **EXERCISE 20**: Re-doing **EXERCISE 12**

1. Remember you were studying the Parable of the Mustard Seed in Matthew 13:31-32 and you decided to do some research on that type of seed.

    a. Open a search window.

    b. In the Search panel select Basic.

    c. Change the searching from 'Search (…) in All Resources' to 'Search (…) in Bible Background Collection', which is one of the collections you created in the previous exercise.

    d. In the search bar type "mustard seed" and press Enter.

    e. How many hits does your search return? _____ results in _____ articles in _____ resources (_____ sec).

    f. Compare your search results with the ones that were returned in **EXERCISE 12**.

2. You have studied Greek some years ago or even longer ago, but as you study Acts 4:1 you decide you want to refresh your knowledge about the grammatical topic of the 'genitive absolute,' so you open a search panel.

    a. Select again 'Basic'.

    b. Now search in your new 'Grammar Collection'.

    c. In the search bar type "genitive absolute" (with quotation marks, as you want to search for the phrase "genitive absolute").

    d. Compare your results with the results in **EXERCISE 12**.

3. You are studying Psalm 82:1 and you want to find journal articles that discuss this verse. Searching All Resources results in too many hits (e.g. 367 results in 288 articles in 97 resources), so you try to limit your search results specifically to journal articles.

    a. Open a search panel.

    b. Make sure you do a Basic search.

    c. Search in your Journals collection.

    d. In the search bar type: 'Ps 82:1' (without quotation marks).

   e. select the reference Psalm 82:1 from the drop-down list, and run the search by pressing Enter.
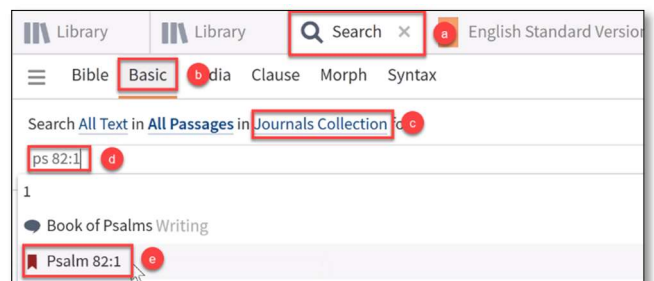
🐾 **TIP**: You can save a LOT of time downloading some of the pre-made SIL Translator's Workplace Collections at Faithlife.com.

    STEP 1.   Login at Faithlife.com and in the Find box type: 'Translator's Workplace' (without quotation marks).

STEP 2.   Or click the SIL Translator's Workplace group if it already appears under your Groups.
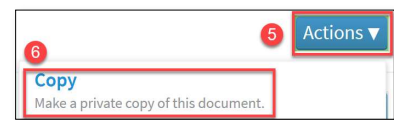
STEP 3.   Under 'Community' click 'Logos Documents'.
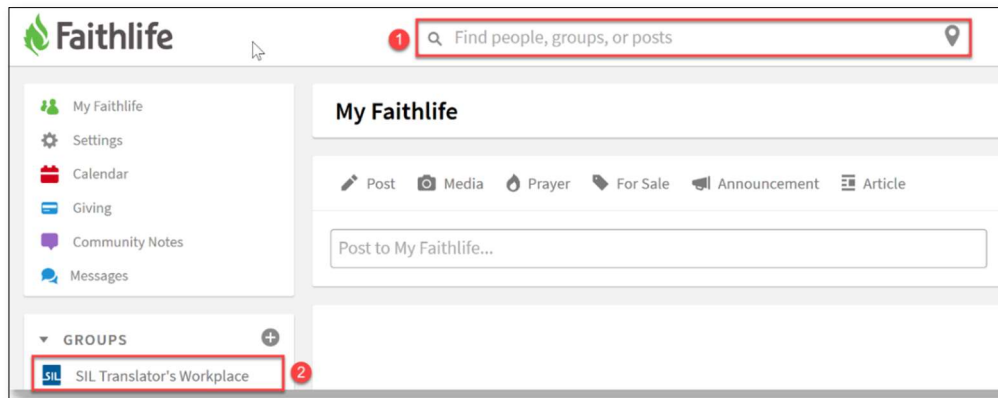
STEP 4.   Choose any pre-made documents that you are interested in from this list

STEP 5.   Click on the blue 'Actions' button,

STEP 6.   Click 'Copy. Make a private copy of this document'.

This will make a copy of the document, which will synchronize with your account, so you can use it in Logos after you have synchronized your Logos application.

DOWNLOAD PRE-MADE COMMENTARIES COLLECTIONS

Commentaries can be very different in their approach of the Biblical text. Some commentaries are very technical, heavily focusing on the Hebrew / Greek source text, while commentaries at the other end of the spectrum have a more pastoral or devotional character. And, of course, there are all sorts of commentaries in between.

Advanced Logos users have been creating collections that group all commentaries of a certain type together. There is a Technical Commentary collection, an Intermediate Commentary collection, a Devotional Commentary collection, an Application Commentary collection and even several historical commentary collections.

Through the same Faithlife website, which we introduced above, you can download these pre-made commentary collections.

STEP 1.   Go to www.faithlife.com.

STEP 2.   Go to the SIL Translator's Workplace group.

STEP 3.   In the Community section, expand the Bible Study menu, then click 'Logos Documents'.

You should be seeing a list of Logos documents, including:

- Commentaries (Technical)

- Commentaries (Translation)

- Commentaries (Intermediate)

- Commentaries (Background)

- Commentaries (Expository)

- Commentaries (Application or Devotional)

STEP 4.   Download the Logos documents mentioned above, by clicking the blue 'Actions' button, then 'Copy. Make a private copy of this document'.

STEP 5.   Synchronise your Logos Software by typing 'Sync now' in the Go Box, and press Enter.

⚒ **E**XERCISE **21**: Checking the Commentaries Collections

In this exercise you will check the pre-made Commentaries collections and possibly add another resource to each collection for later exercises.

1. Close all panels.

2. Open the Library on the left side.

3. In the Library search for 'jfb' (without quotation marks). This is the abbreviation for the *Commentary Critical and Explanatory on the Whole Bible*, by Jamieson, Fausset and Brown. For later exercises this resource has to be in every single Commentaries collection.

4. Open the Collection Tool on the right side.

5. Within the Collection Tool, open the Commentaries (Technical) collection.

6. Drag and drop the *Commentary Critical and Explanatory on the Whole Bible* from the Library to the section in the Collection Tool that says '+ Plus these resources'.

7. Repeat step 5 and 6 for all Commentaries Collections that you have just downloaded.

*H*IDING *R*ESOURCES

The Translator's Workplace Library contains some resources in languages that you do not know. ' example: Bulgarian, Turkish, Punjabi, Hindi and a few others. These are resources that you do not want to see in your library, because it is very unlikely that you will ever use these resources.

For that reason Logos has a feature called **Hidden Resources**. These are resources that you have selected to be hidden. You will still own these resources and you can get access to them later, if you want, but for the time being you have decided to hide those resources, so they will not show up in your Library anymore.

STEP 1.   Open your Library to the left side of your workspace.

STEP 2.   Sort your resources by Language.

STEP 3.   On the right side of your workspace, create a collection named 'Hidden Resources'

STEP 4.   In your collection 'Hidden Resources', create a rule that starts with 'language:()' (without quotation marks).

STEP 5.   Look at the languages that are represented in your Library. Which are language that you will never use?

STEP 6.   Write those languages between the () in the rule for your 'Hidden Resources' collection.

STEP 7.   After finishing, copy the complete rule and paste in the find box of your Library.

STEP 8.   Now sort your resources by Title.

STEP 9.   Double-check if all the resources which are displayed, are really ones that you want to hide.

STEP 10.   Select all resources (CTRL-A).

STEP 11.   Hold the CTRL-key and right-click on any of the resources.

STEP 12.   Select 'Hide these resources'.

In a similar way you can hide any resources that you do not want to keep in your Library.

RESTORING YOUR HIDDEN RESOURCES

Now your unwanted resources are hidden from the Library, but you are still able to regain access to those resources.

STEP 1.   Click Tools.

STEP 2.   Type 'program settings' (without quotation marks) and click on the Program Settings tool that appears.

STEP 3.   Scroll down until you reach a section heading called 'Hidden Resources'.

STEP 4.   Expand that section by clicking on the heading.

STEP 5.   A list with hidden resources appears.

STEP 6.   Right-click on any resource that you want to restore and click 'Unhide'.

STEP 7.   In the Go Box, type 'Update Now' and click the Update Now tool that appears.
            (You will need access to the Internet in order to finish this step)

Remember, as you create your collections, use the rule 'mytag:' followed by the tags that you would like to be included in your collection. As a suggestion, here are some examples of collections:

- All resources, except Bibles
- Apologetics
- Archaeology
- Bible Background
- Bibles:
  - Bibles (All)
  - Bibles (Original languages)
  - Bibles (All English)
  - Bibles (Favourite Translations)
- Bible Commentaries:
  - Bible Commentaries (All)
  - Bible Commentaries (Application or Devotional)
  - Bible Commentaries (Background)
  - Bible Commentaries (Expository)
  - Bible Commentaries (Intermediate)
  - Bible Commentaries (Technical)
  - Bible Commentaries (Textual)
  - Bible Commentaries (Genesis)
  - Bible Commentaries (Exodus), etc.
- Dictionaries and Lexicons
- Discourse
- Encyclopedias
- Ethics Books
- Greek resources (All)
- Greek resources (All except Bibles)
- Greek resources (NT/LXX)
- Grammars (Greek)
- Grammars (Hebrew)
- History (Church History)
- IVP Resources
- Journals
- Linguistics Resources
- Monographs (Favourite)
- Monographs (Published since 2010)
- Monographs (Read)
- Theology Books
- Translation Helps

⮎ **TIP**: As you create your collections, you can also use the following search fields.

- **Image** – *Not usable*
- **Type** – type:
- **Title** – title:
- **Author** – author:
- **My Tags** – mytag:
- **Rating** – rating:
- **Abbreviated Title** – abbrev:
- **Tags** – tag:
- **Languages** – lang:
- **Community Tags** – communitytag:
- **Electronic Publication Date** – epubdate:
- **Publication Date** – pubdate:
- **Publisher** – publisher:
- **Series** – series:
- **Subjects** – subject:
- **Devices** – device:
- **Edition** – edition:
- **License** – license:

5. Prioritising Resources

Prioritising resources is another powerful tools in Logos Bible Software, that can help you organise your Library and as a result make your use of the software much more efficient.

FACING THE PROBLEM

The need for prioritising your resources is probably best illustrated with some exercises.

⚒ **EXERCISE 22**: Random translations

1. Press ALT-D, which will bring the cursor in the Command Box.

2. In the Command Box, type: mk 5, and click 'Go to Mark 5 in preferred Bible'.

3. Which translation shows up displaying Mark 5? _____

4. Is this your preferred translation? _____

⚒ **EXERCISE 23**: Random top-5 translations

1. Press ALT-D, which will bring the cursor in the Command Box.

2. In the Command Box, type: ESV, and click on the link to the English Standard Version that will show up.

3. In the Look-up box of the ESV panel, type: 2 Cor 1:8, followed by an ENTER.

4. Place your mouse in 2 Cor 1:8 and RIGHT-CLICK.

    a. In the context menu that appears, click on the Reference 2 Corinthians 1:8.

    b. In the sub-menu that appears on the right side, find 'Look up' and expand it if necessary. Now you will see some translations.

5. These translations should be your 5 favourite translations. Are they? _____
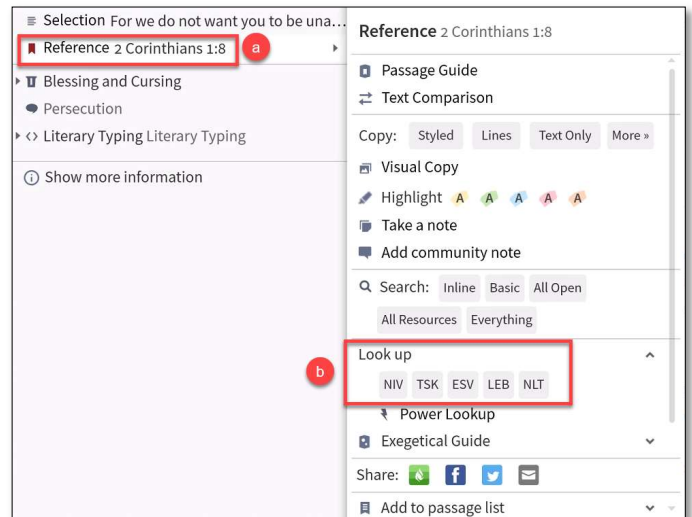
⚒ **EXERCISE 24**: Random order parallel resources

1. Open the ESV in 2 Cor. 1:8.

2. Click the Parallel Resources icon.

3. In the list that appears, are the translations listed in the order of your preference?
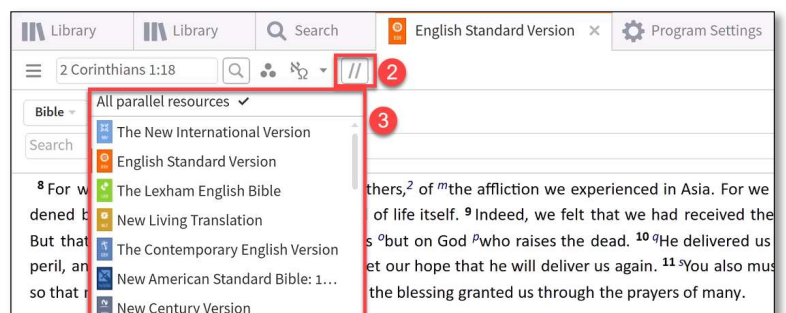
⚒ EXERCISE 25: Random Commentaries and References

1. Click 'Guides' in the main menu.

2. In the drop-down menu, expand the section 'Guides' and select 'Exegetical Guides.'

3. In the look-up box type: Lk 3, followed by an ENTER.

4. If not expanded already, expand the section 'Commentaries'.

5. Which are the first two commentaries that are mentioned? _____

6. Are these your top-2 commentaries on Luke? _____

7. If not expanded already, expand the section 'Cross-References'.

8. Which translation is used for these cross-references? _____

9. Is that the translation of your choice or a random translation chosen by Logos? _____

⚒ EXERCISE 26: Random Dictionaries

1. Open up a Greek Bible.

2. Double-click on any Greek word in the Greek Bible.

3. Which dictionary shows up? _____

4. Is this the first dictionary that you want to use? _____

THE SOLUTION

It is quite probable that you never saw your favourite resources showing up in the previous exercises. Prioritising your resources will positively change the all the answers in the previous exercise! Simply put, prioritising your resources is telling Logos which resources you would like to show up first, whether it is in the right-click (context) menu, in the list with parallel resources or in any other report. In other words: *If you do not prioritise your resources, Logos will keep appearing to show you random resources.*

In this section of the Manual we will show you how to prioritise your resources and also show you a few tricks that make you feel a power user of Logos Bible Software.


THE PROCESS OF PRIORITISING

STEP 1. Press **CTRL-L**, which will open the Library in a floating window for the best working space. Maximize the window if it is not maximized yet.

STEP 2. In the upper right corner of the window, click the three dots icon (1) to open a menu.

STEP 3. In the menu click 'Prioritise resources' (2), which opens a section within the library panel.
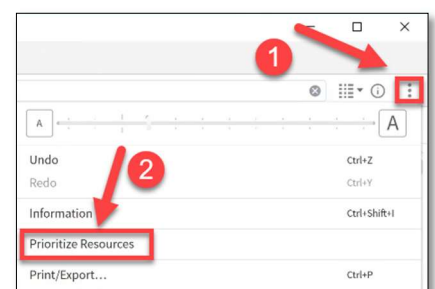
STEP 4.   From the Library on the left side, select your preferred #1 translation and drag that resource to the top of the prioritisation panel.

STEP 5.   Check the effect of this simple action.

   a.   Close the Library window and go back to the main Logos window.

   b.   Press ALT-D and type in any Bible reference, followed by ENTER.

   c.   Check if your preferred translation shows up.

   d.   In the main menu, click on 'Guides' and open a 'Passage Guide'.

   e.   Enter any Bible reference, followed by ENTER.

   f.   Check under 'Cross-References' if your preferred translation is being displayed.

STEP 6.   Go back to the Prioritisation panel in the Library.

STEP 7.   Add at least 4 more of your favourite translations in the order that you want.

STEP 8.   Check the effect of this action in the right-click menu.

   a.   Close the Library window and go back to the main Logos window.

   b.   Open any reference in any Bible.

   c.   Right-click on any word in that Bible and select the Reference in the left menu (1).

   d.   Find 'Look up' in the right side menu, expand that section if necessary, and check the five translations that are displayed under 'Look up' (2).
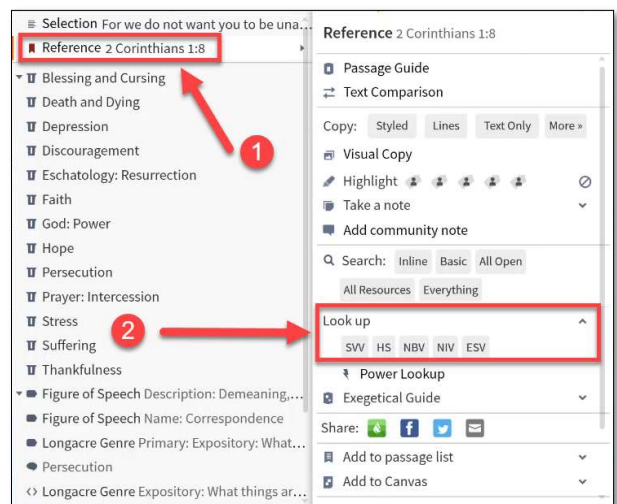
   e.   Are these your five favourite translations that you just prioritised?

In a similar way you can prioritise your:

- **Translations**: add your top-5 translations to the Prioritisation list.
- **Dictionaries**: add your top Greek dictionaries / lexicons to the Prioritisation list.
- **Commentaries**: for each Bible book, add your two or three preferred commentaries to the Prioritisation list.
- **Grammars**: for each language, add your preferred grammar to the Prioritisation list.

You can do some really advanced stuff with this Prioritisation tool, but this covers the basics.[5] If you take some time to think through your resources and prioritise your favourite resources, your time investment will be paid back rather sooner than later.

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[5] See more info on https://wiki.logos.com/Prioritising, last visited on 26-08-2019.

If the prioritisation list becomes too long, you may want to add category dividers for different categories of resources. If that is the case, refer to the next section of this manual.

↳ **TIP**: See for more examples of prioritisation: https://wiki.logos.com/Prioritising.

ADD DIVIDERS FOR YOUR PRIORITISATION LIST

You might skip this step right now and come back to this section as soon as you see the need for it. This section – odd as it seems – will turn out to be very helpful in case your prioritisation list becomes too long.

Step 1.   Open a new document in Word, type a space (this is actually very important in order to avoid errors in creating a personal book!), save it as 'Logos-prioritising-place-marker.docx' in an easy to remember place and close Word.

Step 2.   In Logos click 'Tools'.

Step 3.   Click 'Personal Books' under 'Utilities'.

Step 4.   Click 'Add book'.

Step 5.   In the Title bar, type '= = = 1. BIBLE TRANSLATIONS = = ='.

Step 6.   Make sure that 'Type' is set on 'Monograph' and 'Language' is set on 'English'.

Step 7.   Click 'Add file' and in the window that pops up, find the document you've created in step 1; double click on the document to add the file.

Step 8.   Click 'Build book' (if that button is not available, first click somewhere in the grey area).

Step 9.   Hopefully you get a message without errors (warnings are okay).

Step 10.   Click Finish.

Step 11.   Repeat steps 4 – 10 for the following titles:

    a.   = = = 2. HEBREW & GREEK BIBLES = = =

    b.   = = = 3. COMMENTARIES = = =

    c.   = = = 4. BIBLE DICTIONARIES = = =

    d.   = = = 5. HEBREW DICTIONARIES = = =

    e.   = = = 6. GREEK DICTIONARIES = = =

    f.   = = = 7. GRAMMARS = = =

Step 12.   In the Command Box (next to Tools), type 'Close all' and press ENTER.

Step 13.   Now open your Library (CTRL+L).

Step 14.   Find your Personal books (e.g. search using the rule: 'edition:user').

Step 15.   Drag and drop the title to the correct place in your prioritisation list.

As you study a passage you want the quickest access to some of your most frequently used resources. This could include the following resources:

- the Greek apparatus (if you are a Greek scholar);
- the Treasury of Scripture Knowledge (if you want to check out cross-references);
- a Greek or Hebrew lexicon (if you want to study Bible in the original languages);
- a Bible Background resource (if you want quick access to information about plants or animals or customs and manners in the Bible);
- a favourite Harmony (if you want to compare parallel passages in e.g. the Gospels);
- etc.

You do not want to waste time by going to the Library, search for the resource and then open them to the relevant page. If possible, you would like to have a lightning-fast access to exactly the relevant page in that resource.

↳ **TIP**: You can navigate through your prioritised resources by simply using the **right/left arrow shortcut**.

↳ **TIP**: If you are using the right/left arrow shortcut, you can use the Look Up tool in the context menu for other important resources!

⚒ **EXERCISE 27**: Adding Favourite *Versified* Resources to the Context Menu

1. Decide for yourself which *versified* resources you use most frequently while studying the Bible:
    a. Your favourite cross-reference resource: _____
    b. Your favourite commentary on the whole Bible: _____
    c. Your favourite harmony resource: _____
2. If you have not decided yet, then use the following suggestions:
    a. Favourite cross-references: *Treasury of Scripture Knowledge;*
    b. A commentary on the whole Bible: Jamieson, Fausset and Brown, *Commentary Critical and Explanatory on the Whole Bible*
    c. Favourite harmonies: in the search box of the Library type:
       'type:harmony AND (synopsis,jude,epistles) ANDNOT Matthew' (without quotation marks).
    d. The '*Index of Implicit Information in the New Testament*'.
3. Move all these resources to the Prioritisation list, ***right after the first prioritised Bible***.

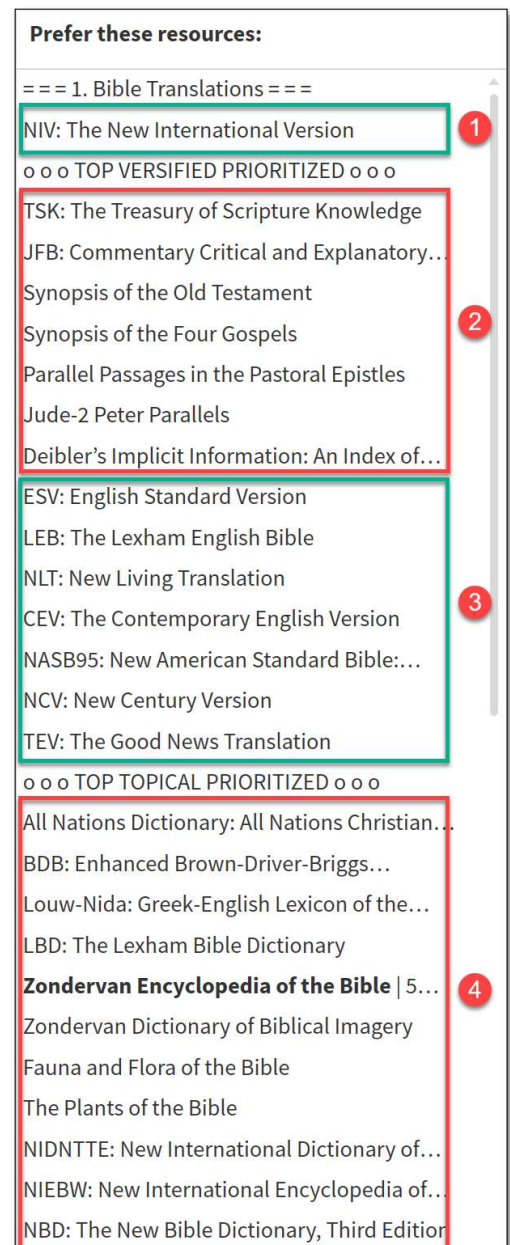⚒ **EXERCISE 28**: Adding Favourite *Topical* Resources to the Context Menu

1. Decide for yourself which *topical* resources you use most frequently while studying the Bible:

a. Your favourite English Dictionary: _____

b. Your favourite Bible Dictionary: _____

c. Your favourite Greek / Hebrew Dictionary: _____

d. Your favourite Custom / Manners resource: _____

2. If you have not decided yet, then use the following suggestions:

a. Favourite English Dictionary: *All Nations Christian Home and School Dictionary;*

b. Favourite Greek lexicon: *Greek-English Lexicon of the New Testament based on Semantic Domains;*

c. Favourite Hebrew lexicon: *Enhanced Brown-Driver-Briggs Hebrew and English Lexicon*

d. Favourite Bible Dictionary: *Lexham Bible Dictionary;*

   Zondervan Encyclopedia of the Bible, Volume 1-5;

e. Favourite Bible Background book: *Zondervan Dictionary of Biblical Imagery*

3. After these favourite resources, add the following resources to the bottom of the prioritisation list in the given order:

a. *Fauna and Flora of the Bible*

b. *The Plants of the Bible*

c. *New International Dictionary of New Testament Theology and Exegesis (NIDNTTE)*

d. *New International Encyclopedia of Bible Words (NIEBW)*

e. *New Bible Dictionary (NBD)*

Now you prioritisation list should look like the screenshot on the right:

1. Your first preferred Bible at the top.

2. Block of *versified* prioritised resources.

3. Other preferred Bibles.

4. Block of *topical* prioritised resources.

Of course, you can always change which resources you want to prioritise and thus which resources you want to show up in your studies, and in which order.

Prefer these resources:

= = = 1. Bible Translations = = =

NIV: The New International Version ①

o o o TOP VERSIFIED PRIORITIZED o o o

TSK: The Treasury of Scripture Knowledge
JFB: Commentary Critical and Explanatory…
Synopsis of the Old Testament
Synopsis of the Four Gospels ②
Parallel Passages in the Pastoral Epistles
Jude-2 Peter Parallels
Deibler's Implicit Information: An Index of…

ESV: English Standard Version
LEB: The Lexham English Bible
NLT: New Living Translation
CEV: The Contemporary English Version ③
NASB95: New American Standard Bible:…
NCV: New Century Version
TEV: The Good News Translation

o o o TOP TOPICAL PRIORITIZED o o o

All Nations Dictionary: All Nations Christian…
BDB: Enhanced Brown-Driver-Briggs…
Louw-Nida: Greek-English Lexicon of the…
LBD: The Lexham Bible Dictionary
Zondervan Encyclopedia of the Bible | 5… ④
Zondervan Dictionary of Biblical Imagery
Fauna and Flora of the Bible
The Plants of the Bible
NIDNTTE: New International Dictionary of…
NIEBW: New International Encyclopedia of…
NBD: The New Bible Dictionary, Third Edition

⚒ **EXERCISE 29**: Prioritise Your Favourite Commentaries

In this exercise you are going to add your favourite commentaries to the prioritisation list, following your last favourite *topical* resource, which in this example is the *Zondervan Dictionary of Biblical Imagery*.

1. Open your Library with the Prioritisation panel.

2. Drag and drop the following resources from the Library into the Prioritisation list in the given order:

    a. The *United Bible Societies' Handbooks* Series (right-click on any volume of that series and click 'Prioritise this series').

    b. Translator's Notes (prioritise the series)

    c. Zondervan Illustrated Bible Background Commentary (prioritise the series)

    d. Pillar New Testament Commentary (prioritise the series)

    e. New International Commentary on the Old and New Testament (prioritise the series)

    f. New International Greek Testament Commentary (prioritise the series)

    g. Word Biblical Commentary (prioritise the series)

    h. Exegetical Summaries (prioritise the series)

    i. Exegetical Helps (prioritise the series)

    j. Zondervan Exegetical Commentary on the Old Testament (prioritise the series)

    k. Zondervan Exegetical Commentary on the New Testament (prioritise the series)

    l. Cornerstone Biblical Commentary (prioritise the series)

> = = = 3. Commentaries = = =
> **United Bible Societies' Handbooks** | 65…
> **Translator's Notes** | 62 volumes
> **Zondervan Illustrated Bible**…
> **Pillar New Testament Commentary** | 4…
> **New International Commentary on the**…
> **New International Greek Testament**…
> **Word Biblical Commentary** | 63 volumes
> **Exegetical Summaries** | 36 volumes
> **Exegetical Helps** | 27 volumes
> **Zondervan Exegetical Commentary on**…
> **Zondervan Exegetical Commentary on**…
> **Cornerstone Biblical Commentary** | 20…

⚒ **EXERCISE 30**: Using the quick access to the most frequently used resources (I)

1. Open Matthew 13:31 again, this time open the NIV.

2. Right-click on the *word* 'mustard' and in the Context Menu that appears, make sure that 'Selection mustard' is selected.

> a mustard seed,° which a man took and planted in his
> ≡ Selection mustard ▸   **Selection** mustard
> 🔖 Reference Matthew 13:31

3. Look through the Context Menu until you see the Look up section. Expand that section if necessary.

4. In this Look up section you see some abbreviations, which refer to the *topical* books that you have prioritised:

> 🔍 Search: Inline Bible Basic All Open
> All Resources Everything
> Look up   ⌃
> ZEB M–P EBD FFB PB ZNIBD

    a. Hover over any of the abbreviations to get a snapshot of what information they will give you.

    b. Click on any abbreviation if you want to open that resource to study your mustard seed!

⚒ **EXERCISE 31**: Using the quick access to the most frequently used resources (II)

As you study the Parable of the Mustard Seed in Matthew 13:31 you wonder if there are some cross-references to other passages in the Bible or even parallels of this parable in the other Gospels. Rather than opening a harmony or synopsis resource from the Library, you have now quick access to the right resource through the Context Menu.

1. Right-click on any word in Matthew 13:31, and in the left side of the Context Menu that appears, select "Reference Matthew 13:31".

2. In the right side of the Context Menu, check out the resources that show up under Look Up:
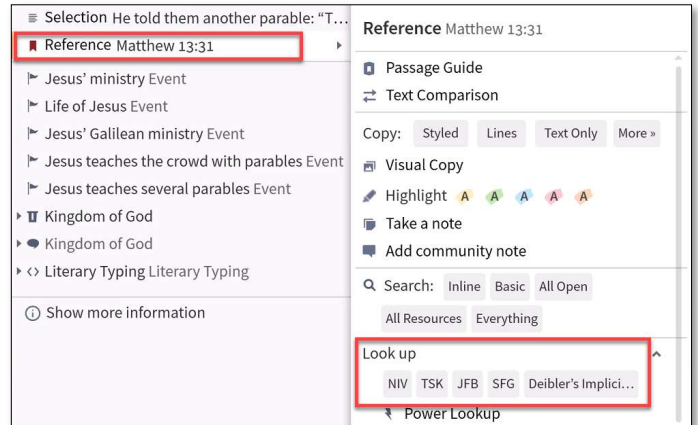
    a. the first resource should be your preferred Bible translation;

    b. TSK is your prioritised resource with cross-references;

    c. JFB is your commentary on the whole Bible. From this commentary you can open any other available commentary on the passage by clicking the Parallel Resources icon.

    d. SFG is your prioritised harmony (or synopsis) of the Four Gospels.

    e. 'Deibler's Implicit …' is a resource with suggestions for implied information in the Biblical text.

⚒ **EXERCISE 32**: Using the quick access to the most frequently used resources (III)

If you have access to Greek resources you may want to checkout your prioritised Greek dictionary or lexicon on the Greek word for parable.

1. Right-click on the word 'parable' in Matthew 13:31 (NIV) and now select the Greek lemma παραβολή on the left side of the Context-Menu.

2. See that Louw-Nida is presented first under Look Up, because you prioritised that resource as your favourite lexicon.

3. You can hover over the other resources and even click through if you see something that is worth investigating.
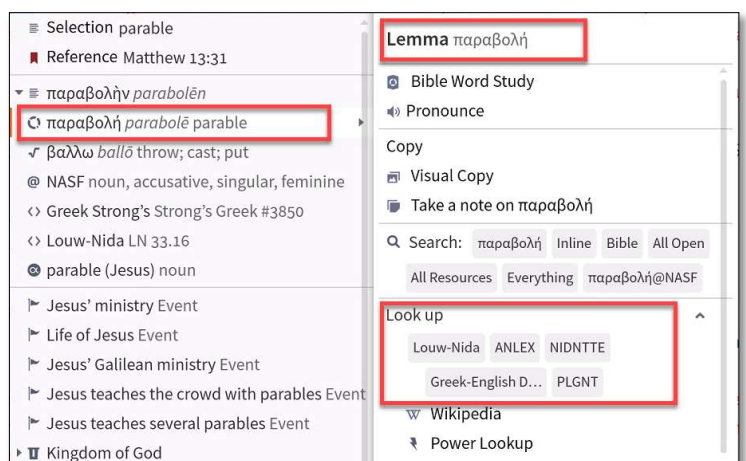
⚒ **EXERCISE 33**: Using the quick access to the most frequently used resources (IV)

As you study English resources you may come across an English word that you do not understand. No worries, the Context-Menu may have a solution!

1. Open your NIV Bible in Jude 8-9.
2. In verse 8 right-click on the word 'celestial'.
3. In the Context-Menu, make sure the 'Selection celestial' is selected.
4. On the right side of the Context-Menu, click 'All Nations Dictionary' under Look up.
5. In verse 9 right-click on the word 'archangel'.
6. In the Context-Menu, make sure the 'Selection archangel' is selected.
7. On the right side of the Context-Menu, click 'All Nations Dictionary' under Look up.

CONCLUSION

These exercises demonstrate some of the power of prioritising your resources. By prioritising your resources you can manipulate the resources that Logos will return in its guides, reports, and context-menus. More examples of prioritisation will follow when Guides are explained.

6. Parallel Resource Sets

You are studying Matthew 13:31-35 in the NIV and you want to read the same passage in another translation. Each Bible in Logos that contains the passage of Matthew 13:31-35 is called a **parallel resource**. If you open the NIV in Matthew 13:31-35 you will find that Logos has automatically collected all parallel resource in your Library and put them together in a **Parallel Resource Set** or **RPS**.

STEP 1.   Open your NIV in Matthew 13:31.

STEP 2.   In the top menu of your NIV-panel click the slashes icon, which will open a list of all

resources that are parallel to the NIV, or in other words: all resources of the same type (type:Bible) that contain the passage Matthew 13:31.

As you go through the list of 'All Parallel Resources' that Logos automatically created, you will notice a few things:

- The *order* in which the parallel resources appear is
  - either randomly determined by Logos,
  - or determined by how you prioritised your resources.
- There are Greek Bibles in the list.
- There are no Hebrew Bibles nor Septuagints in the list, since they do not contain Matthew 13:31.
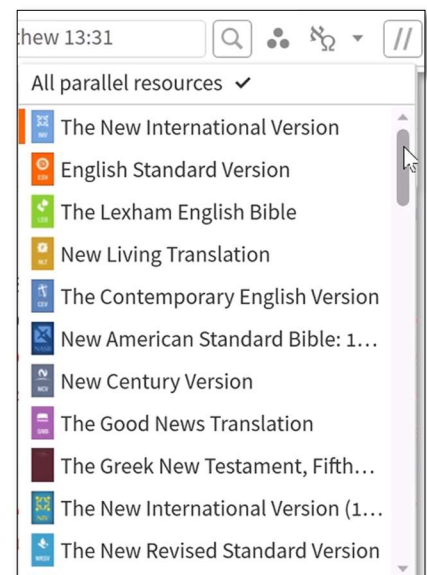
⚒ **EXERCISE 34**: Checking other automatic Parallel Resource Sets (I)

1. Open the Word Biblical Commentary on Matthew 1-13 and scroll to the Editorial Preface in the beginning of the resource.
2. Click the Parallel Resource Set icon.
3. Explain why there are 'no parallel resources'.

_____

_____

4. In the find box of the commentary panel type the reference Matthew 13:31 and press Enter.
5. Click the Parallel Resource Set icon.
6. Notice the long list of parallel resources. Do they appear in the order of your favourite commentaries?

_____

7. If not, how can you change the order in which the parallel resources appear?

_____

In this exercise you saw that Logos automatically created a Parallel Resource Set (PRS) for all the commentaries in your Library that discuss Matthew 13:31. Notice these are only commentaries, and only those commentaries that contain a discussion of Matthew 13:31. If you would have a commentary that does not say anything on Matthew 13:31, it would not appear in this Parallel Resource Set.

⚒ **Exercise 35**: Checking other automatic Parallel Resource Sets (II)

1. Open your Louw-Nida, *Greek-English lexicon of the New Testament: based on semantic domains*.
2. Go to a random lemma in this lexicon and click the PRS-icon.
3. What kind of resources are displayed in the list that appears?

_____

_____

Notice that in all these examples, Logos lists *all* parallel resources in one PRS. This can be quite overwhelming, and most often you may not use *all* those parallel resources. Rather, you would like to have your own 'stack' of favourite parallel resources, grouped together in a PRS.

CREATING YOUR OWN BIBLE PARALLEL RESOURCE SET

The good news is that Logos allows you to create your own PRS's, that will only contain your favourite parallel resources. In the following example you will create your own PRS of favourite Bibles, and in order to do so, you have to first create a Collection of your favourite Bibles if you have not done that yet.

STEP 1.   Go to the Collections Tool.

STEP 2.

    a.   If you already have a 'Bibles: Favourite Collection', click Open and from the drop-down list select your 'Bibles: Favourite Collection'.

    b.   If you have no such collection, then create a new collection with your favourite Bibles and name it 'Bibles: Favourite Collection' (without quotation marks).

STEP 3.   Tick the 'Show in parallel resources' box.
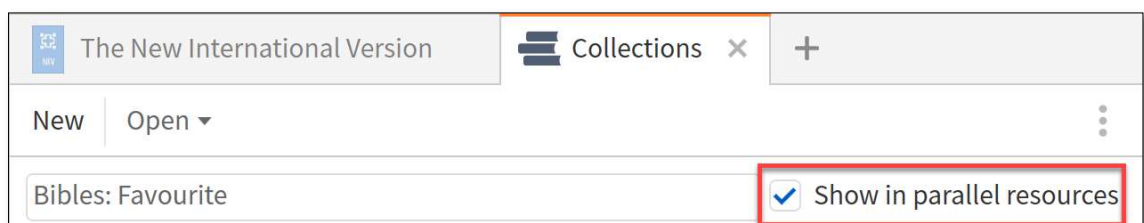
STEP 4.   Go back to Matthew 13:31 in the NIV and click the PRS-icon. Notice that you have now two Parallel Resource Sets:

    a.   the automatic, Logos-generated PRS of *all* parallel resources on the right;

    b.   your own, customised PRS of only your favourite parallel resources on the left.
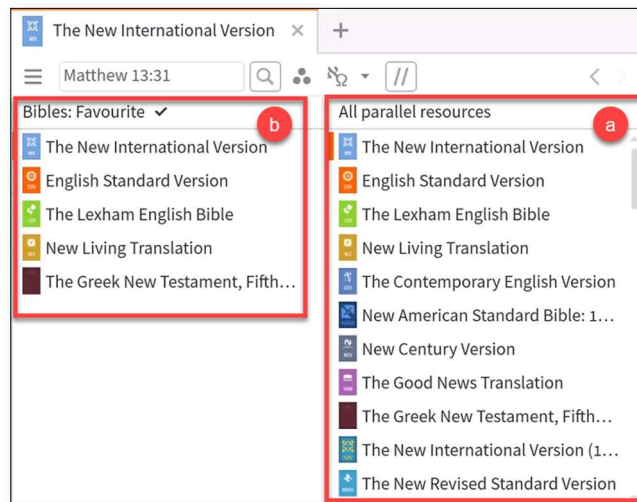
↳ **TIP**: Do you notice the little tick in one of the PRS's? This tick determines through which PRS you will navigate by using the left / right arrow key!

⚒ **EXERCISE 36**: Create a Bibles: Literal Translations PRS

1. Create a new collection and name it 'Bibles: Literal Translations'.

2. Add at least the following translations to the collection, by manually adding them to the '+ Plus these resources:' section:

    a. ESV

    b. LEB

    c. NASB95

    d. NKJV (if available)

    e. RSV

3. Tick the 'Show in parallel resources' box.

⚒ **EXERCISE 37**: Create a Bibles: Meaning Based Translations PRS

1. Create a new collection and name it 'Bibles: Meaning Based Translations'.

2. Add at least the following translations to the collection, by manually adding them to the '+ Plus these resources:' section:

    a. GNB or GNT

    b. CEV

    c. NIV

    d. NLT

    e. Buk Baibel

3. Tick the 'Show in parallel resources' box.

CREATING YOUR OWN COMMENTARY PARALLEL RESOURCE SETS

There are thousands and thousands of Bible Commentaries and they are not all similar, neither in content, nor in approach, nor in purpose. Some commentaries focus a lot on establishing the original text of the Bible, which is why they are called *Textual Commentaries*. Other commentaries focus a lot on the meaning of the original words and are called *Technical Commentaries*. Again, other commentaries rather have a pastoral or devotional approach, which is why they are called *Devotional Commentaries.*

The by Logos automatically created Commentary PRS shows a list of *all* commentaries, without organising them according to their character. You definitely want to change that and create some order in the chaos!

⚒ **EXERCISE 38**: Checking the automatically created Commentary PRS.

1. Close all panels.

2. Open the NIV in Mark 8:14 to the left side of your workspace.

3. Right-click on any word in Mark 8:14 and select Reference Mark 8:14 in the Context-Menu.

4. Under Look Up, click JFB which is the abbreviation for Jamieson, Fausset and Brown, *Commentary Critical and Explanatory on the Whole Bible*.

5. In the JFB panel, click on the (PRS) icon.
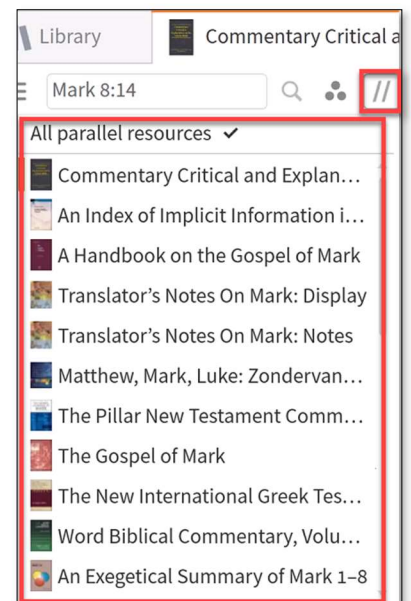
Logos now shows you a list of *all* resources that are parallel to the JFB, which in this case means: *all* commentaries that discuss Mark 8:14. So you will not see any commentary on the Old Testament, nor any commentary that skips Mark 8:14.

Also, the order in which the resources are listed, is the order in which they are prioritised.

It is a great feature that Logos automatically generates a list of commentaries that are relevant for Mark 8:41, but … there are way too many commentaries listed (more than 25) and while they are sorted by your prioritisation, they are *not sorted by type of commentary*. Creating your own PRS will solve exactly that problem!

⚒ **EXERCISE 39**: Creating your own commentaries PRS's

1. Open the Collection Tool.

2. Open the Commentaries (Technical) collection.

3. Tick the box before 'Show in parallel resources'.

4. Do the same with the following commentaries collection:

   a. Commentaries (Translation)

   b. Commentaries (Background)

   c. Commentaries (Intermediate)

   d. Commentaries (Application or Devotional)
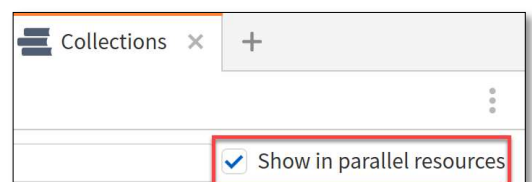
⚒ **EXERCISE 40**: Using your customised Commentaries PRS's

You have been studying Luke 13:1-9 and after your own exegetical research you still have some questions unanswered. For examples, you want to find an answer to the following questions:

- What event does the phrase 'the Galileans whose blood Pilate had mixed with their sacrifices' refer to?
- How do I apply this passage to the audience of my sermon?

The first question has to do with *bible background*, the second with *application*. So in order to find an answer to those questions, you would like to consult a *bible background* commentary for the first question, and an *application* or *devotional* commentary for the second question, right?

1. Close all panels.
2. Open the NIV on the left side of your workspace in Luke 13:1.
3. Right-click on any word in Luke 13:1, make sure the Reference Luke 13:1 is selected on the left side of the Context-Menu.
4. Under Look Up, open JFB, which is your Commentary on the whole Bible.
5. In the JFB commentary panel that appears, click the PRS-icon.
6. At the bottom of the list that appears you see that the list has several pages.
7. Navigate through the pages, until you see:
   a. Commentaries (Application or Devotional)
   b. Commentaries (Background)

8. Tick the collection which you want to navigate through with the left/right arrow key. In the screenshot this is the Commentaries (Background) PRS.
9. Put the cursor somewhere in the commentary and press the right arrow key. This will navigate you through your Commentaries (Background) PRS.
10. You can do likewise with any other PRS that you have created.
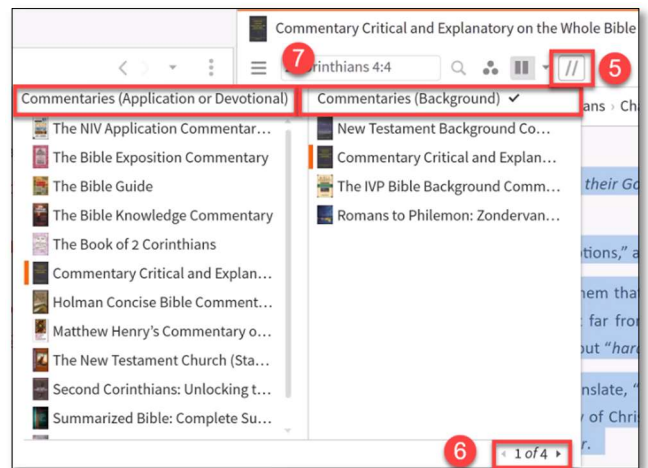
7. Reporting Your Books

In this section you are going to see some amazing results of your hard work in organising your resources.

DEFAULT PASSAGE GUIDE

Logos provides several pre-made or default Guides, which will give you an overwhelming amount of information on anything you are studying. In this section you are going to explore the **Passage Guide**.

STEP 1.   Click Guides in the top menu.

STEP 2.   Open the Passage Guide:

    a.   by searching for 'Passage Guide'.

    b.   by clicking the Passage Guide in the Top section (if available).

    c.   by expanding the Guides section and clicking on Passage Guide.

STEP 3.   In the Reference Box type 'John 3:16' (without quotation marks).
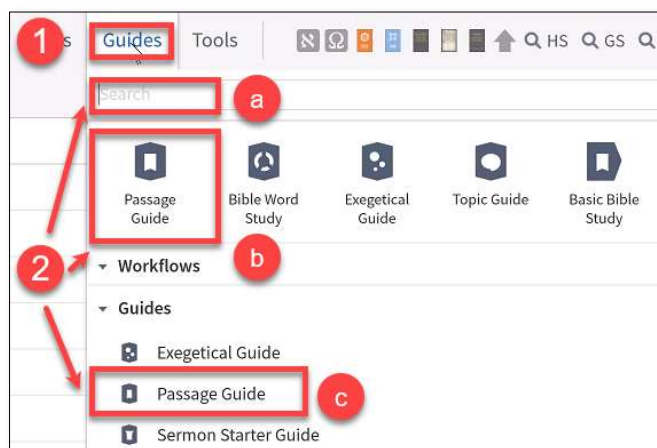
Now the Logos populates a Passage Guide with all kinds of information related to John 3:16.

⚓ **TIP**: Every *first* time you open a Guide, Logos will expand all sections in the Passage Guide. However, this can take quite some time. You can save time the next time you open the Passage Guide, by right-clicking on any section heading and then clicking 'Collapse All'. The next time you open the Passage Guide, all sections will be collapsed and you can open them one at a time, at your own convenience!

CREATE YOUR OWN CUSTOMISED PASSAGE GUIDE

The automated Passage Guide that Logos generates, can be quite overwhelming. The good news is that you can make your own customised Passage Guide, that only provides the information that you want, and only from those resources that you wish to include.

STEP 1.   Click Guides in the top menu.

STEP 2.   At the bottom of the menu that appears, click New, then Make a new Guide.

STEP 3.   In the Guide Editor that appears, replace the name 'Untitled Guide' by 'My Personal Study Guide'.

STEP 4.   Set the 'Kind' of guide to 'Bible Reference'.

STEP 5.   From the menu on the right side, click the following individual sections:

   a. Your Content (at the bottom)

   b. Word by Word

   c. Biblical People

   d. Biblical Places

   e. Biblical Things

   f. Collections

   g. Commentaries (click this section 4 times)

   h. Collections (click this section 3 times)

   i. Cross-references

   j. Cultural Concepts

STEP 6.   For each Commentaries section, by clicking 'All Commentaries' change the Collection 'All Commentaries' to:

   a. Commentaries (Translation)

   b. Commentaries (Technical)

   c. Commentaries (Background)

   d. Commentaries (Intermediate)

STEP 7.   Do the same for each Collections section. Change the Collection from 'All Resources' to:

   a. Introductions to the Bible

   b. Journals Collection

   c. Linguistics Books

   d. Grammar Books
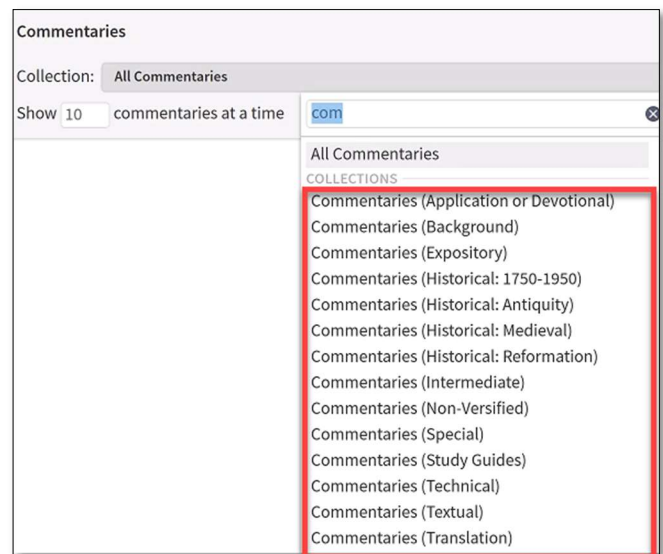
Now you have created your own Custom Guide that you will use in the Bible Study exercises in the next section of this Manual.

⤷ **TIP**: Link your custom guide to your Bible as you study verse-by-verse!

F. Studying Scripture with Your Custom Guide

In this section you will start some actual Bible Study, using the tools that you have explored and customised so far. The exercises will focus on using the Custom Guide that you have just created.

↳ **TIP**: Bookmark the passage that you are studying. As you will study a passage, you may 'walk away' from the passage you are studying to other passages for information. Press CTRL+SHIFT+1 to create a bookmark for the passage that you are studying. If you 'walk away' from your passage, you can quickly return to the passage that you are studying by pressing CTRL-1.

⚒ EXERCISE 41: Studying Jonah with Your Custom Guide

1. Open Jonah 1 in the NIV.

2. Press CTRL+SHIFT+1 to create a bookmark for this passage.

3. Let Logos read aloud for you chapter one. Notice, an audio menu appears in the upper right corner of your screen, which is where you can also stop the audio from playing.

4. Open your Personal Study Guide in Jonah 1.

5. As you read or listen through Jonah 1, you have found a number of things you want to investigate. This includes the following exegetical questions:

   a. Jonah 1:1 – Who is this Jonah?

      i. Where is he from?

      ii. When did he live?

      iii. What is the meaning of his name?

      iv. Where else does his name occur in the Old Testament?

   b. Jonah 1:2 – Where is Nineve?

   c. Jonah 1:3 – Where is Tarshish

   d. Jonah 1:3 – What did an ancient ship look like?

   e. Jonah 1:5 – 'each cried out to his own gods': who were these gods?

   f. Jonah 1:7 – 'let us cast lots': what kind of cultural custom does this refer to?

   g. Jonah 1:7 – What does 'calamity' mean?

   h. Jonah 1:10 – 'What have you done?' is a rhetorical question. What suggestion is offered for translating such a rhetorical question, if your language does not use rhetorical questions?

   i. Jonah 1:16 – 'They offered a sacrifice': what kind of sacrifice could that have been on a ship?

   j. Jonah 1:17 – 'huge fish': what kind of fish was this?

6. Use your Custom Guide to answer these questions and write your answers in an Exercise Book. For each question try to find as much information as possible. So do not be content with a 'simple answer'.

G. Notes

How do you keep track of all your Bible study thoughts? Imagine, you listen to a sermon, and the preacher shares a great insight in 2 Timothy 2:2. Will you still remember that insight after 5 years? Or you do a thorough exegesis on 2 Corinthians 5:1-4, and you finally understand that passage. If you make notes in an exercise book, chances are big that you will never find your notes again.

Logos Bible Software is not only designed to store your notes forever, but it will also help you to bring up those notes whenever you want to access them!

1. Introduction to the Notes Tool

The Notes Tool in Logos 8 is an advanced tool that you need to understand well, in order to use it in an efficient way. First of all you need to be familiar with some of the terminology that is used in relation to the Notes Tool:

- **Notes Tool**: a database which stores all your notes. This database is found under in the top menu under 'Tools'.
- **Notebook**: a folder, or a collection of similar notes that are grouped together.
- **Notes**: any information you want to save for future reference. This could be a note in your own wordings, or a quote from a commentary or other resource that you simply want to save for future reference.
- **Anchor**: a place in a Logos resource where you want a note to appear.
- **Filters**: a way to limit which notes or notebooks are being displayed.
- **Note Icon**: a little graphic that indicates the presence of a note.
- **Tags**: a user-created label assigned to a note in order to describe that note.
- **Visual Filter**: a tool to display notes and highlights in your resources, e.g. in your Bibles.

2. Creating Notebooks

It is quite likely that you are going to create hundreds if not thousands of notes. Therefore it is very important to think beforehand how you want to organise your notes. This Manual gives you a few suggestions to start with.

One of the best ways to organise your notes is by putting them in notebooks. This is not necessary, but it will help you to find your note again when you need its information.

To create your first notebook, follow the next steps.

STEP 1. Click Tools in the top menu.

STEP 2. In the search bar of the menu that appears, type "Notes" (without quotation marks).

STEP 3. Open the Notes tool, by pressing Enter, or clicking the Notes icon.

STEP 4. In the notes panel that now appears, make sure you click the notebook icon (next to the filter icon).

STEP 5. Click the plus icon to create a new notebook.

STEP 6. An Untitled Notebook opens. Change the name of the notebook by typing the notebook name of your choice.
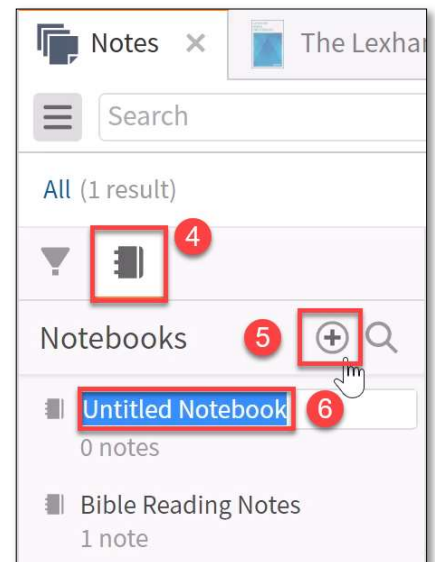
⚒ **EXERCISE 42**: Creating notebooks

For the purposes of this workshop, create the following notebooks:

1. Bible Reading Notes
2. Bible Reading Questions
3. Consultant Notes
4. Consultant Questions

↳ **TIP**: If you use the Notes Tool a lot, you can easily drag the Notes Tool to the Shortcut Bar.

⚒ **EXERCISE 43**: Preparing an exegesis of 2 Timothy 2

In this and following exercises you will do an exegesis on 2 Timothy 2.

1. Let Logos read aloud the chapter in the NIV.
2. Now read the chapter again in two other translations: ESV, NLT.
   a. before you read the other two translations, decide in what layout you want to display them.

3. Creating Notes

As you read through a Bible Passage, you will likely come up with some questions about the text, questions about things that are not immediately clear to you. In order to keep our questions together, we can file them in our Bible Reading Questions notebook. Or you get an insight that you do not want to lose, so you want to make a note of it. In this example you are going to create some question notes on 2 Timothy 2.

CREATING NOTES BY USING THE CONTEXT MENU

If you are reading your Bible, the easiest way to start typing a note is by using the Context Menu.

STEP 1.   Close all panels.

STEP 2.   Open the NIV in 2 Tim 2 on the left side of your workspace.

As you read 2 Tim 2:1 you ask yourself two questions:

1. Why does Paul call Timothy his 'son'?

2. What does it mean 'to be strong in the grace that is in Christ Jesus'?

You decide that you want to save these questions, so that you later can investigate those questions. Go ahead with the next steps to save them in a note in the Bible Reading Questions notebook.

STEP 3.   Right-click on any word in 2 Tim 2:1.

STEP 4.   In the Context Menu that appears, make sure you select Reference 2 Timothy 2:1 on the left hand side of the menu.

STEP 5.   On the right hand side of the sub-menu, find the section that says 'Take a note'. If the section is not expanded, click the little arrow to expand the section.

The notes section in the Context Menu now gives you the five last notebooks that you have opened.

STEP 6.   Select the Bible Reading Questions notebook.
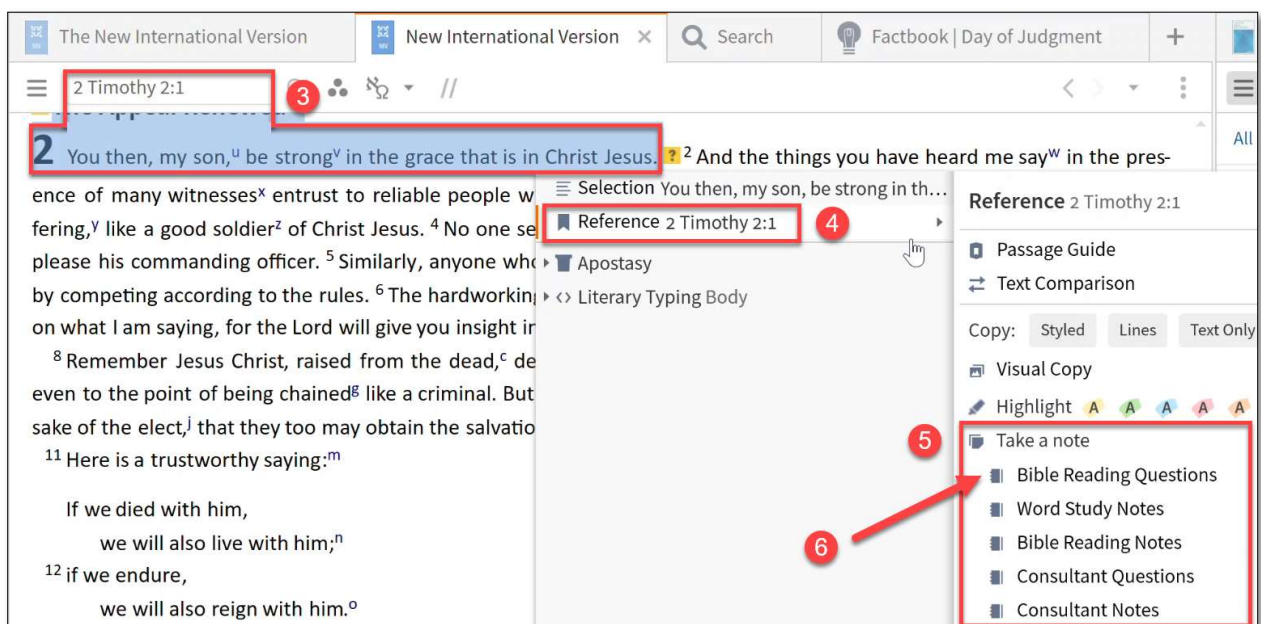
A Notes panel opens and you can start writing your note. But before you do that, let us first explain what you see in the notes panel:
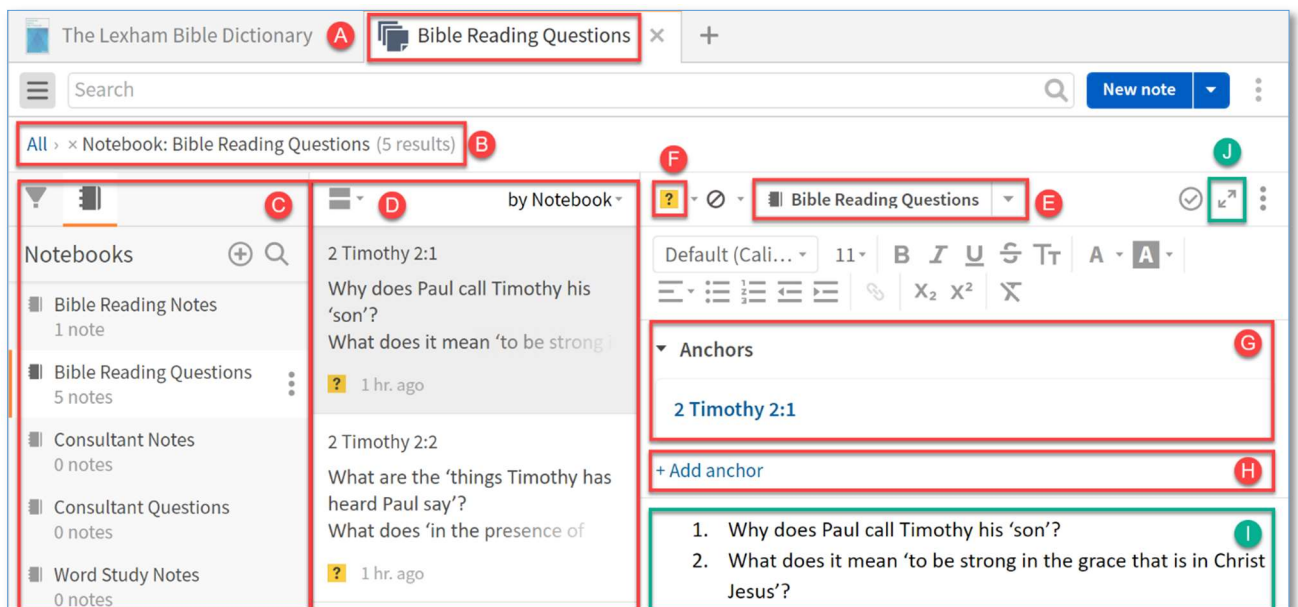
A. The panel tab has the name of the notebook as title. It indicates that you have the Bible Reading Questions notebook open.

B. You can choose to display all notes, or to filter notes. In this screenshots the notes are filtered in order to only show the Notebook: Bible Reading Questions. It says that this notebook contains 5 notes.

C. On the left hand side there is a list of all the notebooks that you have in your Notes Tool.

- You can search for one particular notebook by clicking the magnifying glass icon.

- Or you can create another notebook by clicking the plus icon.

- You see the Bible Reading Questions notebook selected.

D. Next to the notebook list are the notes that are already in that notebook. In this example we already created a note with questions about 2 Timothy 2:1.

E. In the actual note section on the right hand side of the panel, you see the name of the notebook again. However, now you see it in a drop-down menu, which gives you the opportunity to change the notebook, which means: you move the note to another notebook.

F. You can assign a little icon to every note. Choose your preferred icon and your preferred colour for each notebook. A question mark icon is recommended for question notes.

G. The anchor section tells you that your note is anchored to a particular Bible verse, in this case 2 Timothy 2:1. This anchor guarantees that the note will show up in that location.

H. If you think this note also applies to another Bible verse, you can add another anchor.

I. The green box marks the place for the actual note.

J. If you need more space you can expand the notes section by clicking the expansion icon.

⚒ **Exercise 44**: Writing your first note

1. Write your questions about 2 Tim 2:1 in the note.

2. Adjust the colour of the note indicator to red and choose the question mark icon.

CREATING A NEW NOTE WITHOUT THE CONTEXT MENU

Now the Notes Tool is open, you can also create a new note without the Context Menu.

STEP 1.   Click the little downward arrow next to the blue New Note button.

STEP 2.   Select 'New note'.

STEP 3.   Notice that the new note is not yet anchored. So if you want to anchor your note again to a certain reference,

     a. Click the three dots.

     b. Click Add anchor.

     c. Type the reference for your anchor.
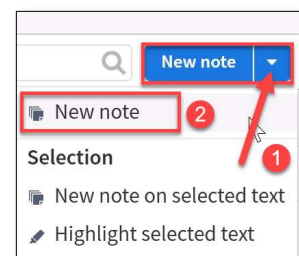
Now your note is anchored and you can type your note.

🕯 **TIP**: Find your preferred way of adding a note: through the context-menu or through the Notes Tool.

🕯 **TIP**: Notice that clicking the blue 'New note' button will create a note that is anchored not to a reference in general, but to a reference in a particular Bible translation. Always use the method described in the steps above to anchor a note to a *general* reference. This means that the note will appear in that reference, no matter which translation is being displayed!

⚒ **Exercise 45**: Writing more notes

1. Write question notes for each verse in the passage of 2 Tim 2:1-13.

2. Make sure all notes have the same icon and are in the same 'Bible Reading Questions notebook.

🕯 **TIP**: Note content can be pretty advanced. Apart from limited formatting options, you can include links to other resources and Logos will automatically hyperlink all Bible references, as soon as you type them. At the bottom of the note you have an opportunity to assign tags to your note, which will help you better organise your notes.

See the following screenshot for some explanations.

A. At the top is a range of **formatting tools**, including font style, font size, bold, italics, underline, strike through, small caps, font and marking colours, alignment options, bulleted / numbered lists, hyperlink, subscript, superscript and clear formatting.

B. This note is anchored to 2 Tim 2:13, which means that the note will show up in any Bible resource at 2 Tim 2:13.

C. You have the option to add another anchor, if applicable.

D. Bulleted list.

E. Numbered list.

F. Text in italics.

G. As soon as you start typing a Bible reference, if Logos recognises the reference, it will immediately and automatically create a link to that Bible reference in your preferred (highest prioritised) Bible. If you hover over the link, Logos will give a popup with the text of that reference. If you click on the reference, Logos will open that reference in your preferred Bible.

H. Notice that Logos recognises full references like Matthew 10:32, but also abbreviations like 2 Pe 2:1.

I. The words 'Day of Judgement' have a hyperlink to an article about that topic in the Lexham Bible Dictionary.

J. At the bottom is a series of tags that are assigned to this note. If you later search for all your notes on the topic of 'wrong application,' you can simply filter your notes to the tag 'wrong-application'. You can add as many tags as you want.

ANCHORING NOTES

It is important to know that with respect to anchoring a note, there are several options:

- **Unanchored Notes**

  Sometimes you want to create a note that is not anchored to any Bible reference or any resource. An example could be: as you study the introductory questions of a Bible book, you may want to create an unanchored note with a summary of your research of the introductory questions about that Bible book. In that case, you may create an *unanchored* note with your research on the introductory questions, put the note in a notebook specified for that Bible book (e.g. Matthew notes), assign the tag 'background' or 'introductory-questions' to the note and that is your note. Later, you can filter your notes to display all notes that are tagged 'introductory-questions' and see all those introductory notes on each Bible book (as far as you have done this for each Bible book).

- **Notes Anchored to a Reference**

  In most of the previous examples and exercises notes were anchored to a Bible reference in general, independent from the translation you were using. For example, if you created a note and anchored that note to 2 Tim 2:1, then you will see the note-indicator or the note-icon in 2 Tim 2:1, *no matter if you are reading the NIV, the ESV, the Greek UBS5 or the Tok Pisin Buk Baibel*. In all those Bible resources your note will appear, because it was anchored to a Bible *reference* and not to a particular resource.

- **Notes Anchored to a Specific Resource**

  Sometimes you want to make a note which is only relevant for one specific Bible resource. For example, you want to make a note on the NIV translation of 2 Tim 2:3, but you do not want this note to show up when you are reading the Buk Baibel. If you want to do so, then in the Context-Menu do not select the 'Reference' in the left hand side menu, but the Selection right above the Reference. If you now take a note, the note will only appear in the resource in which you selected the text.

⚒ **Exercise 46**: Creating an unanchored note with introductory information on the book of Jonah

In this exercise you will create an unanchored note in which you will summarise your research with respect the Introductory Questions on the book of Jonah.

1. Close all panels.
2. Open the NIV in Jonah 1 (on the left hand side of the workspace).
3. Open your 'My Personal Study Guide'.
4. Rearrange your panels in such a way that they reflect the panel layout below.
5. Open the Notes Tool (on the right hand side of the workspace).
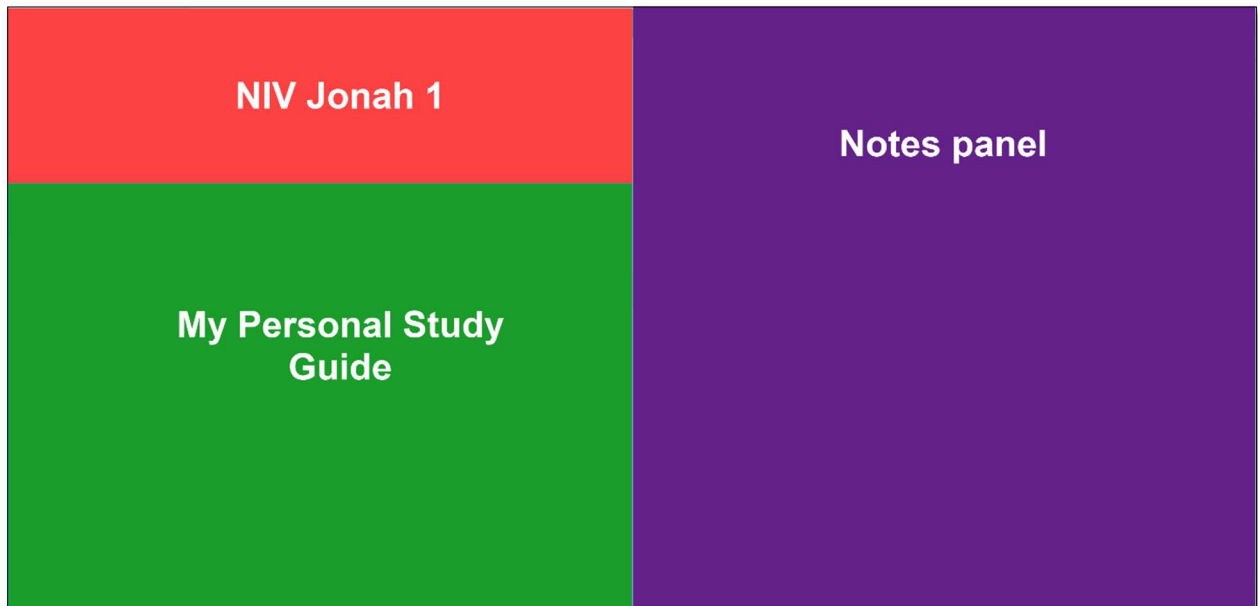
6. Close any open notes (click the three dots at the top of the note, then click 'Close this note').

7. Create a notebook title Jonah Notes.
8. Open the Jonah Notes notebook (by clicking on the notebook).
9. Click the blue button arrow next to 'New note', then in the drop-down menu click 'New note'.
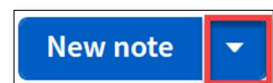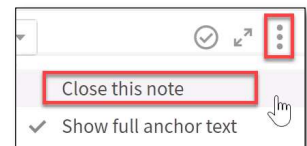
   (Note: do *not* click the blue 'New note' button as that will open up an *anchored* note).

At this stage you are set to write your notes about the introductory questions of the book of Jonah. Now you need to find the information on the introductory questions, by using your Personal Study Guide. The relevant section in your Personal Study Guide, is the Collections section that searches in your 'Introductions to the Bible'. For Jonah it will give hits from two resources and after exploring those resources, you may decide which resource you like best for exercises like this.

⚑ **TIP**: If you decide which of the two resources is your favourite, you may consider to tag that resource in your library as 'favourite'. A quick way to do so, is by opening the panel menu (three dots at the top

right side of the panel), then choose Information, then find the place where you can add tags to the resource.

10. Use your 'My Personal Study Guide' to find answers to the following questions:
    a. Who is the author of Jonah?
    b. Who were the original recipients of the book of Jonah?
    c. When was the book written?
    d. What was the occasion for writing the book?
    e. What was the purpose for writing the book?
    f. What are the main themes in the book?
    g. What is the main (theological) message of the book of Jonah?

11. It is wise to structure your book introduction notes the same for all the books that you will study in the future. An example is given below. Notice the green paperclip icon that is chosen as note indicator.

12. Write your notes according to the example given above.

13. At the bottom of your note, assign the tag 'book-intro' to the note. Do this every time when you create an unanchored note with introductory information about the book that you are studying.

�֎ **EXERCISE 47**: Creating anchored notes on Jonah 1

1. In exercise 41 on page 59 of this Manual you studied Jonah 1 and you wrote your insights in an exercise book. Go back to those notes.

2. Copy your notes from your exercise book to Logos and make sure:

    a. you put all your notes in the Jonah Notes notebook;

    b. you anchor each note to the relevant reference.

✖ **EXERCISE 48**: Creating an unanchored note with introductory information on Second Timothy.

Look at the instructions of exercise 46, on page 67 and do the same for Pauls second letter to Timothy.

✖ **EXERCISE 49**: Study John 2:1-12 and make notes on the passage

1. Open John 2:1-12 in the NIV.

2. Study the passage and in your 'Reading Questions' notebook write down as many questions as you would like to investigate in order to get a better understanding of the passage.

    a. Make *one* note for each verse and write all your questions about that verse in that note.

    b. *Anchor* each note to the *reference* of the verse.

    c. Make sure each note with your questions is saved in the 'Reading *Questions*' notebook.

    d. Give each note with questions a *red* icon with a question mark.

3. Examples of exegetical questions:

    a. John 2:1 – 'On the third day': the third day of what? what happened on the first and second day?

    b. John 2:1 – What does a wedding in Israel look like in the time of the New Testament?

    c. John 2:1 – Where is 'Cana in Galilee'?

    d. John 2:2 – 'invited to the wedding': who had invited Jesus and the disciples?

    e. John 2:3 – 'wine': what were the customs in NT times with respect to drinking wine? What sort of wine did they make? Did Jesus ever drink wine? What does the NT say about drinking wine or other alcoholic drinks?

4. Ask for each verse at least *one* question that you need to investigate and write that question as a *note* in the Reading Questions Notebook.

5. Use cross-references, the search panel, commentary on John 2:1-12 in order to find answers to your questions.

6. If you find an answer to any of your questions, write that answer down as a *note* in the your Reading Notes Notebook.

7. If, during your exegesis, you think about a great application of the Biblical text:

    a. create a notebook named 'Application Notebook'.

    b. create a note with your application insight in your 'Application Notebook'.

4. Retrieving Information from Your Notes

After a few years of working with Logos Bible Software, you may have written hundreds or thousands of notes, which are all stored in that huge notes database, called Notes Tool. But you do not make notes if you do not intend to ever look at them again.

Imagine, a year from now you are preparing a sermon on 2 Tim 2:2 and you remember that you have studied that passage before. You are also quite sure that you made some good notes on that passage. So you want to retrieve your insights from those notes. How do you do that?

DISPLAY NOTES IN YOUR BIBLES

Remember that you assigned a coloured icon to all the notes that you made. In this section it will become clear why this little icon is such a powerful feature.

Also, do you remember that you anchored your notes to a specific Bible reference? This means that your note will show up at that reference in every Bible resource that you have, whether it is a Bible in the original language, or any translation in English or other languages.

⚒ **EXERCISE 50**: See your notes displayed in every Bible resource

1. Close all panels.
2. Open the following Bible resources: NIV, ESV, UBS5 and Buk Baibel.
3. See that the icons of your notes appear in all resources.
4. Hover over the icon to see the content of your notes.
5. Click on the icon of a note to open that note.

TIP: Remember that you chose a question mark icon for your question notes. Now you immediately see that you had a question about these verses.

Hiding The Note Indicator from One or All Resources

If you (temporarily) do not want to display your note icons in a particular translation, you can decide to hide them by disabling the visual filter that goes with the notebook that you want to hide. To do so, follow these steps:

STEP 1. Click the visual filter icon in your NIV panel.

STEP 2. Go down the list until you see the section with Notes and Highlights, where you can check the notebook with the notes that you want to be visible, or uncheck the notebook with the notes you want to hide.

STEP 3. If you click on the little downward arrow on the right hand side of the drop-down menu, you have the choice to show the notes of that notebook in all resources or hide them in all resources.

STEP 4. Clicking 'Show in all appropriate resources' will result in those notes appearing in all similar resources.

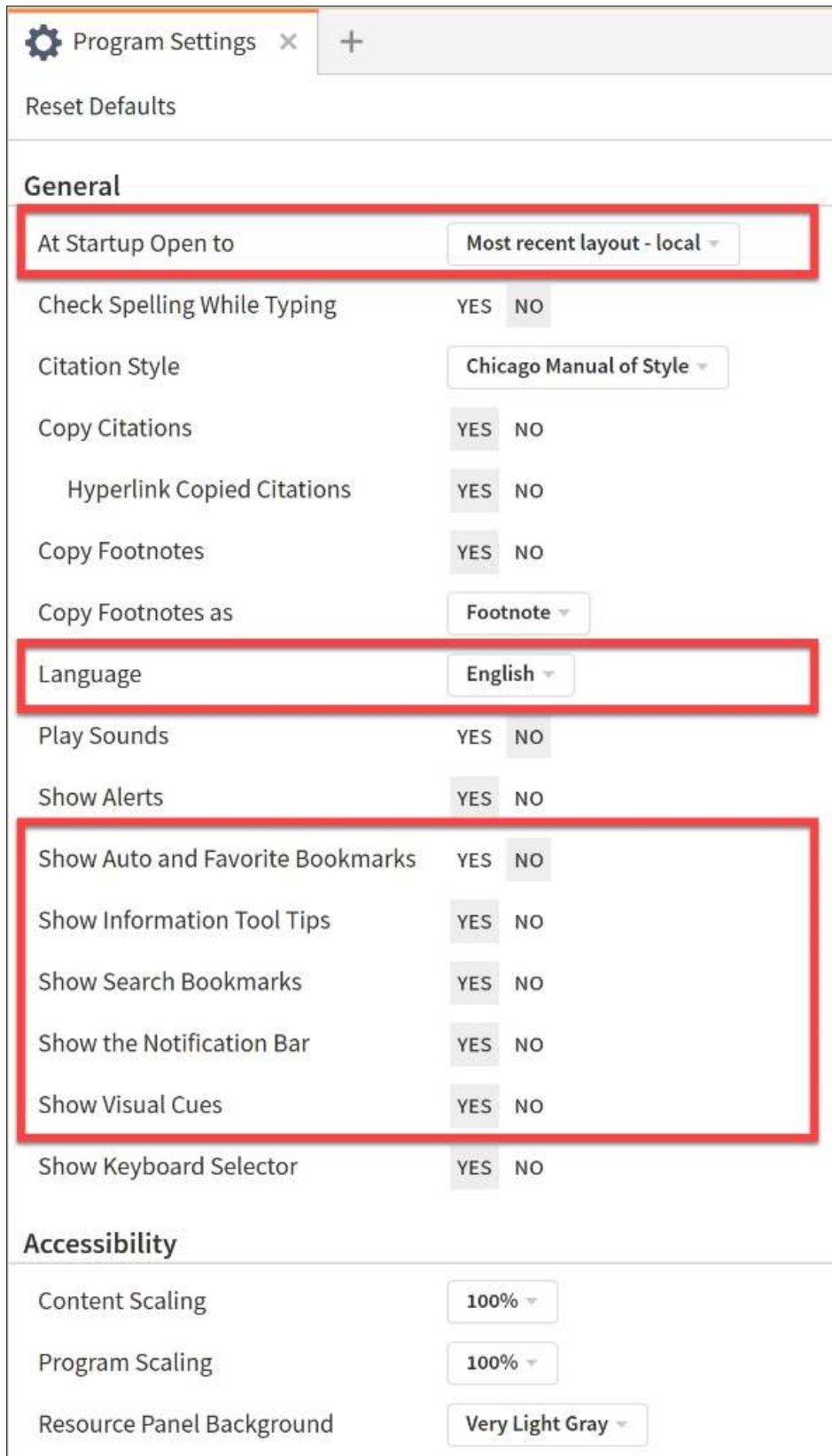Clicking 'Do not show in any resources' will result in hiding the notes from all similar resources.
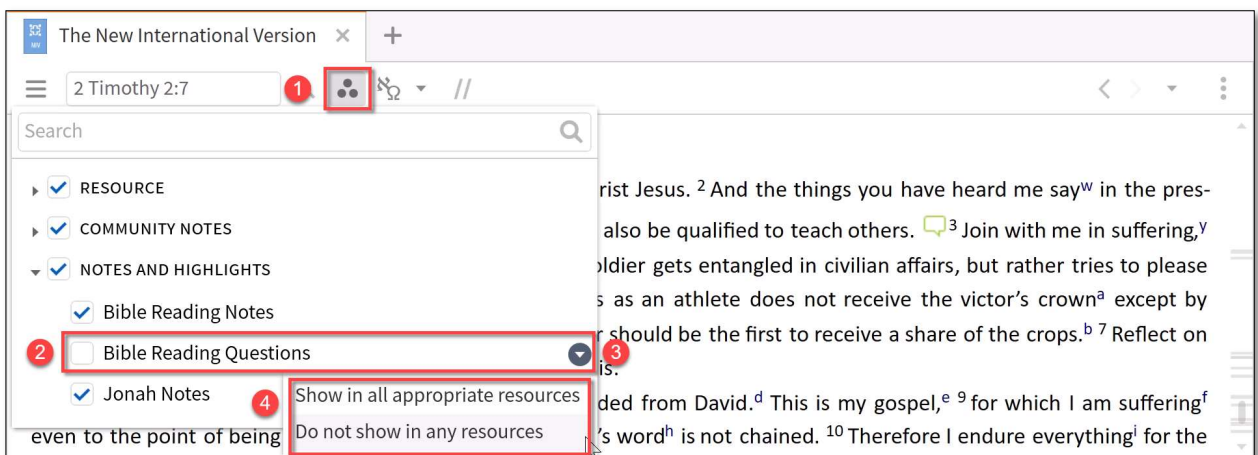
TIP: When you have finished answering your questions, you may want to choose 'Do not show in any resources' for the question notes that you made.

Otherwise, you can leave all note indicators showing up in all resources, until you want to hide some of them.

III.   Appendixes

A. Appendix 1: General Settings

The settings that are squared by a red box are settings that are recommended for this course. Any setting that is not squared can be set to the choice of the user. All these settings can later be adjusted.

Internet

Use Internet	**YES** NO
Automatically Start Downloads	YES **NO**
Download New Resources	**YES** NO
Show Community Ratings	YES **NO**
Show Community Tags	**YES** NO
Send Feedback	All ▾

Text Display

Default Resource Font	Calibri ▾
Show Red Letter in Bibles	**YES** NO
Default Notes Font	Calibri ▾
Default Notes Text Size	10 ▾
Greek Font	Gentium ▾
Hebrew Font	Ezra SIL ▾
Syriac Font	Serto Jerusalem ▾
Justify Resource Text	**YES** NO
Line Spacing	Loose ▾
Double-Click Action	Look up ▾
Triple-Click Action	Select paragraph ▾
Text Selection	Word ▾
Show Selection Menu	YES **NO**
Prefer Lemmas	**YES** NO

Transliteration Format

Greek Transliteration Format	SBL Greek ▾
Hebrew Transliteration Format	Scientific ▾
Syriac Transliteration Format	Hugoye ▾

▸ **Hidden Resources**

B. Appendix 2: Library Settings

✔ Reading Status
✔ Image
✔ Type
✔ Author
✔ Title
✔ My Tags
✔ Rating
   Abbreviated Title
   Alternate Title
   Electronic Publication Date
✔ Languages
✔ Publication Date
✔ Publisher
✔ Series
✔ Subjects
✔ License
✔ Last Updated
✔ Devices
   Edition
✔ Last Accessed
✔ Most Used
✔ Community Tags

C. Appendix 3: Keyboard Shortcuts

1. General Keyboard Shortcuts

The following keyboard shortcuts are available throughout the Windows OS. The underlined shortcuts are the ones that are probably used most frequently.

- **Alt+left arrow** — Go back
- **Alt+right arrow** — Go forward
- **Alt+F4** — Close program
- **Alt+space** — Activate window menu
- **Ctrl+=** — Zoom in
- **Ctrl+-** — Zoom out
- **Ctrl+A** — Select all
- **Ctrl+C** — Copy
- **Ctrl+P** — Opens the Print/Export dialog

- **Ctrl+Tab** — Go to next tab
- **Ctrl+T** — Open new tab
- **Ctrl+V** — Paste
- **Ctrl+X** — Cut
- **Ctrl+Y** — Redo
- **Ctrl+Z** — Undo
- **Del** — Delete
- **F5** — Refresh

2. Logos-Specific

These keyboard shortcuts are specific to Logos. The underlined shortcuts are the ones that are probably used most frequently.

- **Alt+-** — Activate panel menu
- **Alt+Bksp** — Undo
- **Alt+A** — Open/close Layouts
- **Alt+D** — Go to Command Box
- **Alt+down** — Next
- **Alt+Enter** — Clear and focus Passage List Reference box
- **Alt+G** — Open/close Guides menu
- **Alt+H** — Open/close Home Page
- **Alt+Home** — Go to Home Page (from a floating window)
- **Alt+L** — Open/close Library
- **Alt+O** — Open/close Documents menu
- **Alt+P** — Open/close Help menu
- **Alt+S** — Open Search panel
- **Alt+T** — Open/close Tools menu
- **Alt+up** — Previous

- **Ctrl+right arrow** — Navigate to next parallel resource (use this if current resource has a horizontal scrollbar)
- **Ctrl+left arrow** — Navigate to previous parallel resource (use this if current resource has a horizontal scrollbar)
- **Ctrl+Page Up** — Switch to previous tab
- **Ctrl+Page Down** — Switch to next tab
- **Ctrl+Alt+C** — Copy location as [URL] [HTML] [L4] [WIKI] [RL]
- **Ctrl+Enter** — Search for [word, "phrase"] in Top Bibles (after typing search term in Command Box
- **Ctrl+Shift+Enter** — Search for [word, "phrase"] in Entire Library (after typing search term in Command Box
- **Ctrl+D** — Add current location to Favorites
- **Ctrl+E** — Expand all timeline groups

- **Ctrl+F** — Find / Filter (in this panel)
- **Ctrl+F4** — Close current panel
- **Ctrl+F6** — Switch keyboard focus to next panel
- **Ctrl+Shift+F6** — Switch keyboard focus to previous panel
- **Ctrl+F11** — Float a panel
- **Ctrl+Shift+F11** — Dock a panel
- **Ctrl+G** — Go to reference box of current resource/guide
- **Ctrl+H** — Open History
- **Ctrl+Shift+I** — Open Resource Information Panel
- Ctrl+K — Apply highlighting
- Ctrl+Shift+K — Erase highlighting
- **Ctrl+L** — Open Library in a floating window
- **Ctrl+Shift+M** – Toggles Multiple Resources on/off
- **Ctrl+Shift+1...9** — Set Bookmark (1-9)
- **Ctrl+Shift+left** — Previous equivalent resource
- **Ctrl+Shift+right** — Next equivalent resource
- **Ctrl+Shift+N** — Copy current panel to a new tab
- **Ctrl+Shift+S** — Open Search (from a floating window)

- **Ctrl+Shift+Tab** — Go to previous tab
- **Ctrl+Shift+T** — Reopen last closed tab
- **Ctrl+W** — Close panel
- **Ctrl+Shift+W** — Close all panels
- **Esc** — Dismiss (or exit drawing mode)
- **F1** — Help
- **F2** — Rename the current item
- **F3** — Navigate to next Find hit
- **Shift+F3** — Navigate to previous Find hit
- **F7** — Quick comparison of the active verse/selected text
- **F8** — Enter drawing mode or clear drawing
- **F9** — Explain current screen
- **F10** — Go to menu bar (then press Enter key to open or activate)
- **F11** — Toggle Show reading view (available in all panels)
- **Right arrow** — Navigate to next parallel resource
- **Left arrow** — Navigate to previous parallel resource
- **Shift+Spacebar** — Page Up in a resource
- **Spacebar** — Page Down in a resource