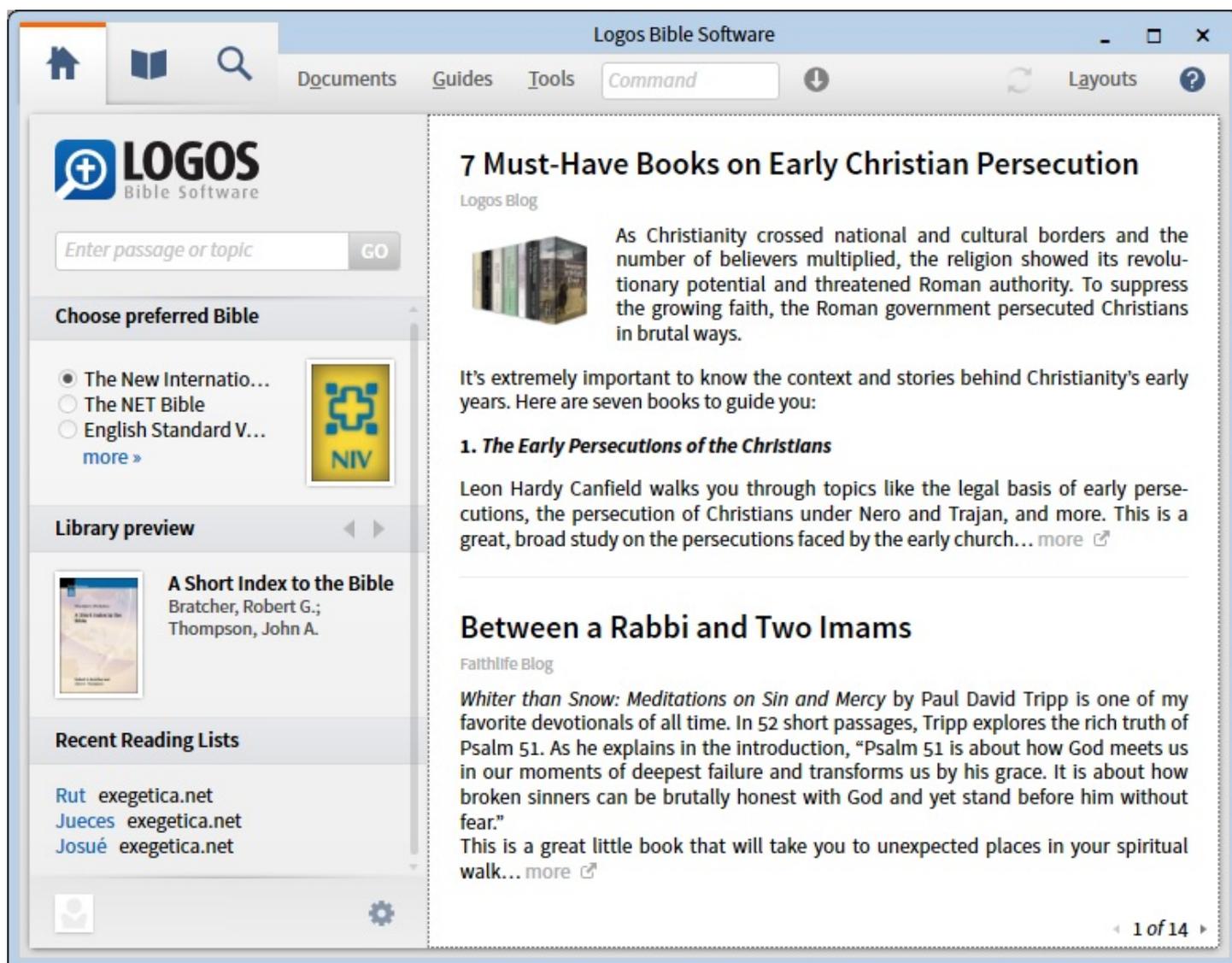


Using the Home Page

When you first open the Logos Bible Software home page, you will see something like the following:



Toolbar

The **Toolbar**, , is in the upper-left corner. The three parts of the **Toolbar** from left to right are the **Home** page, the **Library**, and the **Search** utility. When you first open Logos Bible Software, the **Home** page is opened. Click the **Library** icon, , to switch to the **Library** view. Click the **Search** icon, , to switch to the **Search** view.

Menus

To the right of the **Toolbar** are the menus,



, and to the far right is the menu, **Layouts**. The **Documents** menu lists documents that you have created. You can create any of the following documents:

- **Clippings**, which are pieces from resources, the web, Word documents, etc.
- **Handout**, which is a document that contains information that you want to save to give to others.
- **Notes**, which you can write and save for access in the future.
- **Reading Plan**, which is a calendar that you can create to guide you to read any resource according to a schedule.
- And other, more complex, documents.

The **Guides** menu assists you in creating your own Passage Guides, Exegetical Guides, Bible Word Studies, Sermon Starter Guides, and Topic Guides. These are described in other modules.

#### Command Bar

To the right of the Menus is the **Command Bar**,



. You can use the **Command Bar** to perform many Logos features. For example, enter the word, “history”, in the **Command Bar** and hit the **Enter** key. A window pane will open to show you the recent things you have opened as you have been using Logos Bible Software.

#### Shortcuts Bar

To the right of the **Command Bar** is the **Shortcuts Bar**, , which basically is an empty space. This is a place where you can drag and drop tabs to create visual shortcuts to numerous Logos resources. As an example, let’s assume that your favorite Bible is the “Biblia Sacra Volgata (SESB)”, the Latin Bible. Click on the **Library** icon, and enter “Greek”. The resulting list includes the “Biblia Sacra Volgata (SESB)”. Click on this title to open the Latin Bible. Next, move the cursor over the title, hold the mouse key down, drag the title into the **Shortcuts Bar**, and release the mouse key. An icon will be created in the **Shortcuts Bar**. Now, whenever you want to open the “Biblia Sacra Volgata (SESB)”, click on this new icon in the Shortcuts Bar. Basically, you have just created a helpful shortcut that you can use to open the Latin Bible.

All of these items are useful to you as you learn to use Logos Bible Software.