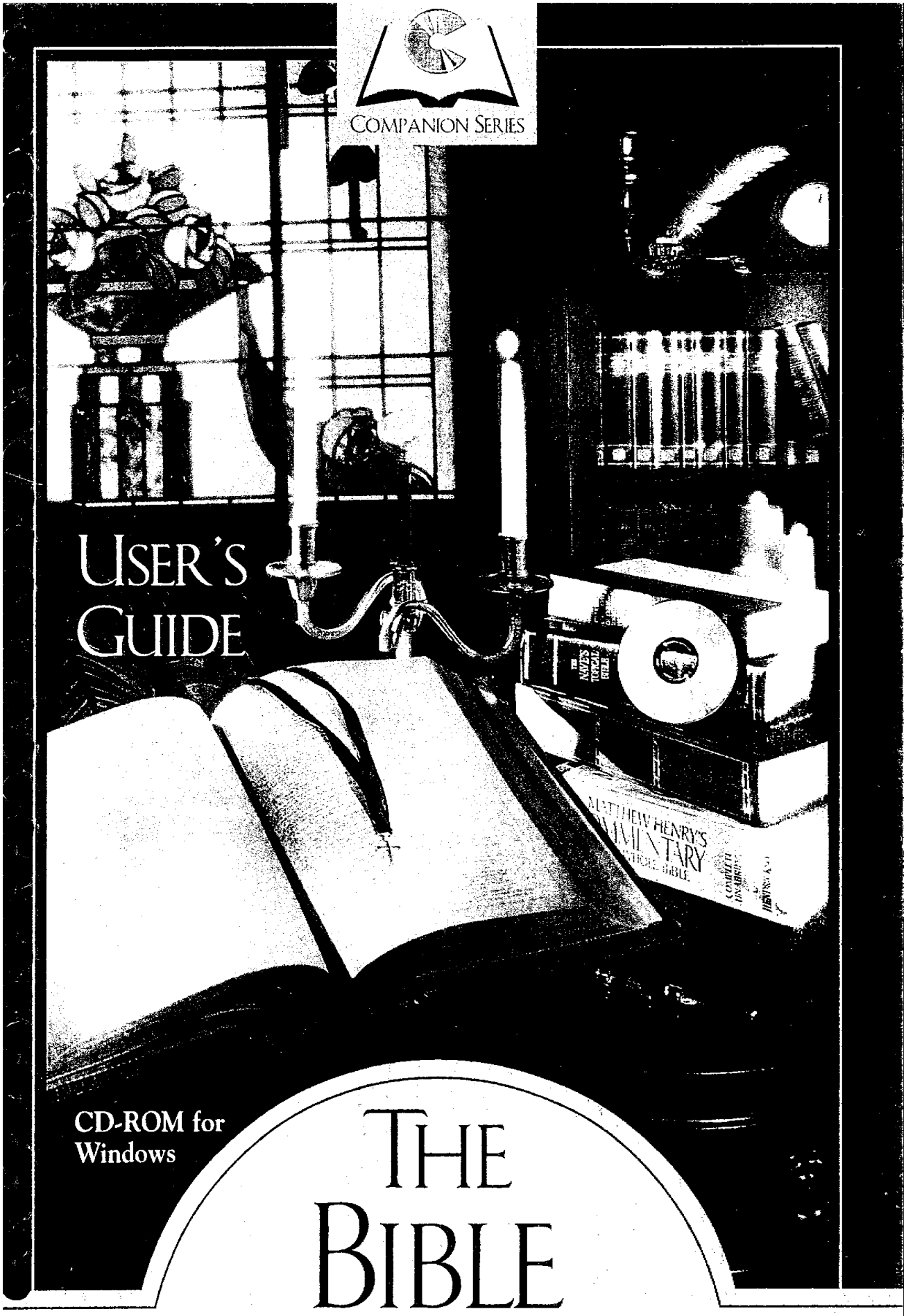

USER'S GUIDE

CD-ROM for Windows

THE BIBLE COMPANION SERIES

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Chapter 1. Introduction

Welcome! Your personal computer is now a powerful Bible study tool. *The Bible Companion Series for Windows* combines Bibles, exhaustive word lists, advanced concordance searches, resource tools, personal commentary, and notepads. All in an easy-to-learn, easy-to-use program with context-sensitive help every step of the way.

Learning to Use *Companion*

The Bible Companion Series for Windows (or, for brevity, *Companion*) is a feature-rich Bible study tool. Although it can take awhile for the beginner to master *Companion*, the key to learning is to take one step at a time. We recommend the following steps:

1. Read this "Introduction."
2. Install Companion as described later in this chapter.
3. Work through the tutorial included on the *Companion* CD and read this manual to explore the following topics:

VIEW	Browsing the Bible text
WORD	*Companion*'s exhaustive Bible word list
SEARCH	Performing and manipulating searches
PEEK	Viewing search verses in context
COMMENTARY	Verse by verse comments and resources
TOPICS	Independent topical entries
LEXICON	Greek/Hebrew-to-English definitions
NOTEPAD	Pop-up Notepads within *Companion*.

4. Learn to customize *Companion* to your tastes by examining topics such as "options," "DDE," and "clipboard."
5. Use Help (described later in this Chapter) and this manual to find answers to questions that arise as you use *Companion*. To help you find information quickly, this manual has:
   - A table of contents
   - An index
   - A glossary
   - A "reference summary" that covers menus, buttons, and keystroke commands.

Hardware Requirements

- IBM AT, PS/2, and most compatibles
- Microsoft Windows 3.1
- Hard Disk (0.5Mb for program; 4Mb for average Bible version)
- Windows-supported CD drive
- Windows-supported graphics monitor
- Windows-supported printer (optional)
- Windows-supported mouse (recommended).

Keystroke Conventions

In *Companion* and this manual, keystrokes are shown within braces; for example: "Press **<Enter>**."

Companion sometimes uses "shifted" keys. This is a key that is pressed in combination (simultaneously) with the **<Shift>**, **<Alt>**, or **<Ctrl>** keys. When a shifted key is referred to, the "shift" key is first and there is no space or comma between the keys. Example: "Press **<Ctrl><PgDn>**."

Software Conventions

General

Companion uses the Microsoft Windows operating environment and user interface tools. If you are not familiar with the user interface of Windows programs, please refer to your Windows user manual and tutorial materials.

Escape

When all else fails, use the **<Esc>**ape hatch. Generally, the **<Esc>** key will get you out of most anything you've gotten yourself into. Note that if you press **<Esc>** in a dialog box, you'll lose any changes. Also, note that the **<Esc>** key will move you backward through the hypertext jumps and Bible search levels.

Instead of **<Esc>**, you can also click the right mouse button in window, or you can click the *Escape* Ribbon Bar button.

Installing *Companion*

Companion and its Bible databases are provided on a CD. A typical installation involves installing *Companion,* but not the Bible databases, to a hard drive. (You access the Bible databases from the CD.)

To install *Companion*:

1. Put the *Companion* CD in the CD drive.
2. Choose "Run" from Program Manager or File Manager.
3. Type: *X*:\SETUP (where '*X*' is the drive letter of your CD drive)
4. Click OK and follow the screen instructions.

Companion installs on the hard drive you selected. The Bible databases are not copied from the CD. The companion icon appears appears in the Program Manager window.

Refer to the "Supplementary Installation Instructions" in Chapter 10, "Technical Notes," if you want to:

- Copy the Bible databases to the hard drive (which speeds up access)
- Add supplementary Bible databases
- Install Greek and Hebrew fonts
- Make program updates
- Reinstall the *Companion* icon in Program Manager.

Starting *Companion*

1. If you are using Bible databases that are on the CD and have not been copied to the hard drive, insert the CD into the CD drive.
2. Start *Companion* by double-clicking the *Companion* icon in the Windows Program Manager.

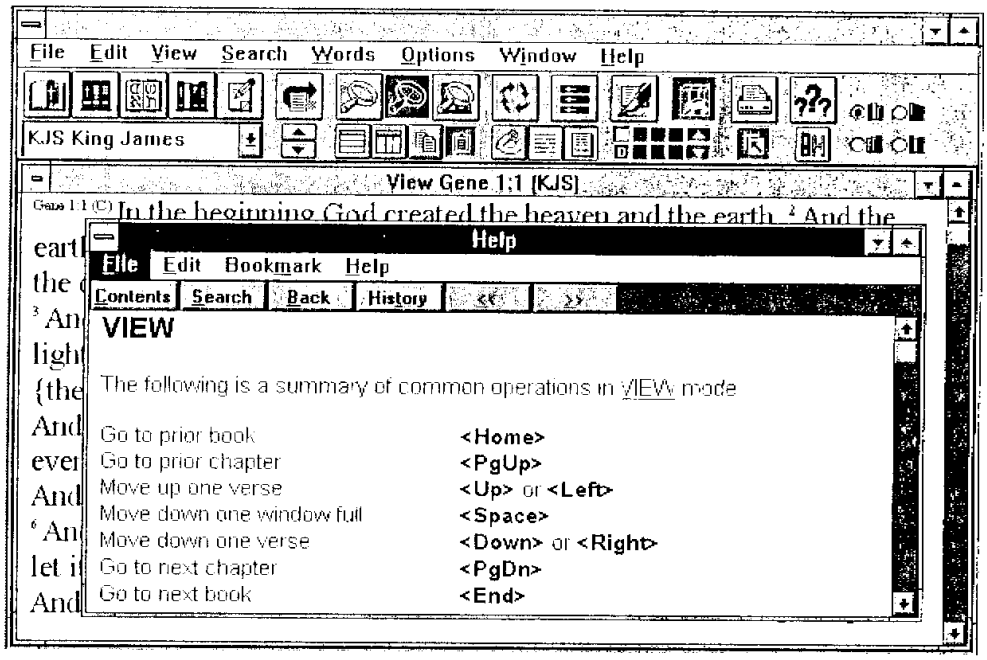
   If your Bible databases are on CD, wait a moment for data to be transferred from the CD.
3. Click OK to clear copyright notices from the screen.

Companion opens with the same texts and format options that were in effect when it was last closed.

Getting Help

Context-Sensitive Help

You can get Help by clicking on a dialog box's Help button, the Ribbon Bar Help button or by pressing <F1> in a child window. The following is an example of Help provided for a STUDY window (in VIEW mode):



This "context-sensitive" Help text displays pre-set to your current program function. If you wish, you may move to other portions of the Help text with the cursor keys, or browse Help and click on highlighted words. Once you are in Windows Help, you can click the Contents button to view a complete list of Help topics.

Help Menu

In addition to context-sensitive Help, the Help menu provides General Help, an Index to Help topics, and a Demo Script (tutorial).

Ribbon Bar

Companion offers a Ribbon Bar that makes most common features a simple mouse click away. *Companion* can display a small yellow window beneath the Ribbon Bar that tells you what each button does, as you move the mouse pointer over the button.

The Multiple Document Interface

Companion is a Windows Multiple Document Interface (MDI) program. MDI standards were developed especially for word processing and spreadsheet programs to let users view and edit multiple documents at the same time. *Companion* exploits and builds on this concept. Instead of multiple documents, think of *Companion* as a manager of multiple Bibles (we also call them STUDIES), notepads (NOTEPADs), Strong's and other lexicons (LEXICON), up to 10 "verse by verse" COMMENTARYs, and up to 10 TOPICS windows.

Each tool gets its own "child" window within the larger *Companion* window. They all share a common menu and Ribbon Bar, and can take advantage of special synchronization features.

The following MDI features help you manage these windows:

Minimizing a Window

You can minimize a child window to an icon to temporarily hide it. In the upper right corner of the child window are two arrow buttons. If you click on the down arrow button, the window will be minimized to an icon at the bottom of the *Companion* main window. To restore a minimized icon window to its former size, double-click it.

Maximizing a Window

You can maximize a child window to fill the available *Companion* main window by selecting the up arrow button in the upper right corner. The screen will expand to fill the entire area.

Returning a Maximized Window to Size

Once a child window is maximized, the two buttons disappear and a button with both up and down arrows appears on the menu line. Click this button to reduce the window to its former size.

Tiling Windows

The Horizontal Tile and Vertical Tile ribbon buttons tile child windows horizontally and vertically respectively.

Other Options

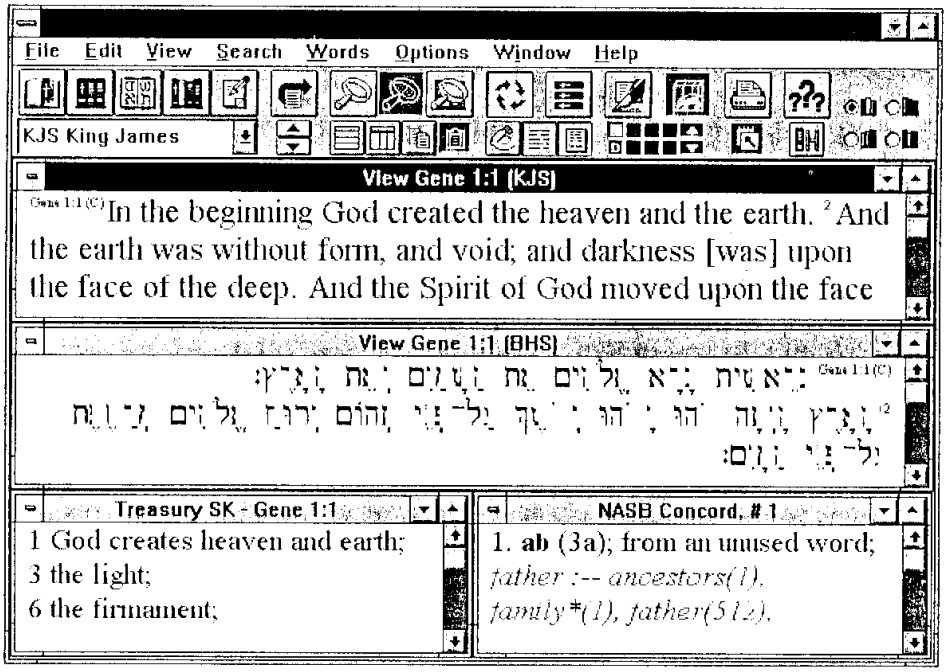
The Window menu offers other management options, like tiling or cascading windows and arranging icons. And, of course, you can move and re-size the windows to suit your fancy. Refer to your Windows documentation for basic window management functions.

Companion Basic Overview

Companion uses several different types of windows to assist you in your Bible study. The following are the 5 *primary* window types:

- **STUDY** — Four Bible study modes (see below)
- **COMMENTARY** — Verse-by-verse Resources
- **LEXICON** — Original language dictionaries
- **TOPICS** — Independent hypertext topics
- **NOTEPAD** — Independent sermon/lesson notes.

You can open several windows. The following screen has two STUDY windows (KJS and optional BHS), one LEXICON window, and one COMMENTARY window (NASB Concord.):



STUDY Windows

The STUDY window is the richest *Companion* window type, containing several levels (or "modes") that reflect the way most people study the Bible. First, they begin browsing Bible text, then look up a word or start a search for a word or phrase, and then peruse the verses containing the search target.

The STUDY window follows this process using four consecutive levels:

1. VIEW. View and scroll verses
2. WORD List. View/search exhaustive list of Bible words
3. SEARCH. Search for a word or phrase
4. PEEK. Peek at a search verse in context.

The WORD LIST mode is optional, since you can SEARCH directly from VIEW. To move backward to a prior level, you can:

- Press the **<Esc>** key
- Click the right mouse button in the STUDY window
- Click on the *Escape* ribbon bar button
- Select **Prior Study Mode** on the **Window** menu.

These STUDY levels offer a simple, logical approach to Bible study. However, as people study, many of them have search/study ideas they would like to pursue in the midst of this logical progression. But, eventually they would like to come back to their point of departure. *Companion*'s MDI lets you suspend a current STUDY and initiate a new STUDY or NOTEPAD for jotting down a few ideas. When you are finished, you can close that window and return to your prior STUDY. Or, you can even move to a new *Companion* Bookshelf.

COMMENTARY Windows

COMMENTARY windows are unique *Companion* windows because these "verse by verse" Resources "synchronize" their content to the active STUDY window when the Synchronize option is set. COMMENTARY offers "verse-by-verse" personal notes (User Commentary), user cross-references (UXREF), and other Bible Resources such as the Treasury of Scripture Knowledge (TSK), Scofield Notes (SCOFIELD), and others. Searches and hypertext jumps are available for COMMENTARY windows.

TOPICS Windows

TOPICS windows can contain separate, topically organized material such as Dictionaries and other topical studies.

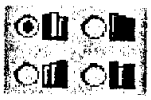
LEXICON Windows

The LEXICON window contains Greek and/or Hebrew word definitions and is generally organized via standard or custom Strong's Numbers. a LEXICON window is considered to be a specialized TOPICS window.

NOTEPAD Windows

The NOTEPAD is a simple text editor for preparing lesson outlines, notes, or sermons.

Companion Desktops



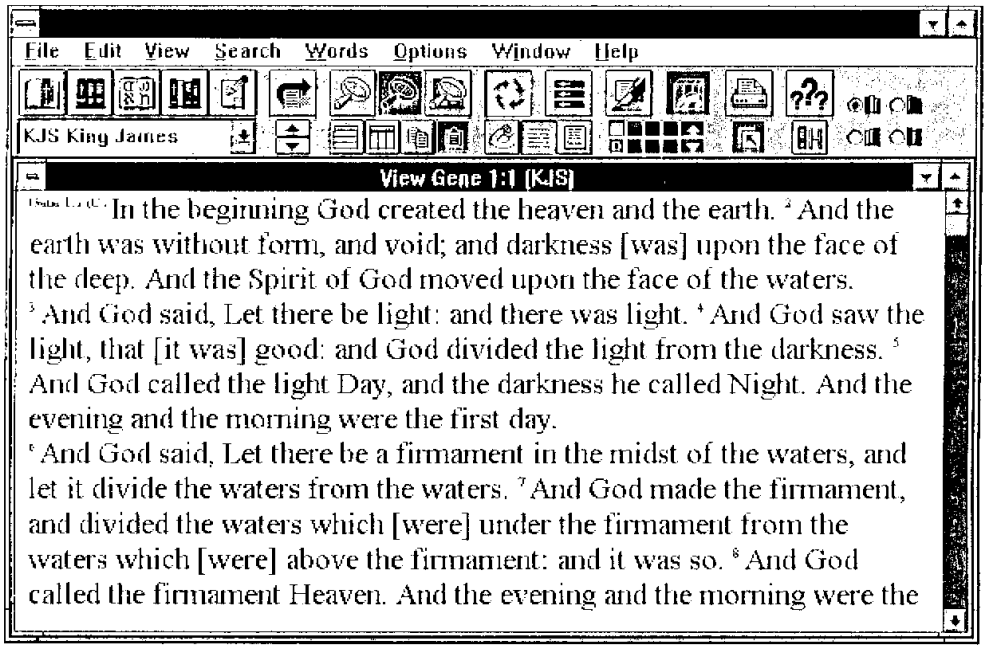
Companion lets you maintain four different sets of window arrangements and switch between them. These arrangements are called "Desktops."

When a new Desktop is chosen, the existing Desktop layout is preserved and the new one is adopted. You can use this for keeping different types of window arrangements for different styles of Bible study. For example, different family members can have their own Desktop without affecting other members' preferences.

Chapter 2. The VIEW Mode

VIEW is the primary STUDY mode. VIEW lets you view and print Bible verses and provides access to the WORD, SEARCH, and PEEK modes. You are in VIEW mode whenever a Bible is in the active window.

You open Bibles by selecting New Study from the File menu, double-clicking the New Bible button on the Ribbon Bar, or setting new Window Content from the View menu or from the Ribbon Bar.



The first verse displayed has its complete reference in the window title. This is the "current verse." As you scroll through the verses, this reference updates to reflect the new current verse.

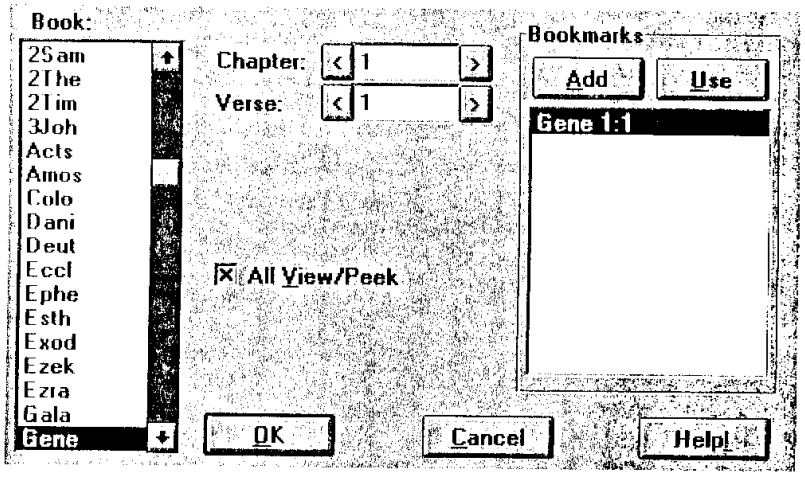
Moving through VIEW

You can move to other verses using the following:

Movement	Keystroke(s)	Scroll Bar Click
Go to prior book	**<Home>**	*n/a*
Go to next book	**<End>**	*n/a*
Go to prior chapter	**<PgUp>**	**Above Scroll Box**
Go to next chapter	**<PgDn>**	**Below Scroll Box**
Move up one verse	**<Up>** or **<Left>**	**Up Arrow**
Move down one verse	**<Down>** or **<Right>**	**Down Arrow**
Move down window-full	**<Space Bar>**	*n/a*
Quick Go-to dialog box	**<Ctrl><G>**	*n/a*

Moving to a Different Verse

You can move to a new verse via the New Verse dialog box. Click the New Verse button or select New Verse... from the View menu. The dialog box appears:



Select a new book. If you press a letter key, the book list advances to the first book starting with that letter. You can keep pressing it until the list advances to your book. Then select your chapter and verse. Valid selection ranges display when these fields are active

Note: If you enter a value that is too high, *Companion* will automatically reduce it to the maximum allowable value.

All View/Peek

The All View/Peek check box lets you choose whether to move all open VIEW and PEEK windows or only the active window.

Note: "New Verse" movements are not automatically synchronized, since that would prohibit you from viewing parallel passages. The All View/Peek option lets you control whether you move just the active window or all applicable windows and is completely independent of other synchronization options.

Bookmarks

The Bookmarks selection lets you store and recall up to 20 commonly accessed verses.

To add a verse to the Bookmarks list, set the desired book, chapter and verse, then push the ADD button.

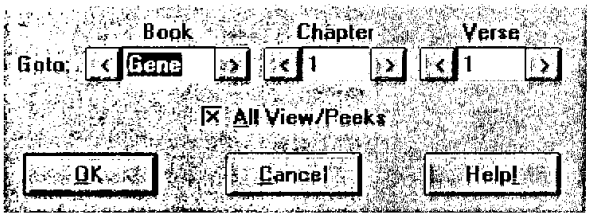
To select a verse from the Bookmarks list, simply select one of the verses and push the USE button. The New Verse dialog box updates to the selected verse.

Notes:

1. You do not need to delete verses from Bookmarks. If you try to add a 21st verse to Bookmarks, all verses will be shifted up one place. The first verse will be deleted from the list and the new verse will be placed at the end.
2. All verses ADDed to the Bookmarks are saved, even if you Cancel out of the dialog box. So, you can set a number of verses and then select Cancel to return to your study.

Quick Go-to Dialog Box

To jump to a new verse in VIEW or PEEK mode you can just press **<Ctrl><G>** and the Quick Go-to dialog box appears:



The Quick Go-to dialog box automatically matches the closest Bible book name as you type in the Book field. Also, it advances to the next field when a **<Space>**, **<:>**, or **<.>** character is typed. Think of it as a "command-line with spin buttons." For example, if you type "Ge 2:1" and press **<Enter>**, you'll jump to Genesis 2:1.

Book

The Book field automatically matches a book to your keystrokes as you type. For instance, if you start with a **<G>**, the field fills with "Gala". Then, if you type **<e>**, it fills with "Gene". To advance to the Chapter field, you can just press **<Space>** or any other non-alphanumeric key.

The Spin Buttons move through available books in Bible order.

Chapter

The Chapter field lets you enter a chapter number. To advance to the Verse field, press **<:>** or any other non-alphanumeric key.

The Spin Buttons move through available chapters for your Book.

Verse

The Verse field lets you enter a verse number. To advance to the All View/Peek field, press **<Space>** or any other non-alphanumeric key.

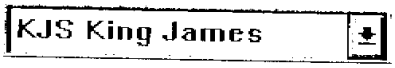
The Spin Buttons move through available verses for your Chapter.

All View/Peek

The All View/Peek check box lets you choose whether to move all open VIEW and PEEK windows or only the active window.

Note: The "Quick Go-to" movements are not automatically synchronized, since that would prohibit you from setting up to view parallel passages. The All View/Peek option lets you control whether "Quick Go-to" moves just the active window or all applicable windows and is completely independent of other synchronization options. This gives you the greatest flexibility in setting up your Bible studies.

Changing Bible Versions



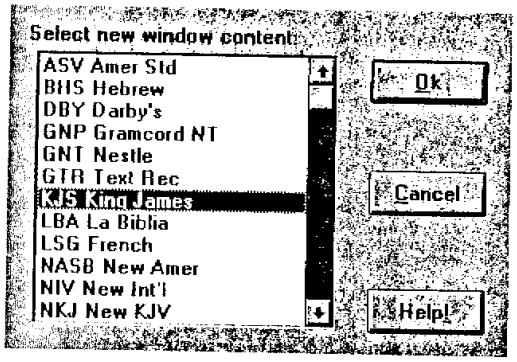
To change the Bible version, click the Ribbon Bar pull-down list box and select a version. Or, use the Window Content buttons to automatically make the next or previous version on the list appear in the window:

Window Content Previous button

Window Content Next button

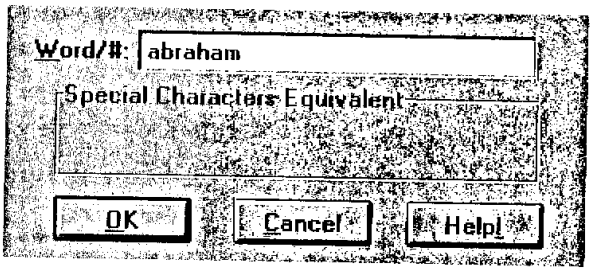
Hotkey tip: Pressing **<Ctrl><V>**, performs the same function as the Window Content Next button.

You can also select Switch Window Content... from the View menu and select a Bible from this dialog box:



Forward and Backward Find

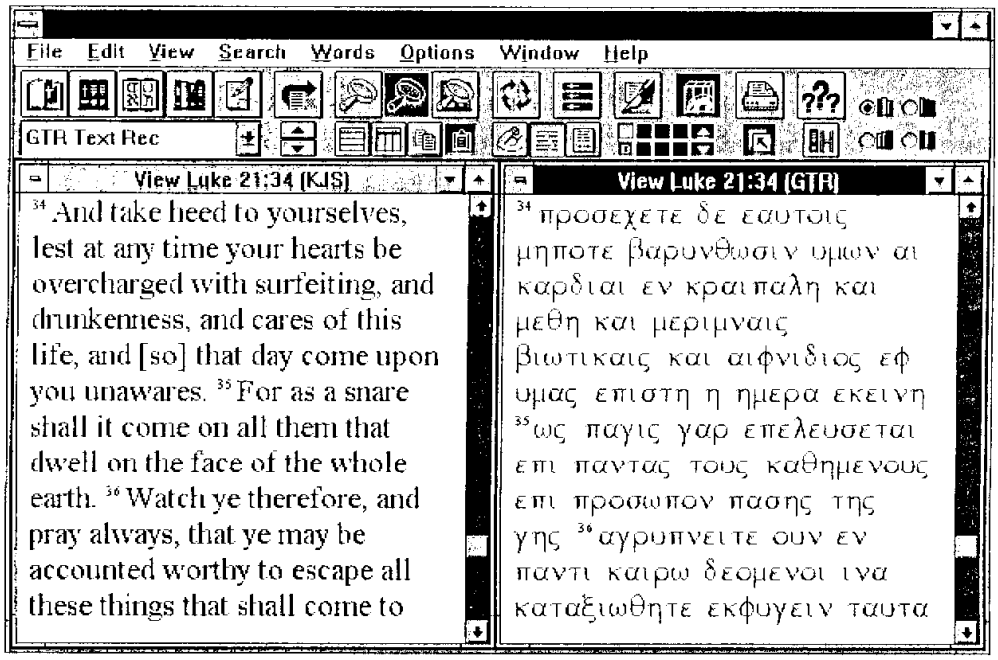
Forward and backward "finds" advance you to the next or prior verse containing a specified word. Select Find... from the Search menu and enter a word:



Companion advances to the next verse containing our word "Abraham." After you enter a word, use the Next (F3) and Previous (F4) commands on the Search menu to move to the various occurrences of the word.

Multiple VIEW Windows

You may have unlimited STUDY windows in VIEW mode. Use them to compare parallel passages or Bible versions. To tile your windows, click one of the two tiling buttons on the Ribbon Bar. Here is an example of two windows tiled vertically.:



Closing VIEW Windows

To remove the active VIEW window, select **Close** on the File menu or double-click the rectangle on the upper left corner.

Synchronizing VIEW Windows

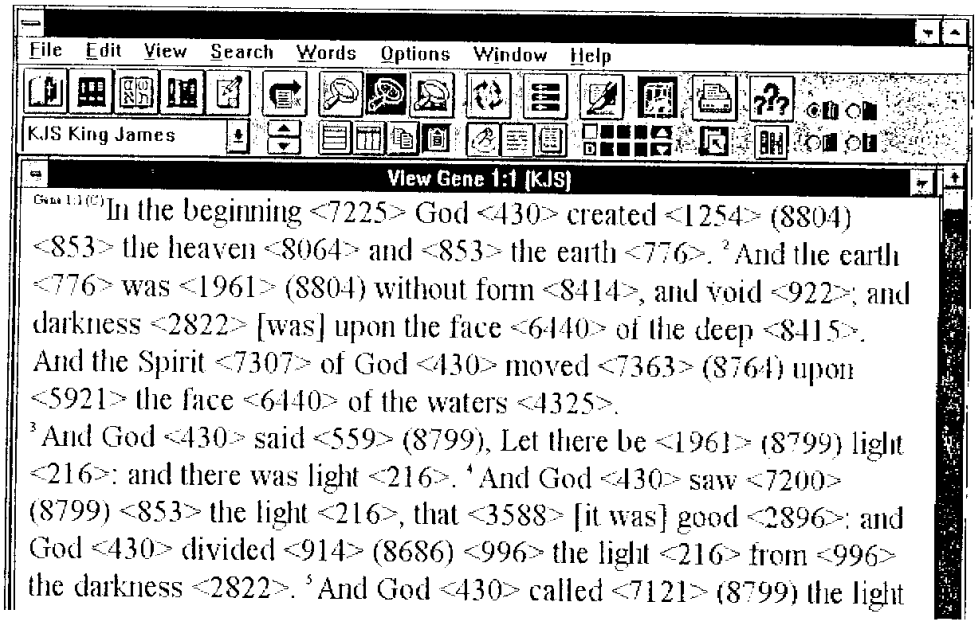
You can synchronize multiple VIEW windows to each other to examine parallel passages. Set synchronization to ON in the Options menu or double-click the Synchronize button on the Ribbon Bar. This causes cursor movements in the active window to be imitated by the other visible VIEW windows.

If a VIEW window is minimized to an icon, it is not included in the synchronization. So, if you have a window you do not want to synchronize when you are studying parallel passages, just minimize it to an icon.

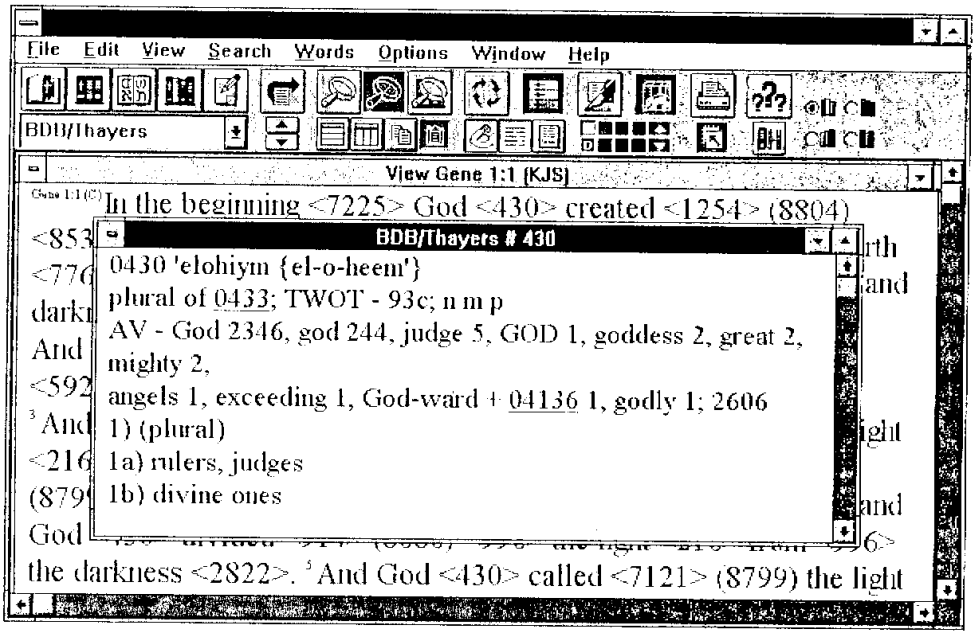
Note that for the purposes of synchronization, a PEEK window is synchronized and considered the same as a VIEW window.

Using Strong's Numbers in VIEW

You can embed Strong's numbers in the KJS (if you have the STR database or another compatible database) by clicking the Show Strong's button or selecting Show Strong's #'s on the Screen Format dialog box that you access from the Options menu. The result looks like this:



Original Strong's numbers appear in angle brackets, such as <1>. Extended parsing values appear as in parentheses (9000). If you double-click **<430>**, for instance, this LEXICON window appears:



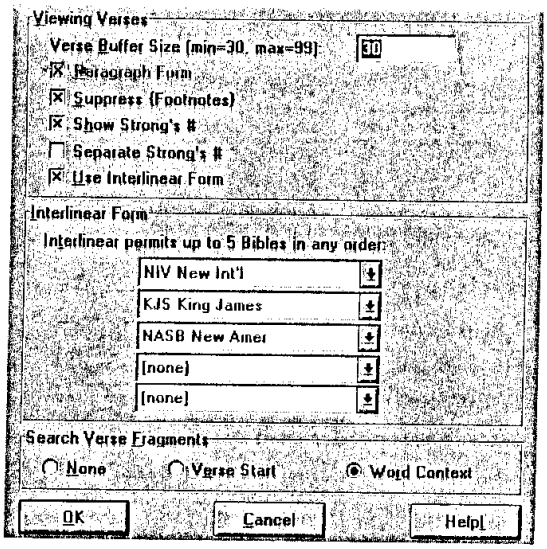
You can view the LEXICON entry and hypertext to other definitions.

You can also choose to have each Strong's number appear on its own line in a VIEW window by checking Separate Strong's # on the Screen Format dialog box.

Setting Interlinear Form

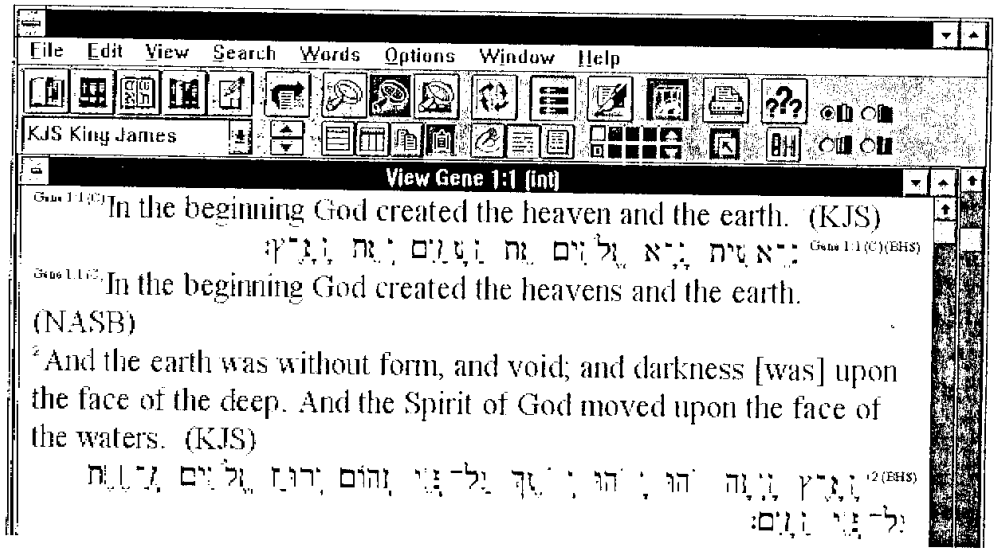
The Set Interlinear Form area of Screen Format dialog box lets you customize the order of interlinear Bible versions by selecting up to five Bible versions. Choose Screen Format from the Options menu. Choose the selections for the Bible versions you want displayed, in order.

Companion Bible database abbreviations are shown in upper case.



Using Interlinear Form

Once you have defined the Bibles to be used in the Interlinear Form, you can enable Interlinear Form for the current VIEW window by clicking the Use Interlinear Form button or by checking that option on the Screen Format dialog box. The following is an example of the KJS, optional BHS, and NASB in interlinear form:

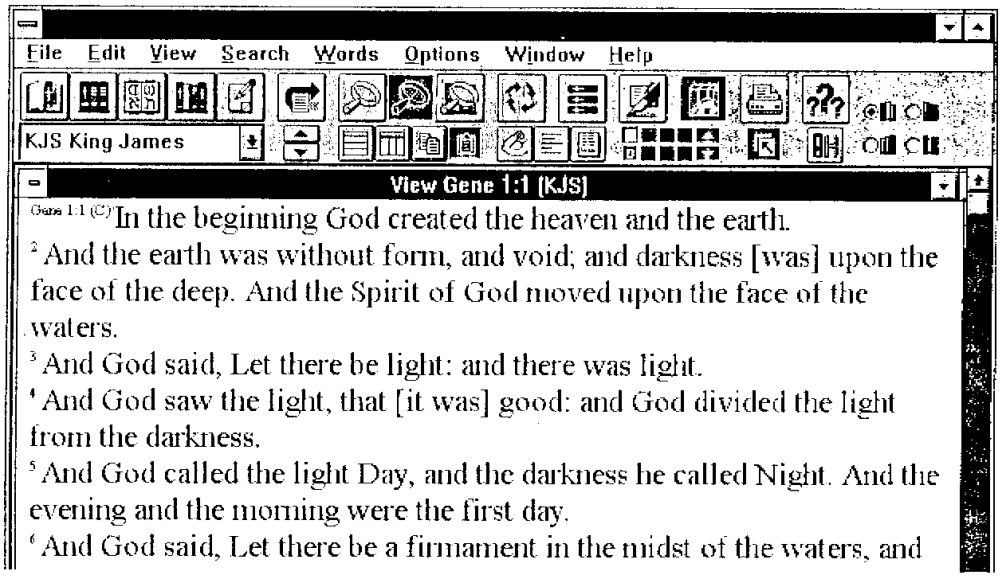


Other VIEW Options

Paragraph Form

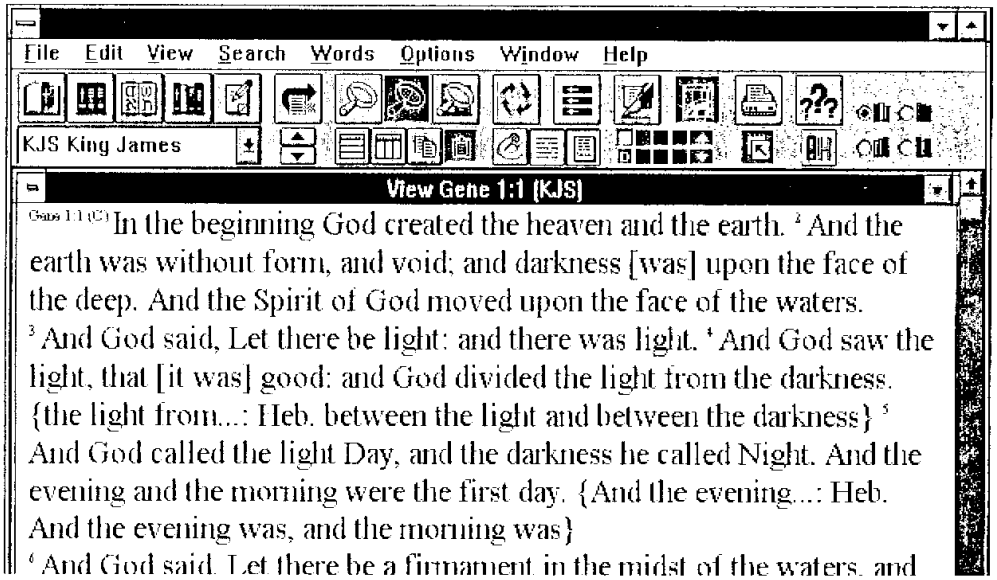
Paragraph Form controls formatting of the verses on the screen.

It puts the maximum number of verses in the window. If you do not use Paragraph Form, the verses are separated:



Suppress {Footnotes}

Bible {Footnotes} display in braces { }. See Gene 1:4 below. If Suppress {Footnotes} is enabled (by means of the Screen Format dialog box), the footnotes will not appear.

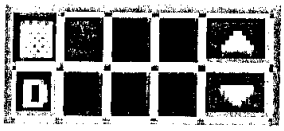


VIEW Study Helps

Focus Word

Some Bible study methods encourage you to examine Bible passages for repeated key words. You can have *Companion* highlight a single word in the Bible as you scroll through the text. Choose "Enter Focus Word" from the View menu and enter a word you wish to focus on. It will highlight just like a word you searched for. To turn Focus Word off, delete the word from the data entry field.

Colorizing Your Bible(s)



Companion supports "Colorizing" (or highlighting) your Bible verses with six different background colors. This function is only performed on the Ribbon Bar and requires the use of a mouse. You can use Colorizing to signify related concepts or ideas (Salvation, Law, Grace, etc.) within a passage or your entire Bible. You can also use Colorizing to select verses to be printed or copied to the Clipboard. You can also use Colorized verses as bookmarks.

Turning Colorizing ON

Check the small checkbox in the upper left corner of the Colorizing buttons.

Colorizing a Verse

First, make sure the verse you wish to Colorize is in the View window and that Colorizing is turned ON. Then, click the Color button. Then click the mouse anywhere within the verse you wish to Colorize.

Returning a Verse to its Default Color

Then, click the "D" (Default) Color button. Then click the mouse anywhere within the verse you wish to de-Colorize.

Copying Colorized Verses to the Clipboard

Choose Copy from the Edit menu. Select a verse range. Check the Send Only Color Verses checkbox, and select one or more colors to copy. Only those Colorized verses within the verse range will be copied.

Printing Colorized Verses

Click the Print button on the Ribbon Bar or choose Print from the File menu. Select a verse range. Check the Send Only Color Verses checkbox, and select one or more colors to print. Only those Colorized verses within the verse range will be printed.

Searching for Colorized Verses

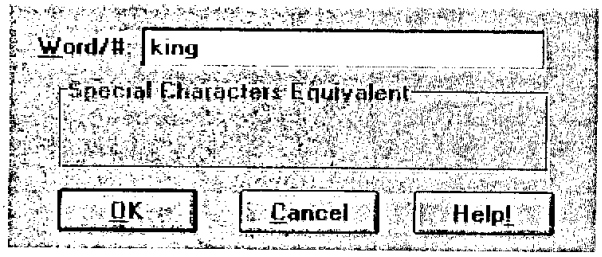
First, make sure that Colorizing is turned ON. Then, click one of the Color buttons. If there is a prior verse with that color, the UP arrow next to the Color buttons activates. Similarly, if there is a verse with that color after your current verse, the DOWN arrow activates. To jump to either the prior or next colored verse, just click the UP or DOWN buttons respectively.

Turning Colorizing OFF

Uncheck the small checkbox in the upper corner of the Colorizing buttons. Your verse color selections are preserved and can be restored by re-checking the checkbox.

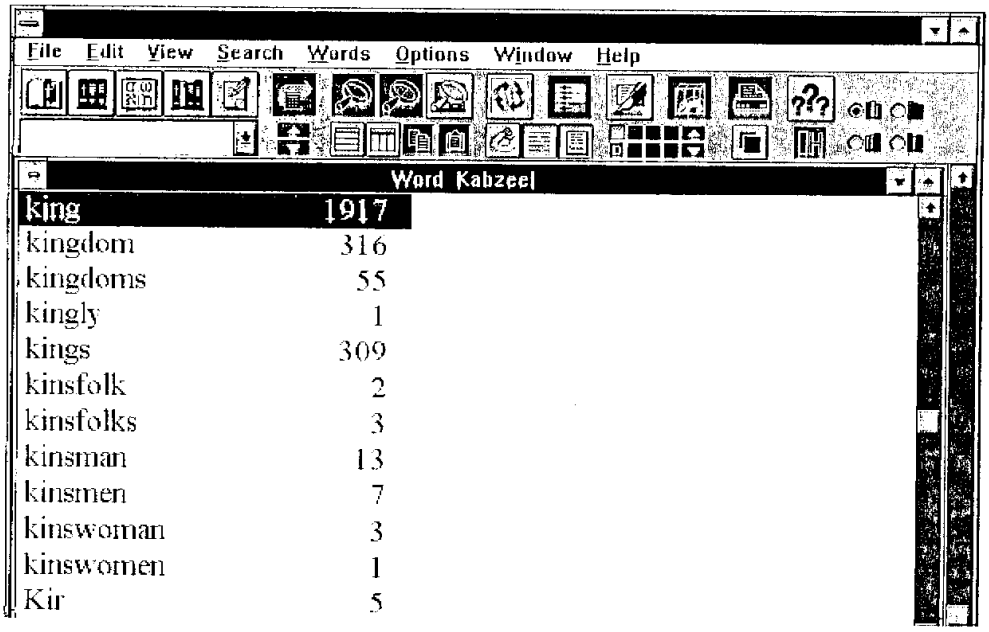
Chapter 3. The WORD Mode

The WORD mode lets you perform word studies and logic searches on your current VIEW window Bible text. To enter the WORD mode, open the WORD List from VIEW by selecting Word List... on the Words menu. The following dialog box appears:



Type the word you want to examine. You can type in part of the word as well. It is matched as closely as possible.

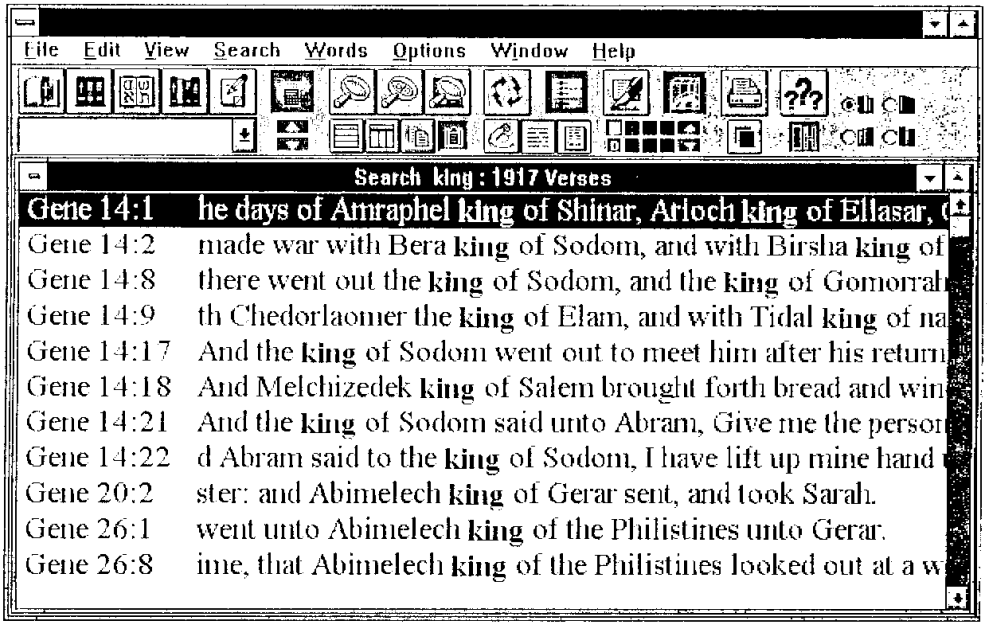
If you enter "**king**" the result looks like this:



The number shown for a word is the number of *verses* in which the word occurs in the *whole* Bible. The word could be in a verse more than once. The number does *not* reflect the current search range.

SEARCHing from the WORD List

You can SEARCH for a word by pressing **<Enter>** or double-clicking a word. If you search on "**king**" you get:



The SEARCH confines itself to the range set in the Search Ranges dialog box, which you access from the Search menu.

Case in the WORD List

Some words appear in the Bible in various cases; such as, "LORD," "Lord" and "lord." WORD List ignores case in searches. (It would find all three versions of "Lord.") The case shown in the WORD List (*Companion* databases) reflects the *first* time it occurs in the Bible text. You can direct a Word/Phrase SEARCH to enforce case.

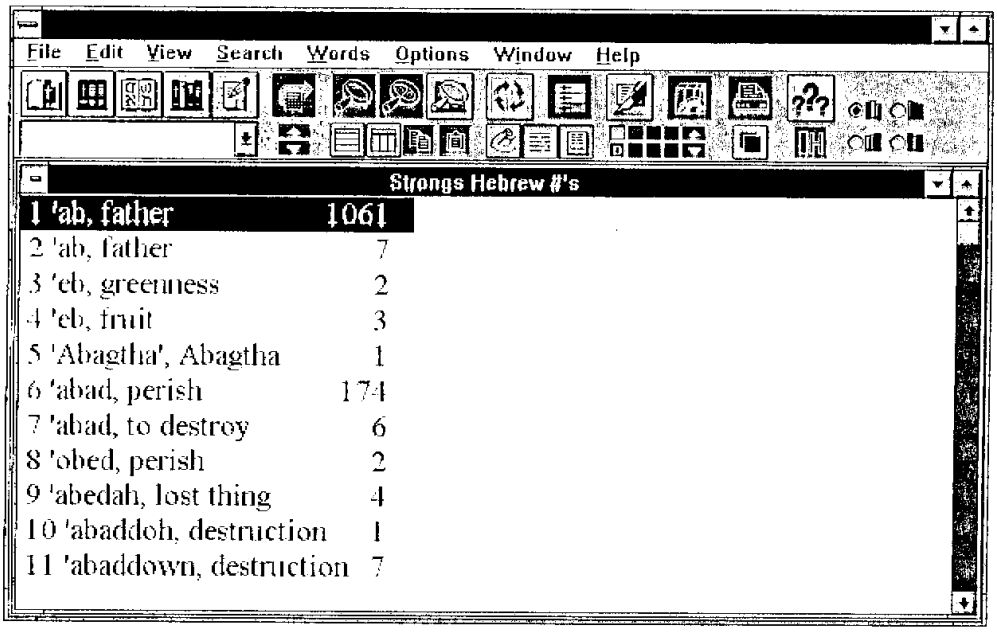
Entering Spanish/Greek/Hebrew

If you want to type accented characters for a *Companion* Spanish database, type an apostrophe *before* the accented character. For instance, to type an accented *e* type *'e*. The proper characters will appear in the special window below.

If you are typing in Greek or Hebrew, the characters in the selected screen font will appear in the special window.

Entering Strong's Numbers

If you have the STR database, you can enter a Strong's number instead of a word. (Prefix Old Testament numbers with a zero "0." Example: OT #1 should be "01.") WORD List shows the number, its transliterated word, and the most common KJV rendition of that number:



At this point, you can view the LEXICON entry by clicking the New Lexicon button or by picking New Lexicon from the File menu. You can even synchronize LEXICON to the Strong's Word List by clicking the Synchronize button.

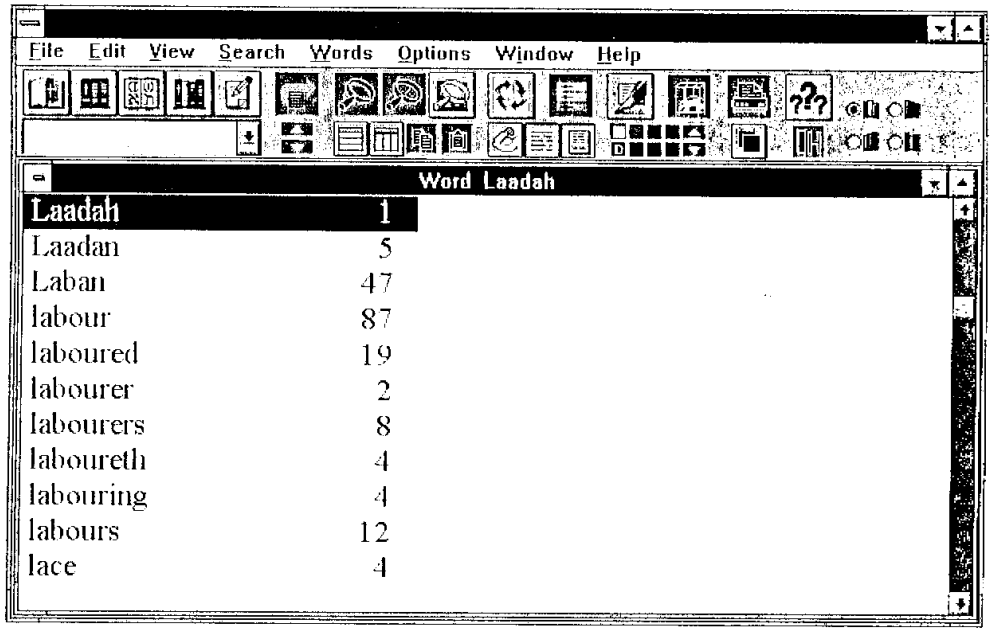
Then, as you scroll through the Strong's Word List, the LEXICON updates to the current entry.

Scrolling the WORD List

Movement	Keys
Go to beginning of words	**<Home>**
Go to end of words	**<End**
Move up one line	**<Up>** or **<Left>**
Move down one line	**<Down>** or **<Right>**
Go to top of window, scroll if req'd	**<PgUp>**
Go to end of window, scroll if req'd	**<PgDn>**

Moving to a New Alphabet Letter

You can press **<A>** through **<Z>** to move to an alphabet letter. For example, if you pressed **<L>** after looking up "king," you would see:



Restarting the WORD list

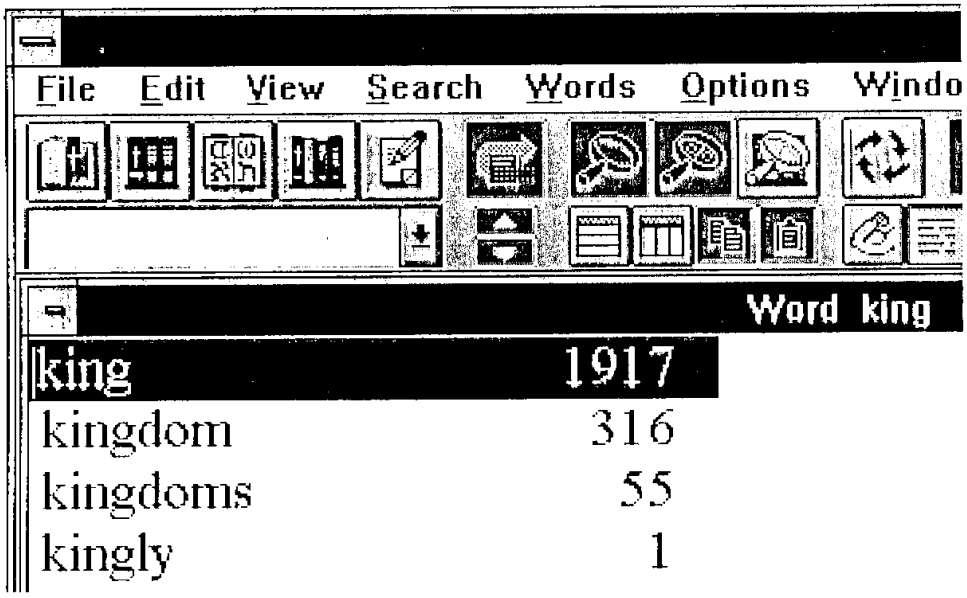
While you are in the WORD list, you can restart it to a new word by choosing Word List... from the Words menu.

AND/OR Logic Searches from the WORD List

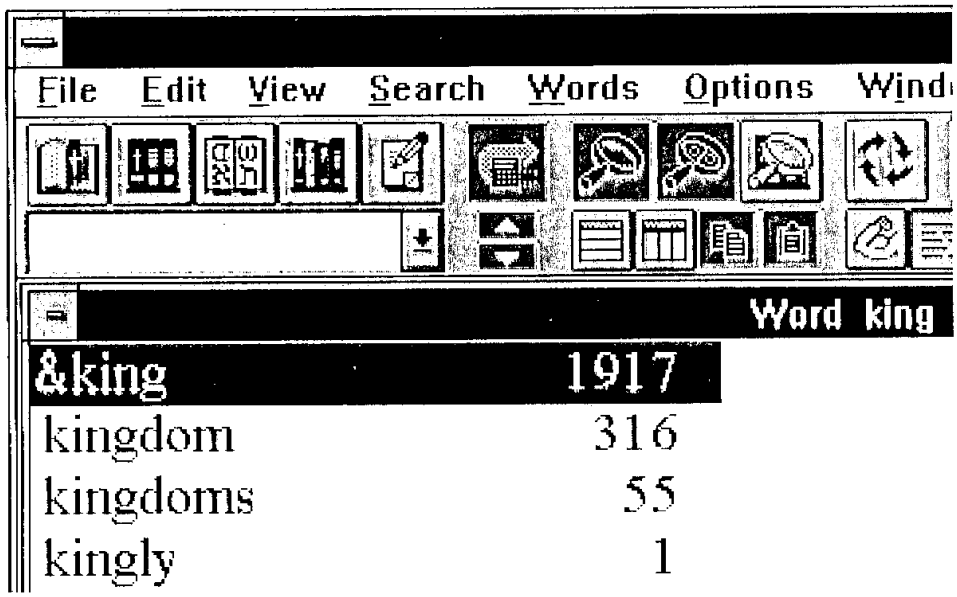
Logic searches are for multiple words. AND logic requires each of the words to be present in a verse to count as a "hit." Use it to examine related words or subjects. OR logic only needs one word to be present in a verse to count as a "hit." Use OR logic in synonym searches such as "sin" OR "transgression," and for variations like "sin" OR "sins." Select your search logic on the Words menu.

You specify your logic search words by "toggling" them ON. To toggle a word, move the selection bar to the word and press the **<Space>** bar (or select Toggle on the Edit menu). A special character appears beside the word. If you press **<Space>** bar again, the character is removed. Only those words that are toggled ON (the ones with the special character next to them) are used for the search.

The "|" character beside a toggled word is a reminder that you are using OR logic. In the following example, "king" is toggled under OR logic:

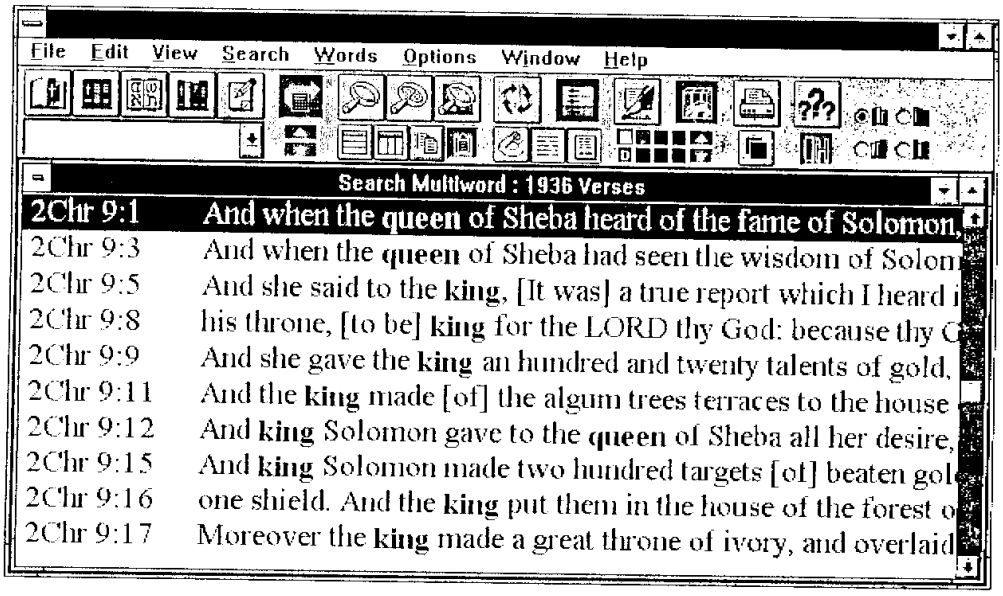


The character "&" represents AND logic. AND logic looks like:



Change search logic in the Words menu. You can choose AND or OR logic from the Word List Logic dialog box. If you change logic while words are toggled, the new logic will be applied to all previously toggled words.

To begin a logic search, select Search Toggled on the Edit menu. This begins a search on the combined words. The search takes only a little longer than a single word search. The following shows some results of an OR logic search on "king" OR "queen":



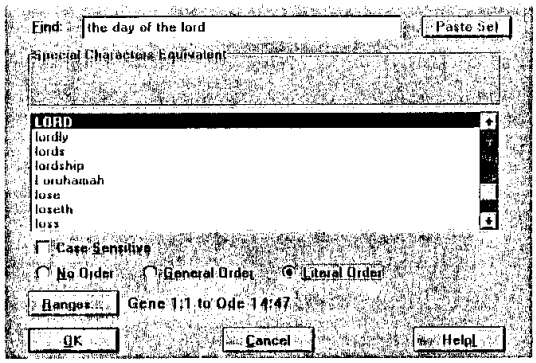
Chapter 4. The SEARCH Mode

The SEARCH mode enables you to create, view, manipulate, and analyze word and phrase searches. Advanced users can create sophisticated compound searches by merging searches using the *AND*, *OR*, *XOR*, and *NOT* logical operators.

The full range of SEARCH features is available for VIEW windows and is covered in this Chapter. To focus on SEARCH features pertaining specifically to COMMENTARY, TOPICS, and LEXICON windows, see Chapter 5.

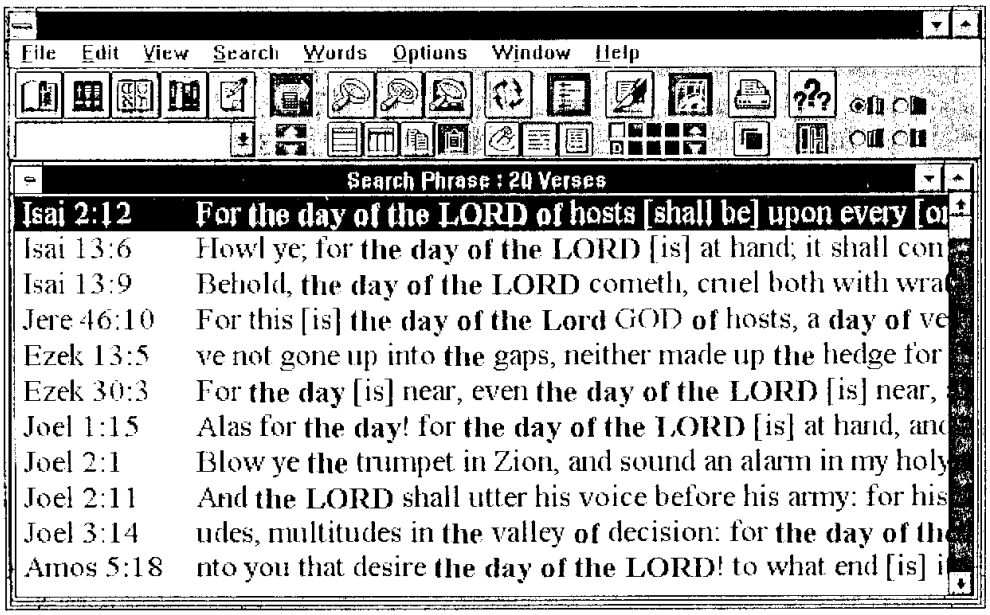
Performing a Search

To SEARCH from the VIEW mode, click the Word/Phrase button or select Word/Phrase... from the Search menu and enter a word or phrase. For our example, let's search KJS for the phrase "the day of the Lord":



Word Order is "Literal" and Case Sensitivity is off.

The result is this SEARCH window:



Due to the "Literal" setting, *Companion* screened 380 possible verses for the exact phrase "the day of the Lord."

Hit Highlighting

The previous window is a good example of hit highlighting. All SEARCH phrase words are highlighted–even words outside "literal" order (See Jere 46:10 above). This shows you uses of the words you might otherwise miss. If you use wildcards (see below), only the root word is highlighted. For instance, if you search on "***lov****", the highlighting would look like: be***lov**ed, ***lov**ely, ***lov**ing, ***lov**e, etc...

Companion gives you control over the fragments of the verses shown. The Screen Format dialog box on the Options menu gives you the choice of using no fragments (very fast), the beginning of the verse, or using the context of one of the SEARCH words. If Word Context is chosen, the fragment is centered on the *first* SEARCH word found. (It may not be part of a phrase (see Ezek 13:5 above). Remember, you can just move the selection bar to a verse and press **<Enter>** to PEEK at the entire verse in context (the search words will continue to be highlighted).

Entering Word/Phrases

Paste Sel

You can select a word or phrase out of the Bible text to use in the Word/Phrase dialog box. Simply highlight the text in a VIEW window with the mouse before you enter the Word/Phrase dialog box. Then click Paste Sel to insert that text in the Word/Phrase dialog box.

Using the Word List

As you type a word in the Word/Phrase dialog box, the Word List tries to match your word as closely as possible. To substitute one of the words in the Word List for your current word, just double-click it.

Using Strong's Numbers

If you have the STR database, you can search for Strong's number(s). (Prefix Old Testament numbers with a zero "0". Example: OT #1 should be "**01**".) Strong's numbers can be used alone in the Word/Phrase dialog box or added to *any* phrase–even for non-Strong's databases (such as NIV). Strong's numbers are *ignored* for Word Order purposes. In effect, they operate as a logical AND against any phrase words. The search results use the Bible text you started the SEARCH from.

Wildcards

You can use the asterisk character "*" to act as a wildcard. The wildcard can be at the beginning and/or the end of a word. These are valid examples: "lov*", "*eth", "*come*". You may not embed the wildcard in a word. The following examples are invalid: "f*med", "spir*t". Wildcards are especially useful in searching Greek text for root words.

Punctuation

Punctuation is ignored for searching purposes.

Using Spanish/Greek/Hebrew Characters

If you want to type accented characters for a *Companion* Spanish database, type an apostrophe *before* the accented character. To type an accented *e* type *'e*. The characters appear in the special window below. If you type Greek or Hebrew, the special window displays the text in your chosen screen font.

Option Buttons

Case Sensitivity

You can choose to enforce Case Sensitivity. If you do, *Companion* finds terms whose case (capitalization) matches.

Word Order

If you have a phrase, you can choose to enforce Word Order.

- If you choose "None," *Companion* finds any verse(s) in the search range that has the words–in any order. This is the fastest method.
- To enforce Word Order, use "General" or "Literal" order. "General" requires the words be found in order, but other words are allowed in between. "Literal" order enforces word order and does not allow words in between. Since *Companion* must screen each potential verse, searches that enforce Word Order take longer.

If you are already enforcing Case or Word Order, adding the other won't add much additional time to your search.

Possible Phrase Errors

There are potential errors in a phrase search and the following are failure messages. After each, we provide an explanation and suggestions.

Above word(s) were not recognized.
You typed in a word or a wildcard that is not in the Bible. Start a new study. Get in WORD mode for spelling help if you need it.

Above word(s) were not in search range(s).
Your word(s) are valid, but are not in the search range. "Apostle Paul" is not in Genesis. Review your range on the Search menu.

Words not together in verse in search range(s).
The words were recognized, and they are in the search range. But, they are not found together in even one verse. Check your search range or modify the search phrase.

Words don't match your order in search range(s).
You would have had some "hits," but you specified "General" or "Literal" Word Order. That eliminated the potential hits. Consider relaxing your Word Order, changing your search range, or altering your phrase.

Words don't match case in search range(s).
You would have had "hits," but you enforced Case Sensitivity. That eliminated the potential hits. Try changing the case you used in your phrase, running the search without Case Sensitivity (to see what case does exist), or altering your search range.

No order and/or case match in search range(s).
You would have had some hits, but you enforced both Word Order and Case Sensitivity. One or both eliminated the hits. (*Companion* can't tell which–or if it was both. That would slow searches greatly.) Eliminate Word Order or Case Sensitivity and search.again You can also examine the search range and the phrase.

User aborted search by pressing <Esc>.
Since *Companion* allows you to abort long searches (when you enforce Case Sensitivity or Word Order) by pressing <Esc>, this isn't a failure message–you simply stopped the search manually.

Using SEARCH Results

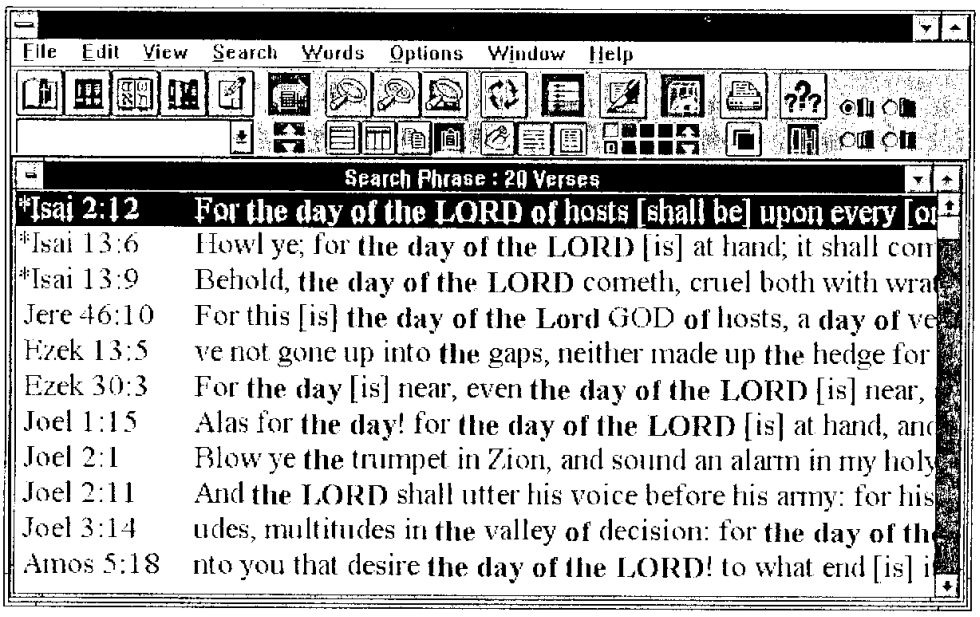
Scrolling SEARCH Verse References

Once you are in the Search window, you can move to other verses using the following keys:

Movement	Keys
Go to beginning of references	**<Home>**
Go to end of references	**<End>**
Move up one verse	**<Up>** or **<Left>**
Move down one verse	**<Down>** or **<Right>**
Go to top of window, scroll if required	**<PgUp>**
Go to end of window, scroll if required	**<PgDn>**

Toggling Verse References

Verse references are toggled by pressing the **<Space>** bar (or select Toggle on the Edit menu). If an "*" is beside the verse, it is toggled ON. This example shows "the day of the lord" verses in Isaiah toggled:

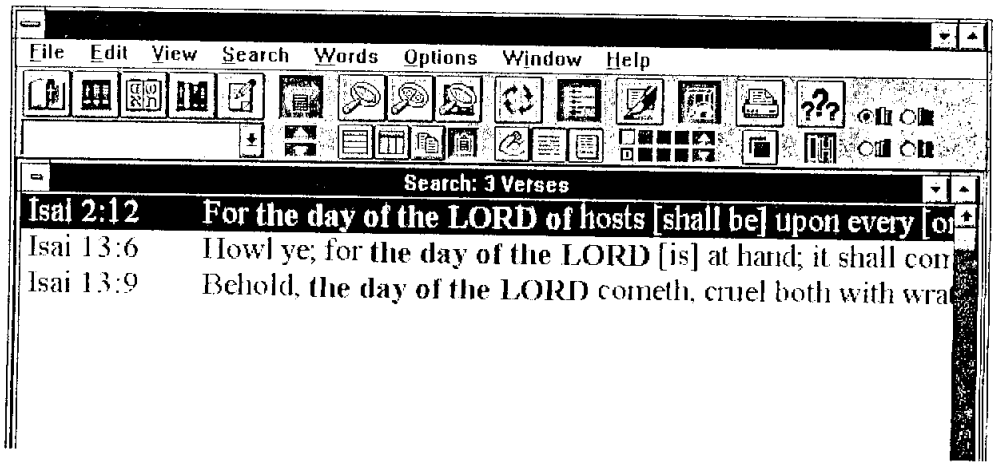


If you toggle a verse twice, the "*" disappears and the verse is toggled OFF. Toggled verses are used in printing and in reducing verses.

Reducing SEARCH Verse References

To reduce a list to the toggled verses (removing others) pick Delete Non-Toggled on the Edit menu. This option makes a verse list manageable, allowing you to select pertinent verses. For example, if you search for

"lie," you are probably looking for either the "falsehood" or "reclining" meaning–but not both. Be sure your toggles are correct. You must restart the SEARCH to get them back. For Isaiah, the result is:



Adding Verse References

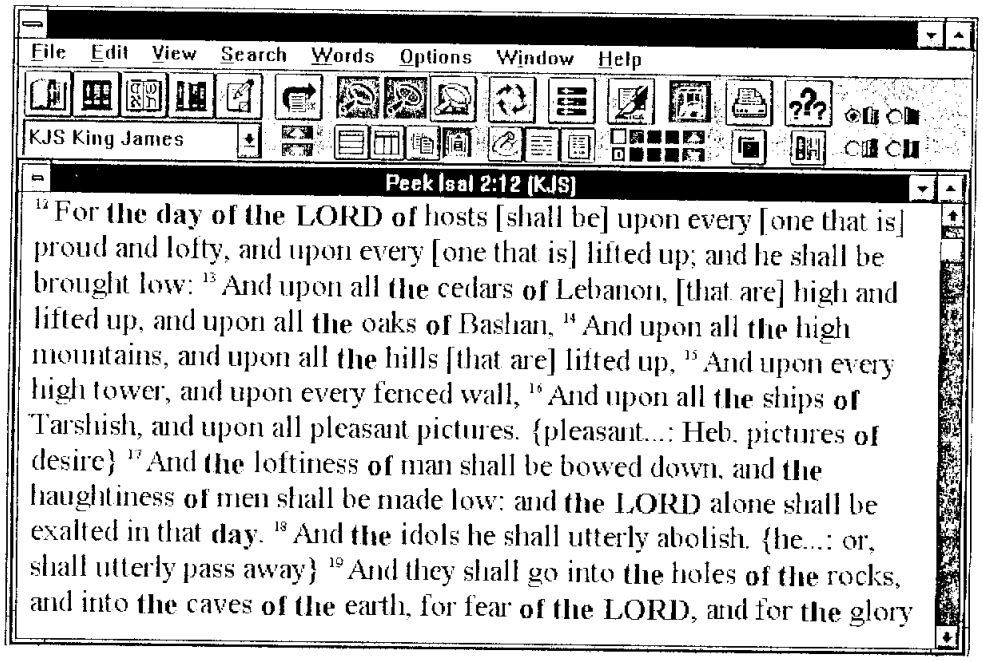
To add a verse or verse range to a verse reference list, select Insert... from the Edit menu. You are asked for the verse range to add.

Deleting Verse References

To delete a selected verse, press **<Del>**.

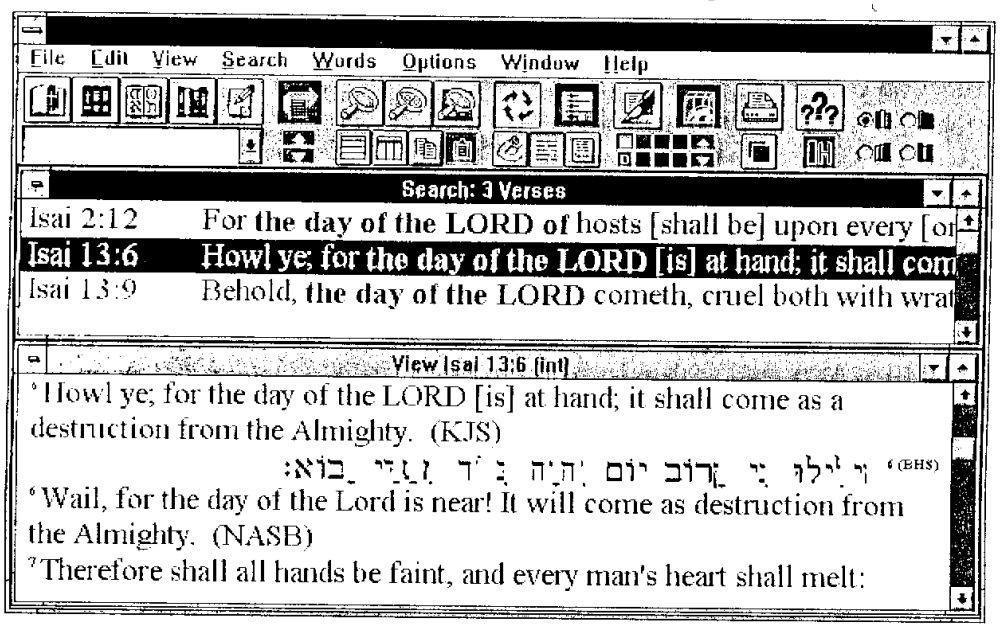
PEEKing at SEARCH Verse References in Context

You can PEEK at a verse in context by pressing **<Enter>** on it. In our previous example, a PEEK at Isaiah 2:12 would look like:



Synchronizing VIEWs to SEARCH

You can synchronize VIEW or PEEK windows to a SEARCH window. This means that any visible VIEW or PEEK synchronizes to the current verse in a SEARCH mode window. You can view a SEARCH verse in context as in PEEK, while the SEARCH is still displayed on the screen. Also, you can view a SEARCH verse in different Bible versions, or even use Interlinear Form. The only difference is that the SEARCH words are *not* highlighted.



Remember to minimize STUDY windows you don't want synchronized.

Using SEARCH Files

SEARCH generates files whose filenames have a ".SMS" extension. So, when you save a SEARCH file as "KING", it is stored as "KING.SMS". *Companion* automatically appends the ".SMS" extension for you.

Saving SEARCH Files

You can name and store searches to disk:

Save As

To save a SEARCH, pick Save As... from the File menu. Then, enter a file name. If the file exists, you are warned before replacing it.

Save

To save an existing SEARCH file, select Save from the File menu. If the file does not have a name, *Companion* asks for one (like Save As).

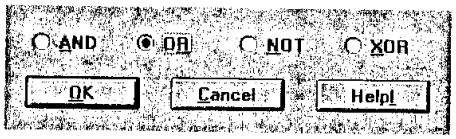
Opening SEARCH Files

To Open a SEARCH file, you must be in SEARCH. (If need be, do a trivial search). Select Open from the File menu and choose the file.

Merging SEARCHes

You can Merge a saved SEARCH file with the current SEARCH using AND, OR, XOR, or NOT logic to build compound SEARCHes. With a SEARCH window active, select Merge... from the File menu. The Merge dialog box gives you merge choices:

After you exit the Merge dialog box, the File Open dialog box appears: Select the SEARCH file you wish to merge. *Companion* then merges that file with the active SEARCH on the screen according to logic you selected.



OR This creates a SEARCH containing *all* verses in *either* of the SEARCHes. Use it to combine two SEARCH lists into one comprehensive list.

AND This builds a SEARCH containing only those verses in *both* of the original SEARCHes. Use it when you want to look at verses common to two SEARCHes.

XOR This stands for "eXclusive OR." It creates a SEARCH containing verses in either original search–*but not both.*

NOT This *removes* from the current screen SEARCH *any* verses in the saved search file. Assume your current screen SEARCH is for the word "king" and your saved SEARCH file is for the word "Israel." If you select the NOT operator and open the saved SEARCH file, the result is all verses that contain the word "king" but not the word "Israel." Thus, all verses containing "king of Israel" would be eliminated. Note that NOT logic is order-dependent. If the current screen search and saved search file were reversed, you would get a different result.

Examples:

The screen SEARCH contains verses:	1, 2, 3, 5
The saved SEARCH contains:	1, 2, 4
OR result:	1, 2, 3, 4, 5
AND result:	1, 2
XOR result:	3, 4, 5
NOT result:	3, 5

Using Ranked Search

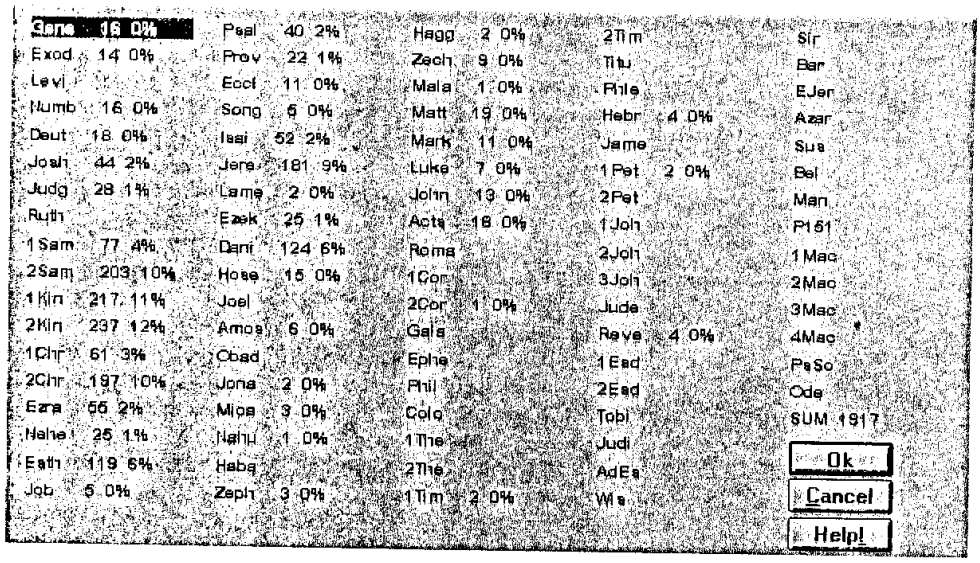
Ranked Search provides a list of Bible books ordered by the number of verse "hits" for each book, from most frequent to least frequent. Click the Ranked Search button on the Ribbon bar or choose Ranked Search... from the Search menu.

To advance the Search results to a book displayed in the list, double-click it. You can also obtain more detailed search information by clicking the Stats... button to bring up Search Statistics.

Using Search Statistics

Search Statistics gives you a panoramic view of a SEARCH, with the number of hits by book and hits per chapter in a book. Choose Search Statistics... on the Search menu.

Here is an example of a "king" search:



Search Statistics provides the total number of hits in each book and the approximate percentage of the total number of hits. For instance, Psalms has 40 hits, and about 2% of the total number of hits, 1,917.

Note: *Companion* uses integer math to compute Search Statistics percentages. This is fast, but it sacrifices some accuracy due to rounding errors. Since the purpose is to give the user an overview, we felt greater accuracy was not justified.

You can cursor around on the books using the arrow and tab keys. If we cursor to Psalms and press **<Enter>**, we can view Search Statistics on a chapter-by-chapter basis for Psalms:

1		21	2	41		61	1	81		101		121		141					
2	1	22		42		62		82		102		122		142					
3		23		43		63	1	83		103		123		143					
4		24	4	44	1	64		84	1	104		124		144					
5	1	25		45	6	65		85		105	1	125		145	1				
6		26		46		66		86		106		126		146					
7		27		47	3	67		87		107		127		147					
8		28		48	1	68	1	88		108		128		148					
9		29	1	49		69		89	1	109		129		149	1				
10	1	30		50		70		90		110		130		150					
11		31		51		71		91		111		131		SUM 40					
12		32		52		72	1	92		112		132							
13		33	1	53		73		93		113		133							
14		34		54		74	1	94		114		134							
15		35		55		75		95	1	115		135	1						
16		36		56		76		96		116		136	2						
17		37		57		77		97		117		137							
18	1	38		58		78		98	1	118		138							
19		39		59		79		99	1	119		139							
20	1	40		60		80		100		120		140							

OK

Cancel

Help!

In Psalms, chapter 45 has the most hits. Press **<Esc>** to return to books. Press **<Enter>** to advance SEARCH to chapter 45.

Chapter 5. Bible Resources: COMMENTARY, TOPICS, and LEXICON

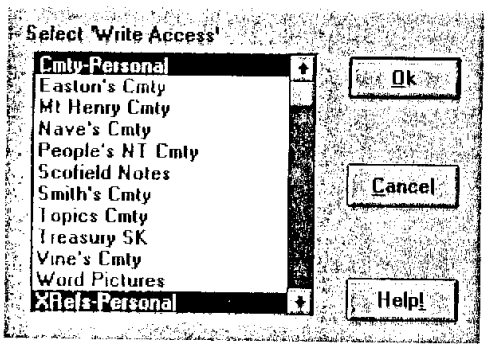
Bible Resources are tools to supplement your Bible study. They include COMMENTARY, which is verse-*dependent*, and LEXICON and TOPICS, which are verse-*independent*.

This Chapter explains the general features of Bible Resources then discusses specific Resources.

General Features of Bible Resources

Setting Optional Write Access

Resource Write Access, selected from the Options menu, controls updating of Resources:



If write access is enabled, the Resource "auto-saves" text when you exit the Resource or jump to another text within a Resource. Use write access with care, since you may enter or delete text and permanently save it. By default, "Write Access" is enabled for COMMENTARY and UXREF, and disabled for all others.

Note: Not all Resources may appear in the list if the publisher of the work did not wish to permit users to edit the work for their own use.

Editing Resources

The Resource Edit button toggles you in and out of the Hypertext and Edit/Display modes.

To save changes to a Resource, you must enable Resource Write Access through the Options menu. You cannot save changes to CD-based databases.

If Resources Write access is enabled for the resource in the active window, the pencil icon displays on the Resource Edit button when you toggle to the Edit/Display mode.

Using and Creating Hypertext Jumps

Companion Bible Resources support "hypertext" jumps. These are "fast forwards" to other texts within the same or other Resources. The types of jumps can be classified as follows:

From	To
COMMENTARY(s)	TOPICS and Verse References
LEXICON	LEXICON and Verse References
TOPICS	TOPICS and Verse References

Available jumps are underlined and green. You double-click them to jump to the referenced text.

Verse jumps are checked for validity. For example, a jump to Genesis 51:1 is not allowed.

Note: To create a simple and flexible hypertext system–usable and extensible by our users, *Companion* uses an "aggressive" hypertext system. Occasionally, non-sensical jumps can appear. For example, in LEXICON, you can sometimes "jump" to the number of KJV occurrences. That Strong's number is obviously not related to your definition.

Jump History

As you make jump after jump through a Resource, your last seven jumps within a Resource are stored so you can return to them by pressing **<Esc>**.

Adding Jumps in COMMENTARY and TOPICS

You can build your own jumps. See the "COMMENTARY" and "TOPICS" sections later in this Chapter for instructions. If you are building your own cross-references, you can import verse references based on SEARCH files (saved from in SEARCH mode) and paste them, pre-formatted, into a Resource. (See "Cross-Reference Features" below for more information.)

Adding Jumps in LEXICON

You can create additional hypertext jumps (in Edit Mode with Resource Write Access ON) to other LEXICON definitions. You do this by entering a valid Strong's number–or the record number displayed in the window title for non-Strong's LEXICONs like the UBS Greek NT Dictionary–preceded by one of several "keywords," then a single space. (Remember to prefix Hebrew/OT Strong's numbers with a zero.) The "keywords" help *Companion* identify potential jumps.

Valid Strong's keywords include:

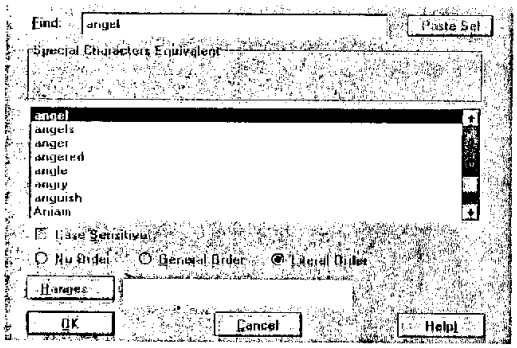
and	**from**	**origin**
as	**From**	**to**
cf	**of**	**+**

Example: "This Hebrew word is related to 0430 and 0431." In this case, both 0430 and 0431 would be valid "jumps." After you switch back to Display/Hypertext Mode, the "jump" will be highlighted in green if you have entered it correctly.

Searching Resources

You can search all records within a Resource for words and/or numbers. This is a simple, sequential text search for the words. Multiple words and/or numbers are treated as a logical AND. There is no word order support or case sensitivity.

Select Word/Phrase... from the Search menu or click the *Word/Phrase* button within a Resource window, enter your word(s) and/or number(s), and begin the search.



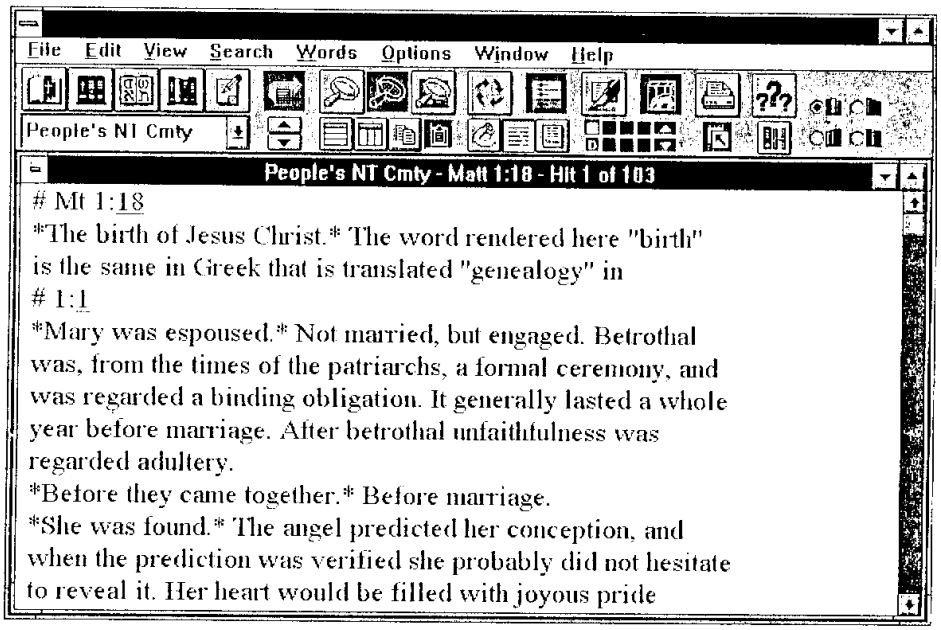
The Resource window titles show the current hit and total hits. You can "page" through the hits by pressing the **<Ctrl>** key with **<PgUp>**, **<PgDn>**, **<Home>** or **<End>**. The search words are *not* highlighted. You can use this feature to search topically for related LEXICON entries, TOPIC entries, and COMMENTARY verses. For example, you could search BDB/Thayers for the word "father" and page through that lexicon's definitions that refer to the word "father. "

Cross-Reference Features

There are two features that support your use of cross-references: cross-reference importing and cross-reference exporting.

Cross-Reference Importing

You can convert and import SEARCH files into text-based Resources. Choose Convert Search to Paste XRefs from the Edit menu.



Note: You can do this from SEARCH mode *or* in a Resource editor. If you are in a Resource, you are asked to select a SEARCH file. If you are in a SEARCH window, the current SEARCH results are used.

The verse references are converted to hypertext jump format and put in the Windows Clipboard. Put the cursor in the Resource text where you want the cross-references and select *Paste* from the Edit menu.

Cross-Reference Exporting

You can take cross-references from a Resource and convert them into a SEARCH file. You can then retrieve and manipulate that SEARCH, including merging it with other SEARCHes. Within a Resource, choose Convert Xrefs to Search File from the Edit menu. You are then prompted for a SEARCH file name, and the cross-references are converted to a binary format compatible with SEARCH.

Strong's Numbers

In the KJS with embedded Strong's, there is a "(0)" place holder. This shows an implied Strong's number created by translation into English. For instance, English usage may break up a single Strong's number into two or more words, separated by other words. This lets you determine how many times the Strong's number actually appears in the original. You cannot search or get a definition for this number (zero).

COMMENTARY

COMMENTARY is a "verse-by-verse" Resource synchronized to an active Bible STUDY window. To open COMMENTARY, click the New COMMENTARY button or pick New Commentary on the File menu. You can open up to 10 COMMENTARY windows.

There are several types of COMMENTARY content, including:

- User-created Commentary
- Your own verse by verse notes
- User-created Xrefs
- Your own verse cross-references
- Treasury Scripture Knowledge
- Optional cross-references
- Matthew Henry
- Devotional Bible Commentary.

You can change the COMMENTARY content by the Ribbon Bar list box or by selecting Switch Window Content... on the View menu.

Switching COMMENTARYs

By pressing **<Ctrl><V>**, you can toggle through available COMMENTARYs in a COMMENTARY window. Or, you can click the UP and DOWN arrows next to the Ribbon Bar list box:

Window Content Previous button
Window Content Next button

Companion also offers a number of "quasi-commentaries," which refer you to TOPICS Resources that refer to that verse. You can press **<Ctrl><Q>** to toggle through just these types of COMMENTARYs.

You can create your own User Commentary and User Xrefs. You can also edit most other Resources, if they are not on CD and if you have Resource Write Access enabled for them. You need not explicitly save changes to COMMENTARY. Since it synchronizes to verse changes in other windows, it automatically saves changes when it moves to another verse.

Note: Turn write access ON and OFF for Resources to enable or prevent updating them. Select Resource Write Access on the File menu.

Editing COMMENTARY

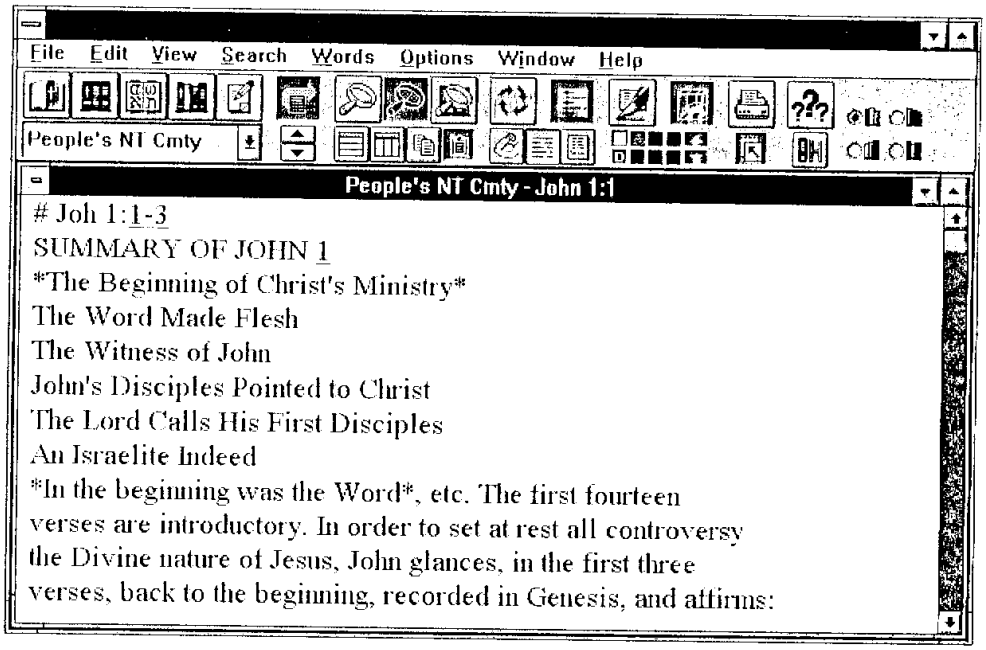
Resource Edit on the Edit menu "toggles" between Display/Edit Mode and the Hypertext Mode. If you are in Display/Hypertext Mode, any hypertext "jumps" are highlighted in green (like Window's Help). You double-click them to "jump" to the associated text. *Advanced users can create and extend Resources with hypertext jumps and Xrefs*

Hypertext Mode

COMMENTARY windows use a Hypertext Mode to display text in a selected Resource font and allow hypertext jumps to TOPICS and cross-references. In this mode, text cannot be edited. You can, however, select text to be copied to the Clipboard by "dragging" the mouse. Available hypertext jumps appear in green text. Double-click one to "jump." If you jump on a cross-reference, a special window displays the verse(s). You can print or copy to the Clipboard from that window. If you leave the window open, it is used for future "jumps."

Display/Edit Mode

In Disply/Edit Mode, you can change or add text to the COMMENTARY Resource. Edit Mode uses a paragraph-oriented editor similar to NOTEPAD, using a Windows default font. Word wrap is based on the window margins, not your printer margins. It is intended to keep long text lines from going off the end of the window where they cannot be seen. When you print from COMMENTARY, your printer margins are enforced at that time. Paragraphs will reformat to printer margins.



You may type comments for the current verse. Space for 30,000 characters is provided for each verse. The current STUDY verse is indicated at the top of the VIEW window and at the top of the COMMENTARY window.

In Edit Mode, you need not worry about "saving" changes. Assuming you have enabled Write Access on the Options menu for the Resource, *Companion* saves changes automatically when you:

- Enter new comments for a verse
- Edit existing comments
- Exit COMMENTARY
- Exit *Companion*.

Moving through COMMENTARY

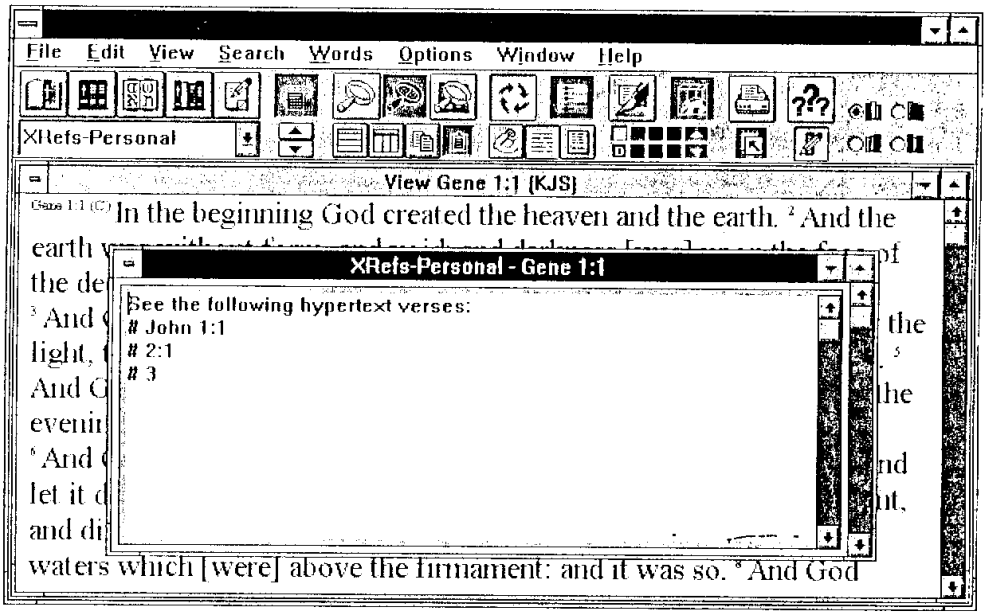
You can move through your comments using the following cursor control keys:

Movement	Key(s)
Go to top of window.	**<PgUp>**
Go to beginning of a line.	**<Home>**
Move up one line.	**<Up>**
Left one word.	**<Ctrl><Left>**
Left one character.	**<Left>**
Right one character.	**<Right>**
Right one word.	**<Ctrl><Right>**
Move down one line.	**<Down>**
Go to end of line.	**<End>**
Go to bottom of window.	**<PgDn>**

Creating COMMENTARY Hypertext "Jumps"

Cross-Reference Hypertext "Jumps"

Any cross-references must be preceded by a "#" sign on the line. If a verse number is not preceded by a book or chapter notation, we assume the "current" book and chapter. Bible book abbreviations (of 4 characters or less) should follow the *Companion* or "Alternate" book naming standards listed in the Glossary, although we try to interpret other names based on the *Companion* naming convention. If you "Paste" converted SEARCH files, the Book naming is done for you.



Hypertext "Jumps" to TOPICS

You can create "jumps" to TOPICS Resources. *Companion* interprets a number on the end of a line (one you press **<Enter>** after) as a potential TOPIC jump. So, you can add a line at the bottom of a COMMENTARY Resource such as: "See Topic 3243". Each topic jump must be on a separate line (so the number is at the end of the line).

Finding a Term in COMMENTARY

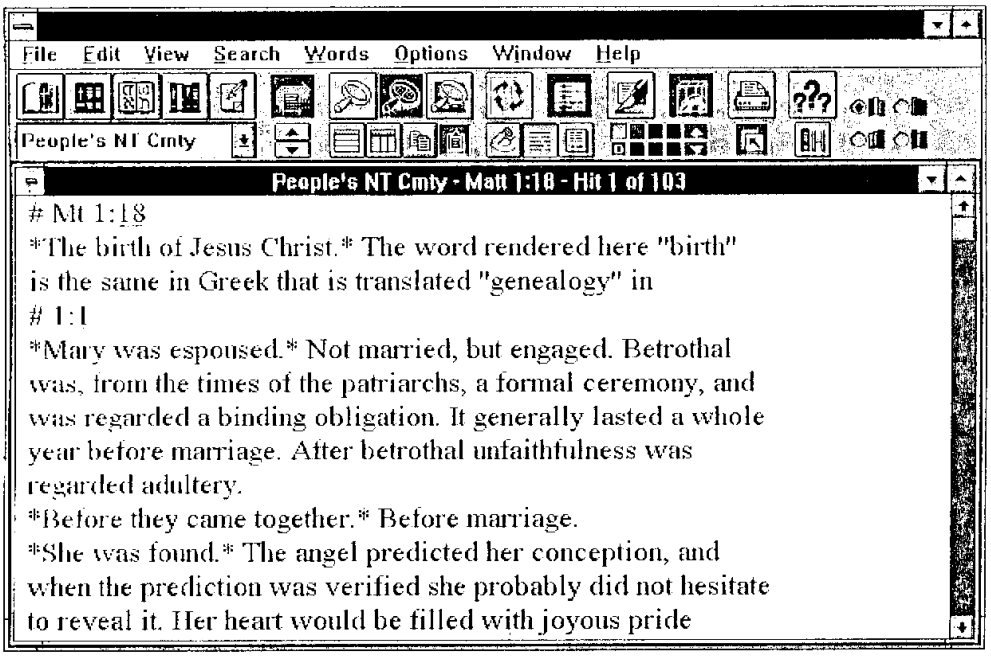
To find a term within the text of an individual COMMENTARY entry (in Edit Mode only), select Find from the Search menu.

COMMENTARY Searches

Companion offers searching throughout the active COMMENTARY Resource for words and/or numbers. Click the *Word/Phrase* button or select Word/Phrase from the Search

menu. Word Order and Case Sensitivity are ignored.

The window title shows the current "hit" number and the total number of "hits." The following is the result of a search for "angel" in the PNT:



Once the search is complete, you can "page" through the "hits" using the following key combinations:

<Ctrl><Home>	Show first "hit"
<Ctrl><PgUp>	Show previous "hit"
<Ctrl><PgDn>	Show next "hit"
<Ctrl><End>	Show last "hit"

Note: You must be in Display/Hypertext Mode to page through "hits."

Copying COMMENTARY Text to the Clipboard

To copy text to the Windows Clipboard, select text to copy and click the Copy button on the Ribbon Bar or choose Copy from the Edit menu.

Pasting Text into COMMENTARY

To paste text from the Windows Clipboard in Edit Mode, position the cursor where you want the text, and select Paste from the Edit menu.

Printing from COMMENTARY

To print from COMMENTARY, click the Print button or select Print on the File menu.

Note: You can include COMMENTARY when you print Bible text.

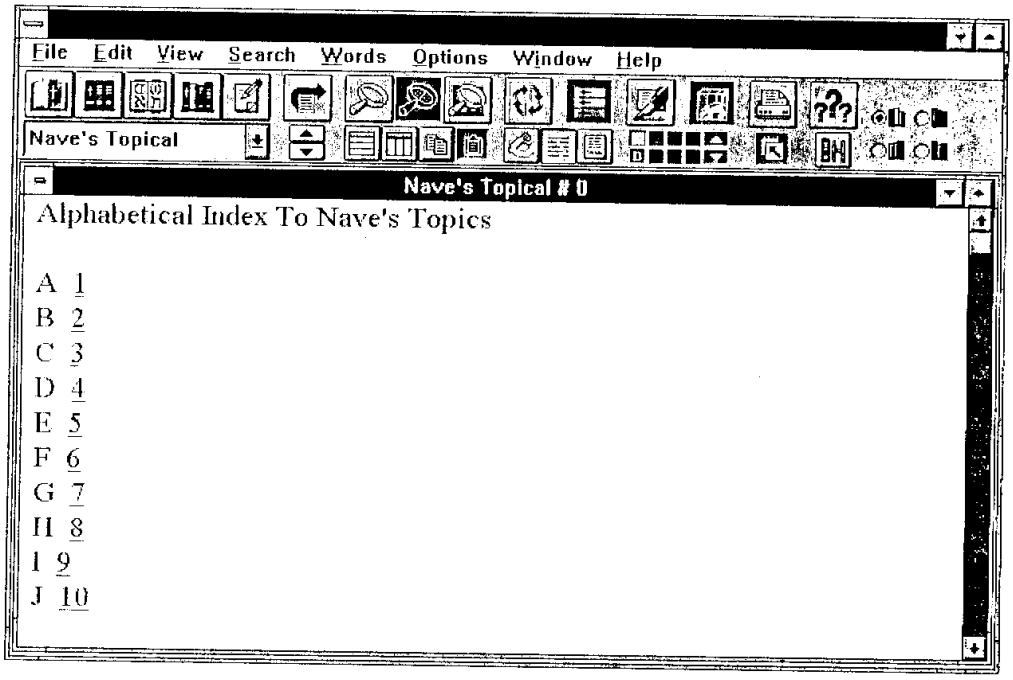
Exiting COMMENTARY

To exit COMMENTARY, select Close from File menu. The window is removed and any changes to the comments are saved (if applicable).

TOPICS

TOPICS are independent Resource windows for topical studies–such as topical works and dictionaries. A LEXICON is a specialized type of TOPIC Resource. You can have up to 10 TOPICS windows open. The TOPIC number is in the window's title bar.

To open TOPIC, pick the *New Topic* button or choose New Topic on the View menu. If a TOPIC window is the active window, *Companion* prompts for a new topic for that window. If another window type is active, a new topic window is created. Topic "0" generally has an index to the TOPICS in a Resource. You can hypertext to the alphabetical Resource entries.



Moving Sequentially through TOPICS

You can move to the previous and next TOPIC by holding down the **<Shift>** key and clicking the Left and Right mouse buttons, respectively. This lets you move forward and backward one TOPIC at a time. You can also press the <+> and <-> keys.

Changing TOPIC Contents

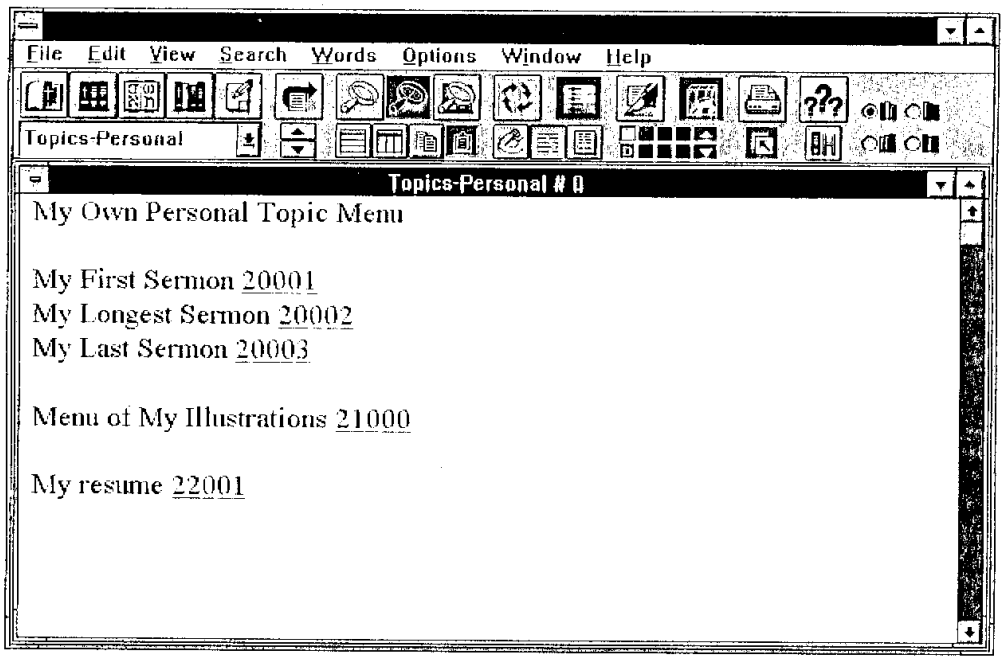
You can change the type of TOPIC by selecting Switch Window Content... on the View menu or click the list box on the Ribbon Bar.

Switch TOPICS Hotkey

By pressing **<Ctrl><V>** you can toggle through available TOPICS databases in a TOPIC window. You can also click the UP and DOWN buttons next to the list box on the Ribbon Bar.

Creating New TOPICS

You can create your own topics within TOPICS. Each TOPICS database accommodates up to 32,767 topics. Assuming you have Write Access (on Options menu) enabled on a non-CD-based TOPIC file, simply select an unused TOPICS number and start entering text. We suggest you create a "menu" of hypertext jumps for your TOPICS so you can use it to find your entries from a single point.



If you forget which topic number(s) you created, you can also use the Word/Phrase search for keywords.

Creating Hypertext Jumps

You can add hypertext jumps to other TOPICS. Enter a valid TOPIC number (through 32,767) at the end of a line–you must press **<Enter>** after the number. (See screen above.) Thus, you can only have one TOPIC jump per line.

Chapter 6. NOTEPAD

NOTEPAD is a paragraph-oriented editor similar to the Windows Notepad. You can use it to enter small lessons or sermons. The major difference is that *Companion's* NOTEPAD is integrated into our Multiple Document Interface (MDI) user interface.

Entering Notes

To enter NOTEPAD, click the New Notepad button or select New Notepad on the File menu. You can then type in the NOTEPAD.

NOTEPAD uses "word wrap" on long lines in a window. Word wrap uses window margins, not printer margins. When you print, your printer margins are enforced, and paragraphs reformat to those margins.

Moving through NOTEPAD

You can move through the NOTEPAD using these cursor control keys:

Movement	Keys
Go to top of window	**<PgUp>**
Go to bottom of window	**<PgDn>**
Go to beginning of a line	**<Home>**
Go to end of line	**<End>**
Move up one line	**<Up>**
Move down one line	**<Down>**
Left one word	**<Ctrl><Left>**
Right one word	**<Ctrl><Right>**
Left one character	**<Left>**
Right one character	**<Right>**
Delete to End of Line	**<Ctrl><Del>**

Forward/Backward Find

Forward or backward Find is available for NOTEPAD windows. Select Find... on the Search menu. Enter a word and press **<Enter>**. The cursor advances to the word. You can use the Next and Previous menu choices on the Search menu to search forward and backward respectively.

Pasting Text

To paste from the Windows Clipboard, position the cursor where you want the text, select Paste from the Edit menu. The text is inserted.

Printing from NOTEPAD

To print, click the Print button or select Print... from the File menu.

Exiting NOTEPAD

To exit NOTEPAD, pick Close on the File menu. If unsaved, NOTEPAD prompts you to save. If you exit *Companion* with unsaved notes in the NOTEPAD, *Companion* again reminds you before it terminates.

NOTEPAD Files

NOTEPAD files are DOS TEXT (or ASCII TEXT) files and can be read by other programs. NOTEPAD file names have ".TXT" extensions by default. ".TXT" is the standard for DOS text files. If you want to save a file named "THOTS", the file is stored as "THOTS.TXT", although you can override this. Also, when opening NOTEPAD files, *Companion* automatically lists all files with the ".TXT" extension.

Note: *Be careful if you use another extension.* It is possible to inadvertently overwrite a required Companion file.

Saving NOTEPAD Files

Save As

To save a new NOTEPAD file, select Save As... from the File menu. This lets you specify a name for the file. If the file exists, you will be warned before *Companion* replaces it.

Save

To save and update an existing NOTEPAD file, select Save from the File menu. If the file does not have a name (Untitled), *Companion* asks you for one (like Save As).

Opening Existing NOTEPAD Files

When you want to open a NOTEPAD file, you must be in a NOTEPAD window. Then select Open... from the File menu. The File Open dialog box lets you choose a file. If you did not save changes to an existing NOTEPAD file, you are asked to save it before it is replaced by the new file.

Chapter 7. Using the Windows Clipboard

There are two ways of sending text to the Clipboard in *Companion*, depending on your window type: "Edit windows" and "Non-Edit windows."

Edit Windows

The Edit windows use the standard Windows text editor. They, by definition, allow you to copy and paste text to and from the Windows Clipboard. You can copy text in these windows to the Clipboard to paste in other Windows applications. You can also copy text from another application or window to one of these windows.

The following is a summary of Windows standard Clipboard basics applied to *Companion*.

Copying

If you are using a NOTEPAD, COMMENTARY, LEXICON, or TOPIC Resource, copying text to the Clipboard uses the familiar Windows techniques of selecting a block of text with the mouse and sending it to the Clipboard.

Selecting Text

Using the mouse, you move the mouse pointer to the beginning of the block and then hold down the mouse button and "drag" the mouse pointer to the end of the text you want to select. The blocked text appears in reverse image.

Sending to the Clipboard

Once you have selected the text, you send it to the Windows Clipboard by clicking the Copy Ribbon Bar button or by selecting Copy on the Edit menu. The text is copied to the Clipboard and is available to paste a another program or window.

Pasting

The Edit windows are the only *Companion* windows that let you Paste in text from the Clipboard. To do so, place the I-bar cursor at the position you want to paste the text. Click the Paste button on the Ribbon Bar or select Paste from the Edit menu. If there is standard text available in the Clipboard, the text is inserted at that point.

To see if there is text in the Clipboard (you cannot paste a graphic image from a paint program into an edit window) examine the Edit menu while

you have an edit window active. If the Paste menu selection is grayed, no text is available to paste.

Of course, you can paste the text into a Windows word processor.

Non-Edit Windows

"Mousing" the Bible Text

Precise Mousing

You can drag the mouse to highlight the Bible text in VIEW and PEEK windows. You can then select the Copy to Clipboard button on the Ribbon Bar or choose Copy from the Edit menu to copy that text to the Windows Clipboard. Or, you can choose Paste Sel from the Word/Phrase Search Dialog box to "paste" in the text to begin a search. Hebrew text in Right-to-Left mode is not supported.

You can only "mouse" what is currently visible in the window. To copy a larger range of verses to the Clipboard (or take advantage of the "Append" Clipboard function) select Copy from the Edit menu without selecting text first. Then use the Range button (and the spin buttons) to select the range of verses.

Verse Mousing

If you first hold down the **<Shift>** key, you can then start to drag the mouse to highlight whole Bible verses at a time in VIEW and PEEK windows. This permits "dragging" off the window to scroll the text. You can then click the Copy to Clipboard button on the Ribbon Bar or choose Copy from the Edit menu to copy that text to the Windows Clipboard. Hebrew text in right to left mode is not supported.

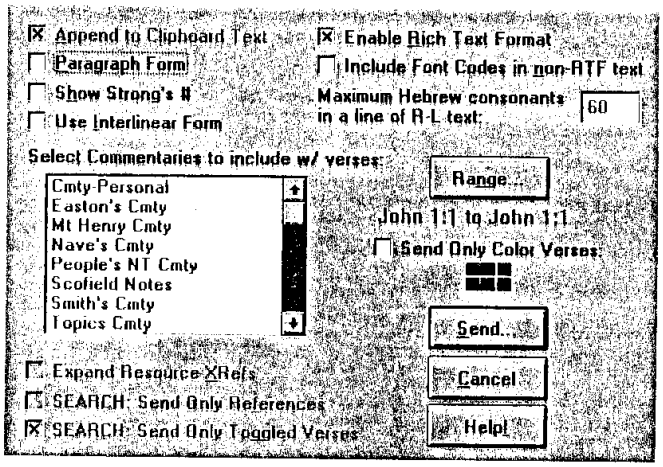
"Printing" to the Clipboard

Companion's window types such as STUDY and Resource windows offer "Printing" to the Clipboard in most cases. We use the term "Printing" to the Clipboard because *Companion* treats the Windows Clipboard as it would a printer, offering essentially the same formatting options and range selection as in printing to a printer. Most users find this method the easiest and most flexible way to copy text to the Clipboard.

Initiating the Clipboard "Print"

To "Print" to the Clipboard, select Copy from the Edit menu without selecting any text with the mouse. In VIEW or PEEK mode, the verses do not have to be visible on the screen, you can select any verse range

for "printing." After you select Copy on the Edit menu, the Copy to Clipboard dialog box appears:



Append to Clipboard Text

If there is text already in Clipboard, you can replace it *or* you can append the new text to the end of it. If checked, new text is appended. If not, the new text replaces existing text. If this checkbox is grayed, there is no text in the Clipboard.

Paragraph Form

Check this to print Bible text from VIEW or PEEK in paragraph form. Un-check it to separate Bible verses. Paragraph form is not available if you print COMMENTARY(s) or Use Interlinear Form.

Show Strong's #s

Show Strong's #s embeds Strong's numbers in <brackets> in the KJS or other compatible database. For the KJS, this option requires both the KJS and STR databases.

Use Interlinear Form

Interlinear Form lets you print using the Interlinear Order entered on the Screen Format Dialog from the View menu. Un-check it to use the default Bible version for the current window.

Select Commentaries to Include w/ Verses

This list box lets you print selected COMMENTARY(s) with Bible verses from VIEW, SEARCH, or PEEK.

Expand Resource XRefs

Expand Resource XRefs instructs *Companion* to expand any hypertext cross-references to include the entire text of the verse(s) in the default Bible version as they are copied to the Clipboard.

SEARCH: Send Only References

SEARCH: Send Only References lets you print only verse references, without the verse text. This is useful if you want a list of verse references (from a SEARCH) without accompanying text. If checked, only the references print. If you are not printing from SEARCH, this option is unavailable.

SEARCH: Send Only Toggled

SEARCH: Send Only Toggled lets you only print SEARCH verses you have toggled ON (*). If checked, only toggled verses print. If not, all SEARCH verses print. If you are not printing from SEARCH, this option is unavailable.

Enable Rich Text Format

Enable Rich Text Format instructs *Companion* to place a Rich Text Format (RTF) version of the text into the Windows Clipboard, along with the standard ASCII text version. You must have an RTF compatible word processor to read the RTF version of the text–otherwise you'll get the straight ASCII version. The RTF version uses the font definitions and sizes defined for the printer in *Companion*.

Include Fonts Codes in Non-RTF Text

For advanced users only: Include Fonts Codes in non-RTF Text includes the special *Companion* font codes indicating various font characteristics supported by *Companion*. This permits end users to write a specialized macro in their word processor to process these codes.

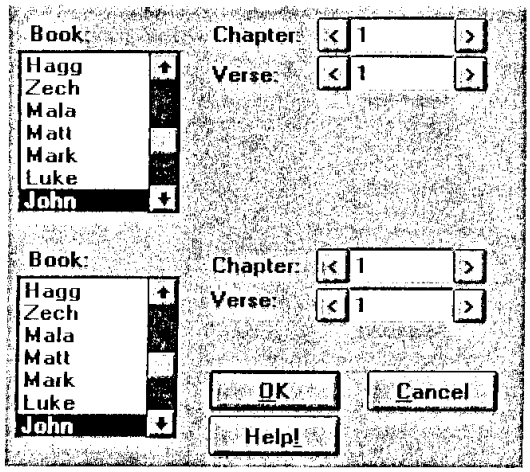
Maximum Hebrew Consonants in a line of R-L Text

Maximum Hebrew Consonants in a line of right to left text controls the number of Hebrew consonants sent before a hard return is placed in the text of the BHS verses (in right to left mode only) as they are copied to the Windows Clipboard. This helps you avoid left to right "word-wrap" of the right to left text by your word processor.

Range Button

When printing from VIEW or PEEK, you need to select a range of verses. The default range is the current verse and is shown to the right of the Range button. Select the Range button for the Range dialog box:

Select a beginning and ending verse. Selecting OK or Cancel returns you to the Copy to Clipboard dialog box.



Note: It does not matter if the first verse (going top to bottom) is greater than the bottom verse, they will be reversed before sending begins.

Send Only Color Verses

Send Only Color Verses lets you only send verses that have been "Colorized" within the selected verse range. *Companion* sends only verses associated with the "pushed" color buttons if this item is selected.

Send Button

Click the Send button when you are ready to print to the Clipboard.

Cancel

Select Cancel to return to your previous *Companion* client window.

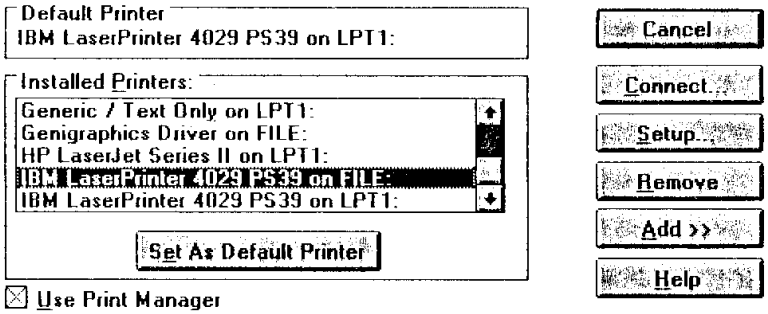
Highlighted Search Words in the Clipboard Output

Companion's Print to Clipboard function only supports the standard ANSI Text format, so highlighted search words do not remain highlighted when placed into the clipboard.

Chapter 8. Printing

Companion generally follows the Windows conventions for printing. The following points should be considered however:

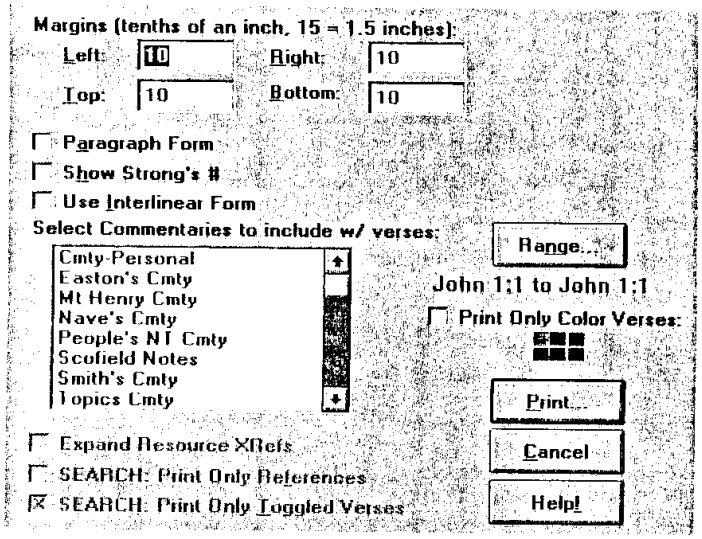
- **Separate Printer Fonts Definition**. Unlike many WYSIWYG (What You See Is What You Get) Window programs, *Companion* is a WYSIWYS and WYPIWYP (What You See Is What You See and What You Print Is What You Print) program. That is, we let you specify separate fonts for the screen and printer. This lets you print in 10 pt on the printer, while viewing (without squinting) Bible text at 22 pt on the screen. Review your printer fonts by selecting Printer Fonts on the Options menu before you print.
- **Default Windows Printer**. *Companion* uses the Windows Default Printer. Before you print, make sure you have a Windows Default Printer. It is set in Windows via the Printers icon within Windows' Control Panel. Double-click an Installed Printer to make it the Default Printer.



- Printer Setup. If desired, you can change settings for the Windows Default Printer using Printer Setup on the File menu. If this option is grayed, either the settings aren't available or you don't have a Default Printer set.

With the foregoing considerations taken care of, the rest of your printing is controlled by the Print dialog box.

Print Dialog Box



Margins

The Margin fields let you control margins used on the page. The entry is in tenths of an inch. So, if you want a one inch margin, enter 10. If you wanted 1.5 inches, enter 15.

Paragraph Form

Check Paragraph Form if you want to print Bible text (VIEW/ PEEK) in paragraph form. Uncheck it to separate verses. This is not available if you print COMMENTARY materials with the Bible text or if you select Use Interlinear Form below.

Show Strong's

Check Show Strong's # to embed Strong's numbers in <brackets> in our KJS or other compatible database. For the KJS, this option requires both the KJS and STR databases.

Use Interlinear Form

Check Use Interlinear Form if you want to print using the Interlinear Bible Order entered on the Screen Format dialog box on the View menu. Do not use it if you want the default Bible version.

Select Commentaries to Include w/ Verses

Select Commentaries to Include w/ Verses lets you print selected COMMENTARY Resources with Bible verses when you print from VIEW, SEARCH, or PEEK.

Expand Resource XRefs

Expand Resource XRefs instructs *Companion* to expand any hypertext cross-references to include the entire text of the verse(s) in the default Bible version as they are printed.

SEARCH: Print Only References

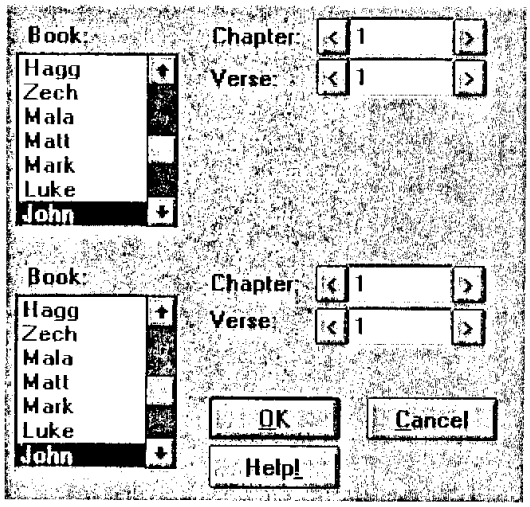
SEARCH: Print Only References lets you print only verse references, without the verse text. This is useful if you want a list of reference verses (from a SEARCH) without the accompanying text. If the box is checked, only the references will be printed.

SEARCH: Print Only Toggled

SEARCH: Print Only Toggled only prints SEARCH verses toggled ON (*). If checked, only toggled verses print. If not, all SEARCH verses print.

Range...

When printing from VIEW, PEEK, or a COMMENTARY, you need to select a Range of verses. The default range is the current verse and is shown to the right of the Range button. Selecting the Range button brings up the Range dialog box:



Select a beginning and ending verse. Selecting OK or Cancel returns you to the Print dialog box.

Note: It does not matter if the first verse (going top to bottom) is greater than the bottom verse; they will be reversed before printing begins.

Send Only Color Verses

Send Only Color Verses lets you only send verses that have been "Colorized" within the selected verse range. *Companion* sends only verses associated with the "pushed" color buttons if this item is selected.

Print

Select the Print button when you are ready to print.

Cancel

Select Cancel to return to your previous *Companion* client window.

Printing Style

The first verse printed has a full verse reference (book: chapter verse). Any verses that follow consecutively are prefaced by only a new verse number. Any gap in printing (the next verse is not consecutive–this is only possible when printing SEARCH results) causes the next verse printed to be accompanied by its full reference.

If you use Interlinear Form, your selected Bible versions are interleaved. If COMMENTARY is printed, it begins on the line after the verse text.

Steps for Printing from VIEW or PEEK

1. Click the Print button or select Print on the File menu.
2. Choose your options from the Print dialog box.
3. Select your "From - To" verse range using the Range button on the Print dialog box. These verses then print.
4. If you wish to abort printing, press **<Esc>**. Printing ceases as soon as print buffers empty.

Steps for Printing from SEARCH

1. Click the Print button or select Print on the File menu.
2. Choose your options from the Print dialog box.
3. Your response to the Print dialog box controls whether *Companion* prints the entire reference list or only toggled (*'d) ones. (References are toggled by pressing the **<Space>** bar. If an "*" appears by the reference, it has been toggled ON.) If there are verses to print, printing begins.
4. If you wish to abort printing, press **<Esc>**. Printing ceases as soon as print buffers empty.

Highlighted Search Words in the Printed Output

All search words are automatically **highlighted** in printed output if:

- You are printing from SEARCH or PEEK,

  and

- You have selected a different font style (italics, bold, etc.) for the search words in Printer Fonts on the Options menu.

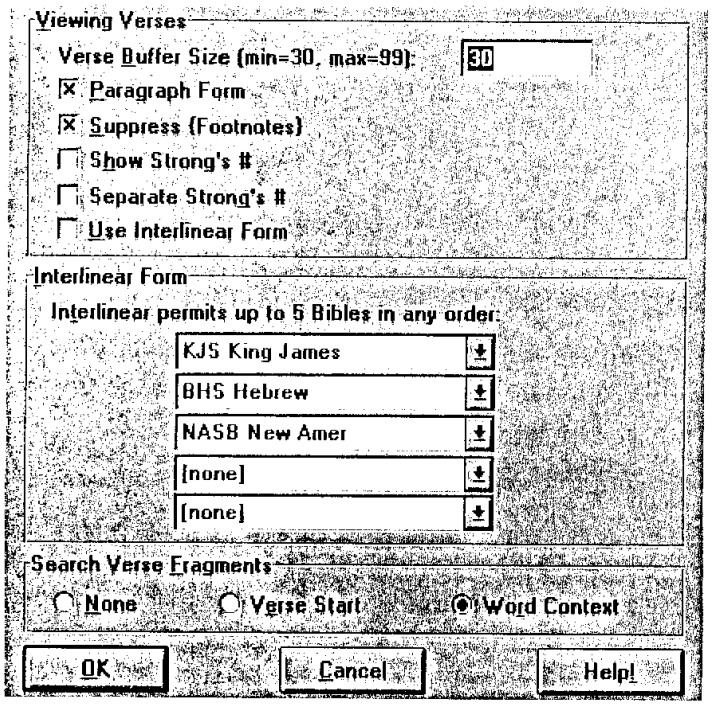
Steps for Printing from a Resource or NOTEPAD

1. Click the Print button or select Print on the File menu.
2. Choose your options from the Print dialog box.
3. Click the Print... button.

Chapter 9. Options

This Chapter covers important options user's often need to set. See the menu summary in Chapter 11 for more information about items on the Options menu.

Screen Format Dialog Box



Verse Buffer Size

Verse Buffer Size controls the amount of disk buffering *Companion* performs while VIEWing verses. The lower the number, the *Companion* refreshes disk buffers both faster and more often as you scroll through verses. In general, low values are best for slow or CD-based databases. Often, only one-half of the verses buffered are displayed in the window. If they do not fill up the window, the rest are blank. There is nothing wrong with this, but you can better fill the window (for aesthetics) by increasing this number or by disabling Paragraph Form (see below). Valid range: 30 to 99.

Paragraph Form

Paragraph Form controls formatting of the verses on the screen. It puts the maximum number of verses in the window. If you do not use Paragraph Form, the verses are separated in the window.

Show Strong's

Show Strong's # embeds Strong's numbers in the KJS database (if you have the STR) or in a compatible database.

Separate Strong's

Separate Strong's # puts each Strong's number (and its preceding text) on a separate line. If un-checked, the text appears in a run-on fashion.

Use Interlinear Form

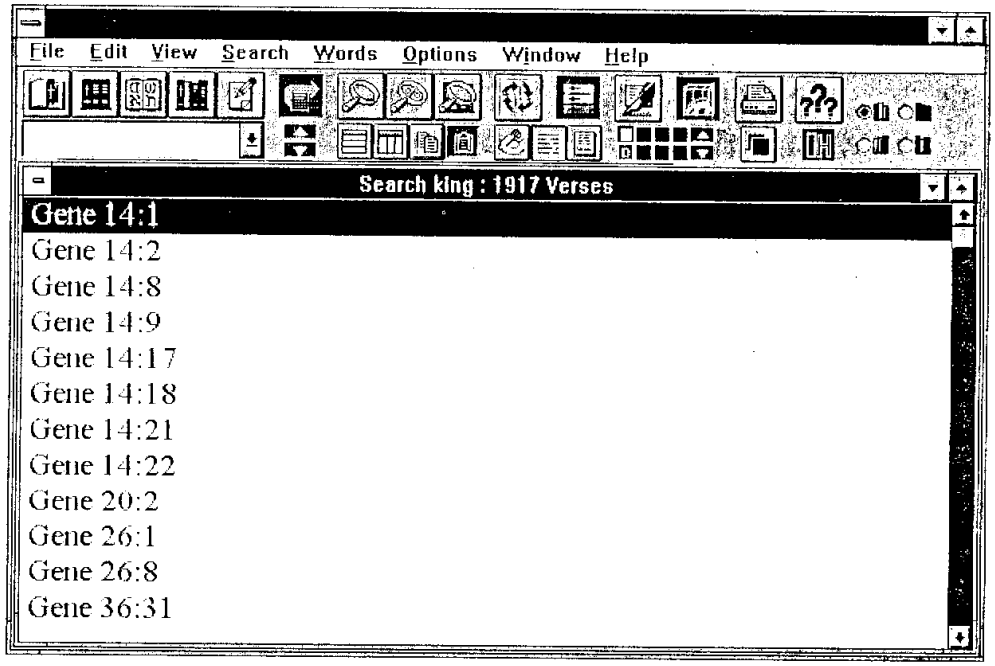
Use Interlinear Form enables interlinear display of Bibles.

Interlinear Form

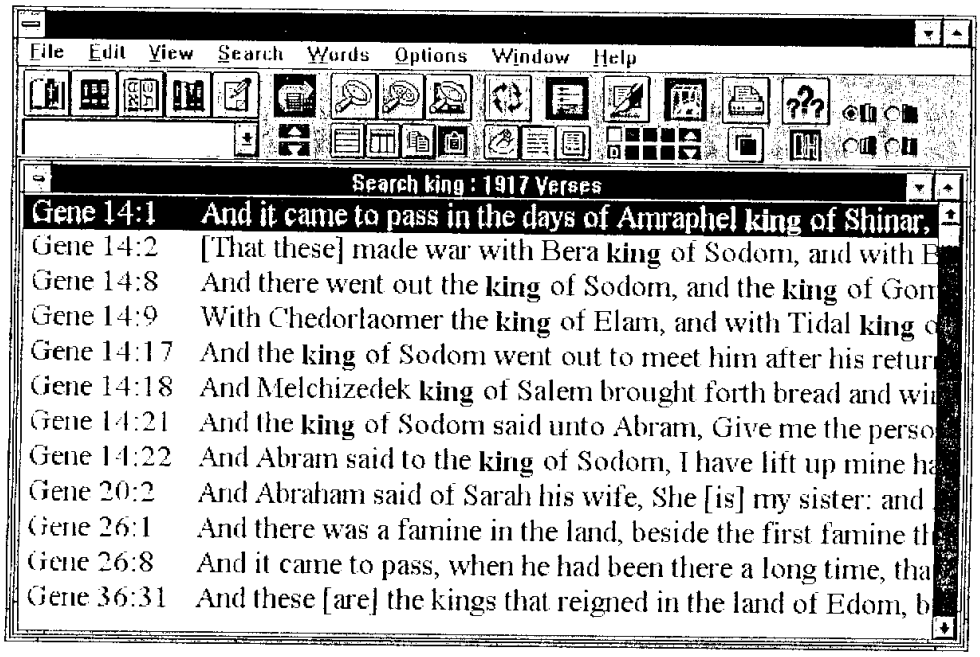
You can select up to five available Bibles in any order.

Search Verse Fragments

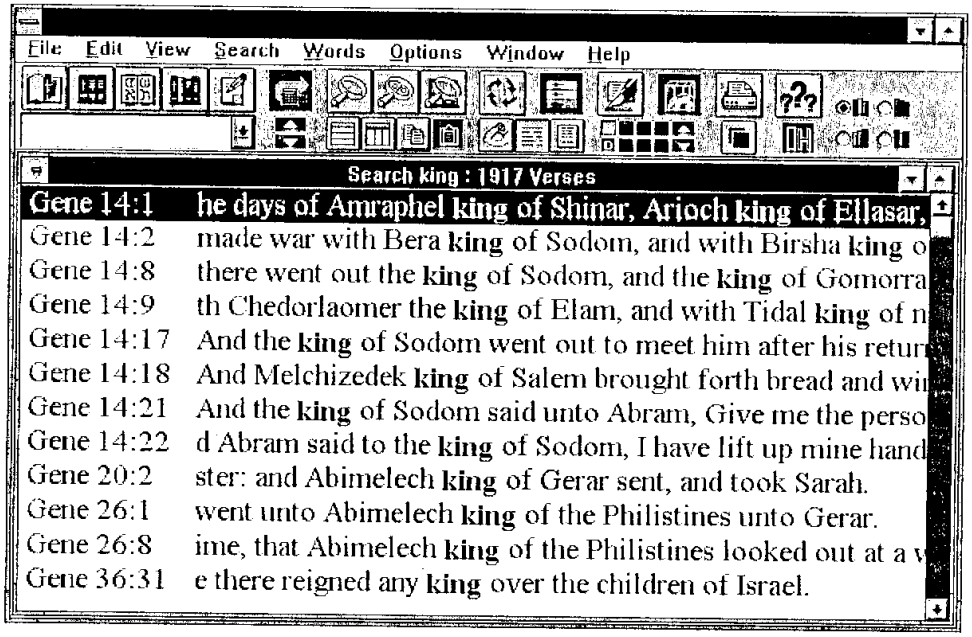
Search Verse Fragments controls display of SEARCHes. If Verse Fragments are set to None, only verse references appear. "None" is the fastest option for CD-based verses. The result for "king" looks like this:



If you use Verse Start, the beginning of each verse appears:



If you select Word Context, at least one of the search word(s) is in the fragment:



Word Context helps you quickly screen word usage. If there is more than one search word, the first is used to begin the fragment.

Font Options

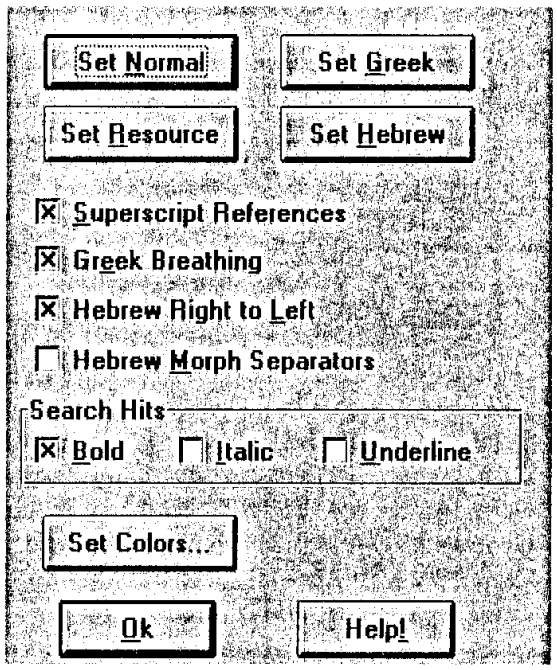
Companion takes a unique approach in Windows. Most Windows programs use WYSIWYG (What You See Is What You Get) screen representations of what you would get if you printed it. *Companion* uses WYSIWYS and WYPIWYP (What You See Is What You See *and* What You Print Is What You Print). Since *Companion* is used primarily for on-screen interaction with Bible and Resource databases, we let you set screen and printer fonts separately. This has two benefits:

- You can select a bigger screen font than your printer font.
- You can use a screen font which is not available on your printer.

Defining screen and printer fonts is explained in the following sections.

Screen Fonts

Choose Screen Fonts from the Options menu. This dialog box appears:



Set Normal

Set Normal lets you select a font for "normal" Bible text, such as English Bible databases.

Important: This font size overrides the Greek and Hebrew font size settings.

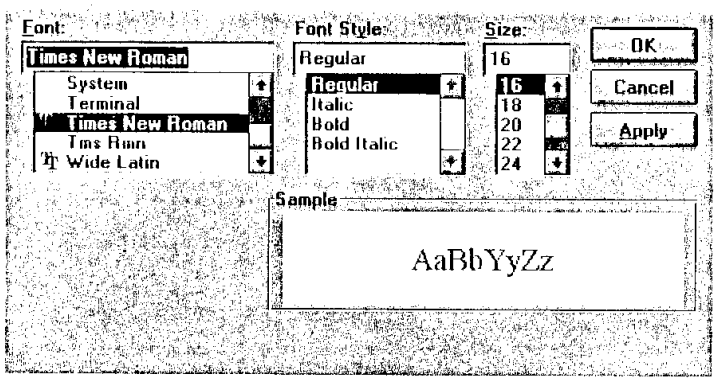
Set Greek

Set Greek lets you select a font for Greek databases. This lets you use the Symbol font or our "Greek Parse" font, which offers Greek characters with breathings along with optional parsing characters. **Note:** This font's size is ignored and the "Normal" font size is used.

Set Hebrew

Set Hebrew lets you select a font for our optional BHS database.You can use our Hebrew font to display BHS right to left with vowel pointing. **Note:** This font's size is ignored and the "Normal" font size isused.

Set Resource



Set Resource lets you select a standard English font for the Hypertext mode (from the Windows standard Font dialog box).

Note: This selection is only for Hypertext mode. Resources in Edit/Display mode use the standard Windows editing font.

Superscript References

If Superscript References is checked, Bible verse references in the Bible text appear as [superscripts].

Greek Breathing

Greek Breathing controls the display of the optional breathings and accent marks in the optional GNT, GNP, and LXX Greek databases. The GTR database contains no breathings, so this option has not effect on the display of this Greek database.

Hebrew Right to Left

Hebrew right to left displays the optional BHS database in right to left or left to right mode.

Hebrew Morph Separators

Hebrew Morph Separators turns special "*" markers on and off in the optional BHS database. These markers separate the component morphological Hebrew words within each applicable word.

Search Hits

You can choose the font effects you want to use to distinguish SEARCH words when displaying Bible text in SEARCH and PEEK modes. You can choose any combination of **Bold**, *Italic* and Underline.

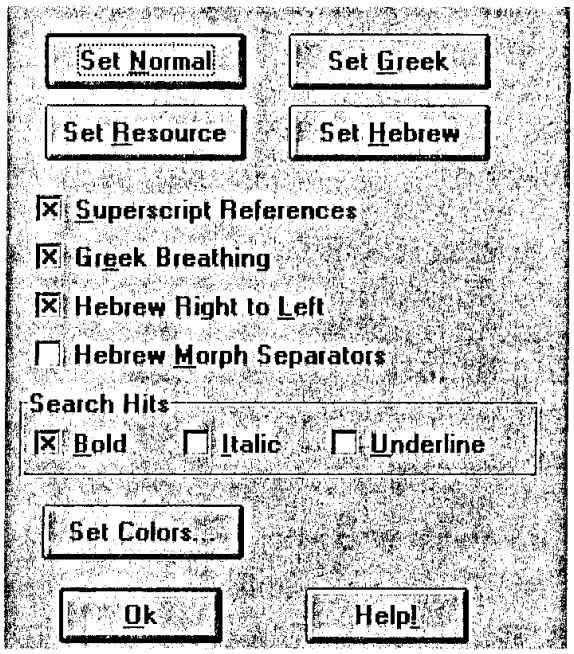
Set Colors...

Set Colors... lets you turn *Companion*'s special text colors for different window types on or off. You can also redefine the colors used.

Note: Depending upon your Windows video driver, your selection of colors is often limited to a standard 16 colors, only a few of which are appropriate against a traditional light-colored background.

Printer Fonts

Companion gives you control over the fonts used in screen displays. To change your screen fonts, select Printer Fonts from the Options menu. If the option is grayed, you do not have a Windows default printer. See Section 8, "Printing" for more details. The Printer Fonts dialog box appears:



Set Normal

Set Normal lets you select the font for "normal" Bible text, such as English Bible databases.

Important: The font size for this font overrides the font size of the Greek, Hebrew, and Resource fonts.

Set Greek

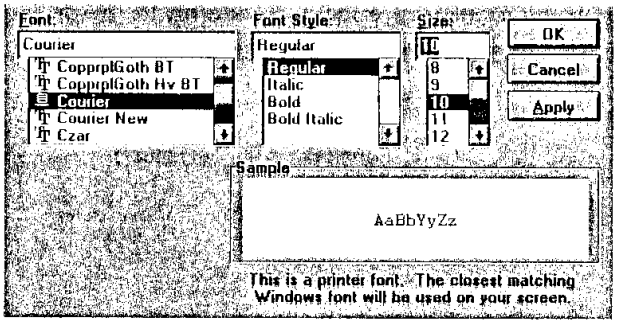
Set Greek lets you select a font for Greek databases. This lets you use the Symbol font or our Greek font, which offers Greek characters with breathings. **Note:** This font's size is ignored and the "Normal" font size is used.

Set Hebrew

Set Hebrew lets you select a font for our optional BHS database. This lets you use our Hebrew font to display BHS Right to Left with vowel pointing. **Note:** This font's size is ignored and the "Normal" font size is used.

Set Resource

Set Resource lets you select a font for Resource and NOTEPAD materials. They often look best in a mono-spaced font such as Courier, rather than a proportionally spaced font.



Note: This font's size is ignored and the "Normal" font size is used.

When you pick Set, you define the font using the standard Windows Font dialog box.

Superscript References

If Superscript References is checked, Bible verse references in the Bible text will appear as ^{superscripts}.

Greek Breathing

Greek Breathing controls the printing of the optional breathings and accent marks in the optional GNT, GNP, and LXX Greek databases. The GTR database contains no breathings, so this option has not effect on the printing of this Greek database.

Hebrew Right to Left

Hebrew Right to Left prints the optional BHS database in right to left or left to right mode.

Hebrew Morph Separators

Hebrew Morph Separators turns special "*" markers on and off in the optional BHS database. These markers separate the component morphological Hebrew words within each applicable word.

Search Hits

You can choose the font effects you want to use to distinguish SEARCH hit words when printing from SEARCH and PEEK modes. You can choose any combination of **Bold**, *Italic,* and Underline.

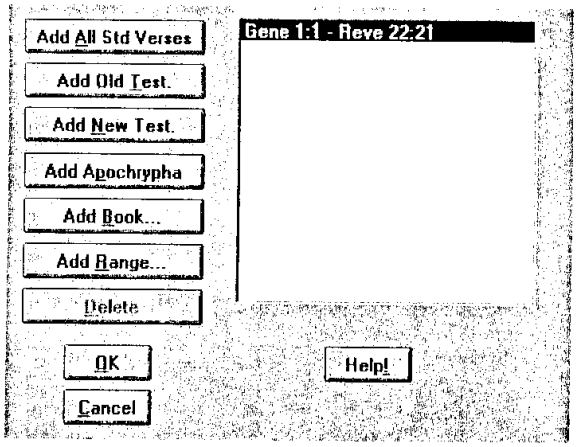
Set Colors

The Set Colors options are not used in *Companion*'s printing.

Search Range(s)

Range(s) allows you to define up to 26 different search ranges–either continuous or non-continuous. The dialog box looks like:

The current range is now the standard Bible, set by the Add All Verses button. The Add Old Test. button creates a range for the Old Testament. The Add New Test. button creates a range for the New Testament. To add a specific book, use the Add Book... button. It brings up a menu of available Bible books. For complete control, choose Add Range... to enter a specific verse range, spanning any number of books, chapters and verses.



You can create overlapping ranges. It's redundant, but it's no problem. To delete a sub-range (if there is more than one), use the Delete button.

When you select the OK button to exit, *Companion* builds the cumulative search range that encompasses all defined ranges. This cumulative range is used for all subsequent searches until redefined.

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Supplementary Installation Instructions

Using Winstall for Bible Databases or Program Updates

1. Put the first diskette in the floppy drive.
2. Double-click the Winstall program icon.
3. Follow the screen instructions.

Installing Greek and Hebrew Fonts

To install the GREEKPAR.TTF or HEBREW.TTF (True-Type) fonts, we suggest:

1. Locate these TTF files. (Normally, they are found in the \BCS directory of your hard disk or CD drive).
2. Choose Fonts from the Windows Control Panel application.
3. Choose Add.
4. Browse to the appropriate \BCS subdirectory.
5. Select the "Hebrew and/or "Greek Parse" font(s).
6. Click OK.

Once the font(s) are installed, you may select them within *Companion* by using the "Screen Fonts" and "Printer Fonts" dialogs on the Options menu. Then *Companion* will apply the selected font(s). They will also be available for your other Windows applications. The Hebrew font is visible only when you are viewing an Old Testament Book.

Copying CD Databases and Resources to the Hard Disk

Bible Databases

To copy a Bible database, find it's three-letter designation (ASV, KJS) and copy (example assumes ASV): ASV.* *and* *.ASV

Special Cases:

STR (King James Strong's Numbers): If you copy the STR to the hard drive, you should also copy the LEX.* files.

STN (NASB Strong's Numbers): If you copy the STN to the hard drive, you should also copy the **NASDICT.*** and **GC.NAS** files.

Bible Resources

To copy a Bible resource, determine the file abbreviation (PNT, TSK, etc.) and copy the following file specification (assume PNT): PNT.*

Special Case: GDICT (UBS Greek NT Dictionary). If you copy the GDICT files to the hard drive, you should also copy the GC.UBS file as well.

Important: For both Bibles and Resources, set the attributes of the copied files to READ AND WRITE (the default is READ-ONLY) via the Windows File Manager or the following DOS command: **ATTRIB -r *.* <Enter>**

"Fast Access" Option:" *Companion* can copy CD-based verse indexes to a hard disk to speed access to *Companion* Bibles. Select Fast Access from the Options menu, and pick the database(s). We recommend this for KJS and STR, and NAS and STN databases pairs, since embedding Strong's numbers in these is tantamount to displaying two Bibles in a single window. Each non-apocryphal Bible version "costs" about 125K hard disk space. The file is created where OPTIONSW.DAT is stored. It is not deleted at program exit. Turn off Fast Access to delete the file.

Reinstalling the *Companion* Icon in the Program Manager

In case you lose your original *Companion* program manager icon installation, run the SETUPBCS.EXE program (it should be in the same directory as the BCS.EXE program on your hard drive). It is easiest to double-click the program from the Windows File Manager.

Backing Up

Once installed, you should back up the *Companion* files with backup software. You should keep two backups of *Companion* (or any other software), one on-site and one off-site. The key files to backup are your User Commentary, User XRefs, and User TOPICs files:

COMMENT.SMC	COMMENT.NDX
UXREF.DAT	UXREF.NDX
UTOPICS.DAT	UTOPICS.NDX

You should also back up any Resources you have edited.

The OPTIONSW.DAT file stores your optional settings. If this file is missing, *Companion* creates a new one using common defaults.

Recovering Disk Space

As you create and edit COMMENTARY(s), TOPICS, etc., "dead" space is left in those files. Use the CLEANCOM II utility to recover that space.

If there is no dead space in a file, CLEANCOM II terminates quickly. CLEANCOM II operates on any such files found in the current directory. If "dead" space exists, CLEANCOM II removes it and updates the index (.NDX) file. It needs about the same free disk space as the largest file requiring "cleaning."

CLEANCOM II does not require that the index (.NDX) file be present. In fact, if your index file is accidentally lost, CLEANCOM II can re-create it.

If *one* file record changed, CLEANCOM II reads *all* records and writes valid records to a new file. So, on big files like TSK.DAT, CLEANCOM II runs for a while, even for only two or three "dead" records. Therefore, we recommend that you run CLEANCOM II when you know many records have changed or when you will not need your computer.

WARNING!

CLEANCOM II is a utility program. We tested it and use it ourselves. CLEANCOM II removes "garbage" records. If a file is corrupted, you get a "fixed-up" file–but with potentially less data. Therefore, BACK UP YOUR FILES ON YOUR HARD DISK BEFORE RUNNING CLEANCOM II. We hereby disclaim all warranties on CLEANCOM II and any responsibility for any damages which may arise from its use or misuse.

Data Exchange, DDE, and Companion Importer

Companion can export Bible text and COMMENTARY(s) to other Windows applications via DDE links and also via unconventional (and easier) "Companion Importer." You can set up these options by choosing Configure Data Exchange from the Options menu.

Conventional DDE

Companion can act as a DDE Server. If you are writing a Client DDE macro or application, you can use these DDE conversation responses:

Application: **BCS (Bible Companion Series)**

Topic: **Verses**

Note: "Verses" selects the default Bible version.
Optional Topic: Any *Companion* Bible version abbreviation. This can be KJS, NIV, YLT, etc. It is case-specific.

Item: **John 1:1-4**

Note: Enter a verse, chapter book with an optional range. *Companion* will match it as closely as possible.

Optional Item: Ask Ask will cause *Companion* to display the Import Verse Dialog to select your verse(s) before proceeding.

Conventional "QuickVerse" Compatible DDE

Companion has been modified to emulate the DDE commands and responses of *Parson's QuickVerse for Windows®* for both Client and Server DDE conversations. Generally, if an application is designed to work with QVWin, it should work with *Companion*.

Enabling/Disabling Conventional DDE Server

You can enable or disable *Companion*'s Server on the Configure Data Exchange dialog box, available on *Companion*'s Options menu. If *Companion* is not already running, your application may start *Companion*. Usually, the *Companion* startup takes longer than the "DDE time-out" setting for an application. Once *Companion* is started (after the copyright notices finish), you can re-attempt the DDE connection. It is preferable, however, to have *Companion* running before attempting a DDE conversation.

Companion Importer

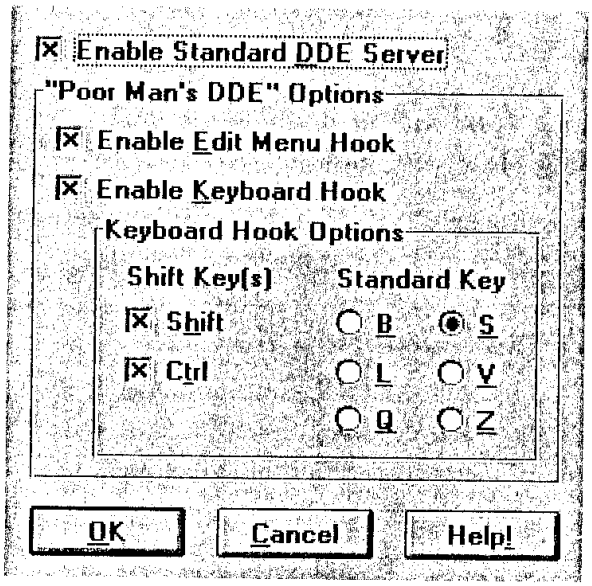
Companion Importer can import *Companion*'s Bible verses into another Windows application. It traps "Edit" menus (Edit Menu Hook) and/or a selected "hotkey" (Keyboard Hook) to bring up the Import Verse dialog box. When the selection(s) have been made from the Import Verse dialog

box, the selected text is placed into the Windows Clipboard and *Companion* attempts to automatically select the "Paste" command (for the current application) to "paste" the text.

These two methods are not always ideal for use with all Windows applications, so some experimentation is in order for you to determine the best approach for your needs. See the information below for each specific hook. Generally, most users find Companion Importer easier to use than conventional DDE, since it only requires that *Companion* be loaded and running in the background.

You can enable or disable these items on the Configure Data Exchange dialog box, available on *Companion*'s Options menu.

Configure Data Exchange Dialog Box



The Configure Data Exchange dialog box lets you enable the various methods *Companion* offers to import data into other Windows applications. It is selected from *Companion*'s Options menu.

Enable Standard DDE Server

Enable Standard DDE Server activates *Companion* as a Dynamic Data Exchange (DDE) Server. See above for details on accessing *Companion* DDE services.

Companion Importer Options

Companion Importer provides a quick and clever way to import verses into other Windows applications–even if the applications do not have DDE capabilities. *Companion* provides two ways to "hook" other Windows applications: an Edit Menu Hook and a Keyboard Hook. See information below for details of each specific hook.

Once the Edit Menu or Keyboard Hook has been activated, it brings up the Import Verse dialog box to let you select:

- A verse or range of verses
- Formatting options
- Associated Resources to import
- The Bible version to import.

Edit Menu Hooks

The Edit Menu Hook, if enabled, tries to append an "Insert *Companion* Verses" menu option to any Windows application (except Microsoft Word for Windows) that has an "Edit" menu.

Compatibility: This method has been tested and works with Windows Notepad, Windows Write, and Lotus' Ami Pro 3.0. It is known to be incompatible with Microsoft Word for Windows ("Winword") 1.1, 2.0, and 6.0. It causes Winword to crash when any menu is selected. Therefore, *Companion* will not attempt to hook Winword's menu. We recommend a Keyboard Hook for Winword.

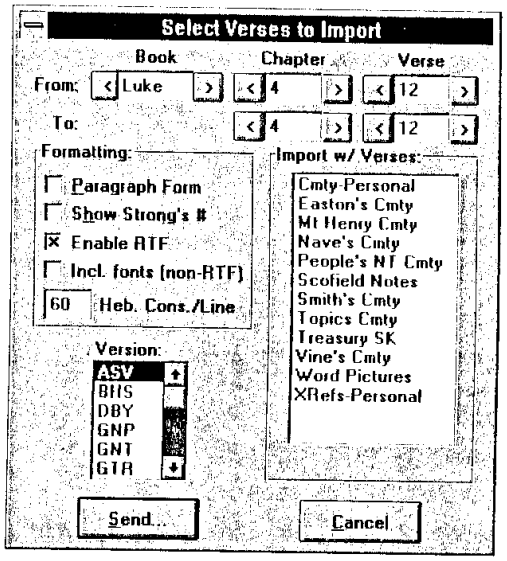
Keyboard Hooks

The Keyboard Hook, if enabled, traps your selected combinations of the Shift Key(s) **<Ctrl>**, **<Shift>** and a **<Standard Key>**. Since *Companion* does not eliminate the keystroke from being passed to your application, you should experiment to see which, if any, of the combinations work best with your application. We have found that enabling both **<Shift>** and **<Ctrl>** is least likely to conflict with other applications. Note that disabling both **<Shift>** and **<Ctrl>** is entirely silly.

Compatibility: This method has been tested and works with Windows Notepad, Microsoft Word for Windows 1.1, 2.0, and 6.0, and Lotus' Ami Pro 3.0.

It creates unwanted extra characters in Windows Write. We were unable to determine a keystroke combination that worked with Write.

Import Verse Dialog Box



The Import Verse dialog box is designed to let you quickly select a verse or verse range to import into another Windows application.

It can be activated via a DDE or Companion Importer link. It is designed to mimic a "command line," but it offers mouse control as well. Think of it as a "command line with spin buttons". For example, if you type "Ge 2:1" and press **<Enter>**, you'll import Genesis 2:1.

Book

The Book field automatically matches a book to your keystrokes as you type. For instance, if you start with a **<G>**, the field fills with "Gala". Then, if you type **<e>**, it fills with "**Gene**". To advance to the Chapter field, you can just press **<Space>** or any other non-alphanumeric key. This may feel odd at first, but it makes the most efficient use of your keystrokes.

The Spin Buttons move you through the available books in Bible order.

Chapter

The Chapter field lets you enter a chapter number. To advance to the Verse field, press **<:>** or any other non-alphanumeric key. If you change the From Chapter field, the To Chapter field will match it. This lets you select a single verse or a verse range efficiently.

The Spin Buttons move you through the available chapters for the selected Book.

Verse

The Verse field lets you enter a verse number. To advance to the next field, press **<Space>** or any other non-alphanumeric key. If you change the From Verse field, the To Verse field will match it.

The Spin Buttons move you through the available verses for the selected Chapter.

Formatting

Paragraph Form

Paragraph Form enables or disables paragraph formatting as the text is imported. If disabled, each verse will start on a new line.

Strong's Numbers

Strong's Numbers enables display of the Strong's Numbers in the KJS or compatible text.

Enable RTF

Enable RTF instructs *Companion* to place a Rich Text Format (RTF) version of the text into the Windows Clipboard, along with the standard ASCII text version. You must have an RTF-compatible word processor to read the RTF version of the text–otherwise you'll get the straight ASCII version. The RTF version uses the font definitions and sizes defined for the printer in *Companion*.

Include Fonts (Non-RTF)

For advanced users only: Include Fonts (non-RTF) includes the special *Companion* font codes indicating various font characteristics supported by *Companion*. This permits an end user to write a specialized macro in their word processor to process these codes.

Heb. Cons./Line

Heb. Cons./Line controls the number of Hebrew consonants sent before a hard return is placed in the text of the BHS verses (in right to left mode only) as they are copied to the Windows Clipboard. This helps you avoid left to right "word-wrap" of the right to left text by your word processor.

Import w/ Verses

Import w/ Verses lets you select various COMMENTARY Resources to import with the Bible verses.

Version

The Version list lets you choose from which Bible version you wish to import verses.

Once you select OK, the text is imported via your DDE or Companion Importer link.

Hebrew and Septuaginta Support

Companion supports our optional BHS Hebrew and the LXX Septuaginta Greek Old Testament with Apocrypha databases. We wish to thank Dr. Dale Wheeler, Multnomah Bible College, and Dr. Maurice Robinson, Southeastern Seminary, for their assistance in the preparation of the databases and the programming changes to implement them.

BHS Hebrew Notes

1. We have re-mapped the BHS verses to match English Bible texts. This allows synchronized and interlinear display of English and Hebrew texts. It also allows Strong's number searches on top of the BHS. If a verse was moved, the original BHS verse is displayed in angle brackets: <Book C:V>.
2. Included with the BHS database is a Hebrew True-Type font (HEBREW.TTF) to display the vowel pointed BHS text in Hebrew characters. See Font Installation in the Installation section of this manual.
3. You can select "Right to Left" Hebrew display on the Screen Fonts and Printer Fonts dialog boxes.
4. "Mousing" the text in a VIEW window is not available for right to left display. You can copy by verse by picking Copy from the Edit menu.
5. You can display the morphological separators in the BHS text (again, set on the Screen Fonts and Printer Fonts dialog boxes).
6. Paragraph display is not available in "Right to Left" mode.
7. Interlinear display *is* available.
8. Only the base forms of the Hebrew consonants have been used for creating the word indexes (since vowels can change, etc.).
9. We have indexed both the full Hebrew words and the morphological components of these words. You can search for either–or both–at the same time. Please note that *only* the full Hebrew words are highlighted. Morphological components are so common that highlighting them is distracting.
10. The asterisk "*" wildcard is ignored for BHS searches. There are three reasons for this:
    a. The "*" character is already assigned to a Hebrew vowel.
    b. Correct wildcard searches are difficult to construct for Hebrew.

c. We've already indexed the morphological components separately–which is what you would likely wildcard anyway.

d. It is usually preferable to use Strong's numbers to search on the Hebrew. While looking at the BHS, try a Word/Phrase search for "0430" (Elohim).

11. We have changed the 40 occurrences of the "sin/shin" character (CCAT character: "#") to the "sin" character (CCAT "&"). This only occurs once outside the name "Issachar," and all are footnoted in the BHS as "sin." The discrepancy apparently is due to BHS following "L."

LXX Septuaginta Notes

1. We have re-mapped the LXX to match (as closely as possible) English Bible verses. There is considerable overlap, but the LXX presents mapping difficulties far above that of the BHS. We are deeply indebted to Dr. Dale Wheeler for his guidance on the mapping of the LXX. We have also tried to preserve whole verses as they appeared in the CCAT LXX text. These goals were at times at cross-purposes. We have documented in footnotes the original locations of any moved verses. Compromises were necessary in a few instances and no doubt improvements can be made. Our goal was a useful, companion LXX for English Bible readers.

2. Alternate readings were combined into a single verse to allow the greatest accommodation of browsing and search options.

3. Where possible, we included "Apocryphal" verses found in standard LXX books in footnotes. For instance, the Additions to Esther are footnoted, and Ps 151 is footnoted at the end of Ps 150.

4. We have "appended" the Apocryphal books after Revelation. We also have available KJS and RSV databases with the Apocrypha appended in the same manner.

5. The LXX comes with a Greek True-Type font that supports the Greek text with breathing marks (breathing marks are available both in our GNT and LXX databases).

6. You can turn breathing marks on and off using the Screen Fonts and Printer Fonts dialog boxes.

Problem Solving

Deleting OPTIONSW.DAT

The OPTIONSW.DAT file contains option settings. If this file is corrupt, *Companion* can behave strangely. Try deleting it and restarting the program. It will automatically be re-created.

Not Recognizing Bible Databases

If *Companion* does not recognize a Bible database, make sure you have all four files for the database. For example, the KJS requires: KJS.DAT, WORDS.KJS, WORDSNDX.KJS, and VERSES.KJS. If not all are present, make sure you have enough hard disk space and re-install.

Also, if you copied your Bibles from a CD, make sure you do not have the following files on your hard disk: FASTLOAD.SMI and/or ISCD.SMI. If so, delete them.

Problems in the Bible Texts

The texts have been obtained from good sources. There should be few, if any, problems. There are some variations between KJV texts. You may find some of those. If you find a genuine problem, explain it to us. Include a phone number. Please note that we will *not* make changes beyond compliance with the original KJV, even if the spelling or usage is archaic. As a trivial example, it spells "ankle" as "ancle."

Problems in the Resource Texts

We have obtained our Resources text from a variety of sources, including publishers, text conversion professionals, and "volunteers." If you find a problem, please report it in writing. We will try to incorporate corrections in future releases.

Chapter 11. Reference Summary

This Chapter lists and gives a brief description of each function you can activate through:

- The Ribbon Bar
- Menus
- Keystroke combinations.

Ribbon Bar Summary

The Ribbon Bar offers convenient access to most of *Companion*'s functions.

New Window: STUDY Window

New Window: COMMENTARY Window

New Window: LEXICON Window

New Window: TOPICS Window

New Window: NOTEPAD Window

Move to a New Verse / Topic / Lexicon Entry

Search For a Word or Phrase

Ranked Search

Search Topic Titles

Synchronize

Synchronizes:

- VIEW Windows to active VIEW Window
- VIEW Windows to active SEARCH Window
- LEXICON Windows to active LEXICON Window
- LEXICON Window to Strong's WORD Window

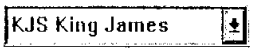
Interlinear Form: Turn On/Off

Open/Activate Windows Word Processor

PC Bible Atlas

Printing: Print to Printer

Context Sensitive Help



Change Window Content Listbox

Window Content Previous

Window Content Next

Tile Windows Horizontally

Tile Windows Vertically

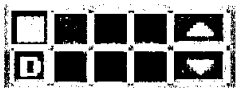
Windows Clipboard Copy

Windows Clipboard Paste

Include Strong's Numbers

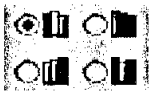
Use Paragraph Form

Include Footnotes


Colorize Verses

<Esc> to a previous Study or Resource Hypertext Mode

Toggle Resource Hypertext and Display/Edit modes


Companion's 4 Desktops

Menu Summary

The following are brief descriptions of *Companion*'s menu items and, where applicable, the equivalent Ribbon Bar buttons.

File Menu

New... Brings up the following sub-menu:

New Study opens a new STUDY window.

New Commentary opens a new COMMENTARY window. Up to 10 can be opened. If grayed, you cannot open more.

New Lexicon opens the one LEXICON window or resets it to a new Strong's # if already open. If grayed, it is not available.

New Topic opens a new TOPICS window or resets the current TOPICS window. To open a new TOPICS window, make a non-TOPICS window the active window, then choose New Topic. Up to 10 TOPICS windows can be open. If grayed, it is not available.

New Notepad opens a new NOTEPAD window.

Open... "Opens" existing SEARCH and NOTEPAD files, from SEARCH and NOTEPAD windows respectively.

Save "Saves" a SEARCH or NOTEPAD file. If the SEARCH or NOTEPAD does not have a file name, you are prompted for one.

Save As... "Saves" a SEARCH or NOTEPAD "as" a file name. Use **Save As** when you want to save a file for the first time, or if you want to save a file more than once under different names.

Merge... "Merges" a stored SEARCH with a SEARCH on the screen. The Merge dialog box lets you choose your merge logic. You can use AND, OR, XOR and NOT logic.

Close Closes the active child window. If there is unsaved data in NOTEPAD or SEARCH, you are prompted

to save the file before exiting if you have made changes since your last save. In COMMENTARY, LEXICON or TOPICS, changes are automatically saved.

Print... Lets you print from *Companion* (except in WORD List mode). The Print dialog box appears following this choice. If grayed, you do not have a default Windows printer set. See the PRINTING chapter for details.

Printer Setup... Allows you to configure your printer under Windows. This option is not available for all printers under Windows, and the options vary by printers.

Exit Is used to exit *Companion*. For NOTEPADs or SEARCHes, you are asked to save the file before exiting if you made changes since your last save. In COMMENTARY, TOPICS and LEXICON, changes are saved.

Edit Menu

Undo "Undoes" a change in an Edit window.

Cut Removes text from an Edit window and puts it in the Clipboard.

Copy Copies text to the Clipboard (except from WORD List mode).

Paste "Pastes" text from the Clipboard to an Edit window. If grayed, no compatible text exists.

Delete Is used in SEARCH to delete the selected verse reference.

Insert Is used to insert a SEARCH verse reference or a verse range.

Convert Search to Paste Xrefs
Converts the current SEARCH (or a SEARCH file) into hypertext compatible cross-references in the Paste buffer. You can Paste them into an Edit window.

Convert Xrefs to Search File
Converts cross-references from a Resource to a SEARCH file. The file can be opened in SEARCH mode.

Resource Edit

"Toggles" a Resource window in and out of Edit/Display Modes and Hypertext Mode. Also, for VIEW windows, it copies 10 verses to a special Edit Window.

Toggle

"Toggles" words in WORD List or verse references in SEARCH.

Combine Toggled

In WORD, Search Toggled searches toggled words using AND or OR logic. In SEARCH, Delete Non-Toggled removes non-toggled verses.

View Menu

New Verse / Topic / Lexicon...

Moves you to a new window content location.

Switch Window Content...(Ribbon Bar Listbox)

Lets you select new window content.

Enter Focus Word...

Lets you enter a single word to highlight in VIEW windows.

Prior Study Mode

Moves you backwards through the VIEW-WORD-SEARCH-PEEK sequence to the prior STUDY mode or hypertext jump. You can also press <**Esc**>.

Search Menu

Word/Phrase... Initiates a Word/Phrase SEARCH with options to enforce case sensitivity and or word order.

Rank Search Provides a ranked list of the Bible books by verse hits for the SEARCH.

Search Statistics...

Brings up the Search Statistics search summary.

Ranges... Specifies verse range(s) used in WORD List and SEARCH searches. Up to 26 non-continuous search ranges may be defined.

Topic Titles... Searches available *Companion* TOPIC databases for titles containing a word. You can then open the appropriate TOPIC entries.

PC Bible Atlas (Optional)...

Initiates *Parson's PC Bible Atlas* search (or activates it if no text is highlighted) via DDE.

Find... Lets you enter a word to search for in Edit or VIEW/PEEK windows. It advances to the next occurrence of the word.

Next Performs a "forward" search based on the last entry in Find... above. It advances to the next occurrence of the word.

Previous Finds the previous occurrence of a word.

Words Menu

Word List... Lets you change to WORD List mode from VIEW or move to a "new word" within the WORD List.

Word Logic... Lets you choose AND or OR logic for use in combining toggled words in the WORD List.

Options Menu

Synchronize Synchronizes:

- All open VIEW and PEEK windows. If a VIEW/PEEK window is minimized to an icon, it is not synchronized.
- Scrolling of all open VIEW and PEEK windows to a SEARCH window. This can provide a "PEEK" function while still in SEARCH mode. If a VIEW or PEEK window is minimized to an icon, it is not synchronized.
- All LEXICON windows to the active LEXICON window.
- All LEXICON windows to the Strong's # in WORD List. This lets you browse Strong's and view the definitions at the same time.

If checked, Synchronize is ON.

Screen Format Defines Verse Buffer Size, Paragraph Form, Suppress {Footnotes}, Show Strong's #, Use Interlinear Form, Interlinear Bible Order and Search Verse Fragments options.

Screen Fonts... Defines screen fonts for Normal, Greek and Hebrew Bible texts as well as Resource texts.

Printer Fonts... Lets you set printer fonts for Normal, Greek and Hebrew Bible text, as well as Resource/NOTEPAD text.

Ribbon Bar Descriptions

If checked, displays a small window providing descriptions for each Ribbon Bar button.

Desktop Descriptions...

Lets you enter custom Ribbon Bar descriptions for each of *Companion*'s 4 Desktops.

Directories... Lets you specify the directories where *Companion* looks for:

- User COMMENTARY and User XRefs
- *Companion* Bibles and Resources
- *PC Bible Atlas for Windows*
- Windows Word Processor.

Important:

In general, unless you are:

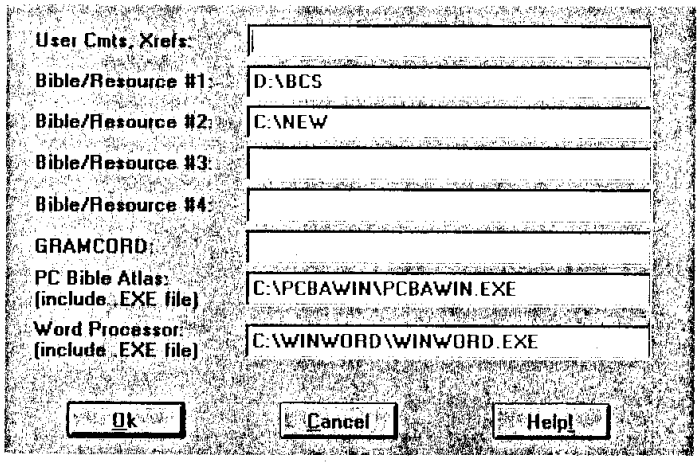
- *Running Companion Databases from both a CD drive and a hard drive, or*
- *Running* PC Bible Atlas for Windows *or your Windows Word Processor from a non-standard path,*

You should leave these entries at their default settings.

If you are doing one of the above:

- *If you are running databases from a both a CD and hard disk, just put X:\BCS in Bible/Resource #1 (where X is the drive letter of your CD-ROM drive), and put Y:\BCS in Bible/Resource #2 (where Y is the drive letter of your hard disk drive). Then leave the rest alone!*
- *If you are running* PC Bible Atlas for Windows, *include both the path and the file name of the* PC Bible Atlas for Windows *program. If you are running a Windows word processor, include both the path and the file name of the Windows word processor program.*

User Cmts, Xrefs



Most users should leave this entry blank. The User Commentary and User XRefs files will be created, if not found, in this directory. If this field is blank, the default *Companion* directory is used.

Note: If multiple people use *Companion* on the same computer, this option allows you to let each person create their own personal commentary and cross-references.

Bible/Resource #1 thru #4

Most users should leave these entries at their default settings. You can have *Companion* Bible databases and Resource databases in up to four different drives (CD or Hard Disk) and directories. If this field is blank, the default *Companion* directory is used. The directories are searched in order (1 through 4) and the last one containing a given database is used. For example, assume you have a CD containing the KJS database. You can copy the KJS database to your hard drive, and list the path to the hard drive after the CD path. The hard drive based KJS takes precedence over the CD copy.

PC Bible Atlas

If you are running *PC Bible Atlas for Windows*, include both the path and the file name of the *PC Bible Atlas for Windows* program. The file name provision allows you to access any other compatible Atlas programs.

Windows Word Processor

If you are running Windows word processor, include both the path *and the file name* of the Windows Word Processor program.

CD-ROM Fast Access

Enables Fast Access to *Companion* Bible databases on CD-ROM–especially for SEARCHes. It does not hard disk databases. If selected, Fast Access is enabled and 125K of indexing information per database is copied to the directory containing the OPTIONSW.DAT file.

Resource Write Access

Enables write access to *Companion* Bible Resources, letting you edit them if they are on your hard drive.

Configure Data Exchange...

Sets up DDE and Companion Importer.

Window Menu

Tile Horizontal Tiles windows horizontally within the *Companion* main window.

Tile Vertical Tiles windows vertically within the *Companion* main window.

Cascade Lets you arrange open *Companion* windows within the *Companion* main window so that they overlap, but the title bar of the window is visible.

Arrange Icons Organizes all *Companion* windows minimized to an icon.

Close All Closes all open *Companion* windows.

(Open Windows) Open *Companion* windows are listed at the end of the Window menu. You can bring a window to the top and make it active by selecting it from this list.

Help Menu

General Provides "general" instructions and help for *Companion*.

Index... Lets you choose from an index of help topics.

Context Sensitive...
Provides context sensitive help for your current place in *Companion*. This is the same as pressing **<F1>**.

Demo Script... Closes all active windows, sets up a new window for John 1:1 and displays a brief Demo Script (tutorial) designed to acquaint new users with many of *Companion*'s features.

Permissions to Quote
Displays requirements for quoting from various Bible translations and Resources.

About *Companion*...
Lists the copyright notices for *Companion* and the installed copyrighted Bible databases and Resources.

Keystroke Summary

Cursor Keys	Generic Meaning
<Home>	Up much
<PgUp>	Up many
<Up>	Up one
<Down>	Down one
<PgDn>	Down many
<End>	Down much

Function Keys	Function
<F1>	Help
<F3>	Next **Find...** Word
<F4>	Previous **Find...** Word
<Alt><F4>	Close *Companion*
<Ctrl><F4>	Close Current Child Window
<Ctrl><F6>	Next Child Window

Special Keys	Function
<Esc>	Prior Study Mode
<Alt>	Pop Up *Companion* Menu
<Alt><BkSp>	Undo in Commentary or Notepad
<Shift><Del>	Cut in Commentary or Notepad
<Ctrl><Ins>	Copy in Commentary or Notepad
<Shift><Ins>	Paste in Commentary or Notepad
<Ctrl><Del>	Delete to end of line in Commentary or Notepad
<Ctrl><G>	Quick Go-to dialog box
<Ctrl><V>	Toggle Bible/Resource Database
<Ctrl><Q>	Toggle "Quasi-COMMENTARY" Resources
<Ctrl><Left>	Word left in Commentary or Notepad
<Ctrl><Right>	Word right in Commentary or Notepad
<Ctrl><Enter>	Combine Toggled
<Ctrl><Home>	Go to first Resource search hit
<Ctrl><PgUp>	Go to previous Resource search hit
<Ctrl><PgDn>	Go to next Resource search hit
<Ctrl><End>	Go to last Resource search hit
<Del>	Delete Search Reference
<Ins>	Insert Verse Range in Search
<Space>	One window full (VIEW), Toggle verse ref or words

Glossary of Terms and Abbreviations

Terms

Active Window
The *Companion* window you are operating in.

AND Logic
Search logic requiring each search word to be present for a verse to count as a "hit."

CANCEL Button
The CANCEL button is used to quit a dialog window, not accepting any changes you may have made.

Case Sensitivity
Search logic requiring a "hit" to match the search words' upper and lower-case letters. If you enforce Case Sensitivity, "LORD" will not find "Lord."

Check Boxes
A special Yes/No choice field. The **<Space>** bar toggles between Yes [X], and No [ ].

COMMENTARY(s)
Verse-by-verse Resource text.

Current Verse
The first verse in a VIEW window. Its reference appears in the title bar of the window.

Default Directory
The hard disk directory on which DOS performs its operations unless another is specified.

Default Drive
The disk drive on which DOS performs its operations unless another is specified.

Dialog Box
A "window" containing data entry fields, radio buttons, and check boxes. These boxes allow you to "dialog" with the program.

Disk File
A file on a disk or diskette.

DOS Text File
A "generic" text file with minimal formatting codes. These files can be loaded by almost any word processor.

Field
A portion of the dialog boxcontaining one item of information.

Hypertext
Computer-based literature that contains linking devices that allow users to immediately branch to related subjects in other computer-based literature.

Interlinear
The display of multiple Bible versions, one after another, in the same VIEW window.

Mode
An environment or status tailored to a specific function.

NOTEPAD
Companion's text editor. It is useful for entering and editing sermon or lesson notes.

OK Button
The OK Button is used to exit a dialog window, accepting any changes you have made.

OR Logic
Search logic requires only one search word to be present for a verse to count as a "hit."

Paste
Placing text from the Windows Clipboard into the NOTEPAD or Edit Mode Resource.

PEEK
The *Companion* mode that allows you to immediately read the verses in which SEARCH found target words and phrases.

Radio Buttons
A special Yes/No choice field. It is mutually exclusive with the other radio buttons beside it. It works like car radio buttons. You can only choose one station. The **<Space>** bar toggles between Yes (*), and No ( ).

Resource
The text-based databases that supplement your Bible study.

SEARCH
The *Companion* mode that allows you to examine and manipulate search results.

Search Range
The verse range within the Bible *Companion* examines for "hits." This can be the whole Bible, or portions thereof.

Strong's Numbers
Reference numbers for the Greek and Hebrew biblical terms defined in Dr. Strong's dictionary.

Synchronization
Moving several windows' contents in unison.

Text File
Another name for a DOS Text File. A "generic" text file with minimal formatting codes. These files can be loaded by almost any word processor.

Toggle
The action that turns a particular object (like a word or reference) ON or OFF. *Companion* places a special character beside the object when it is toggled ON, and removes the character when it is toggled OFF.

Verse Reference
The book:chapter:verse specification for a verse.

Verse Fragment
A portion of a verse. Used to display search results.

VIEW
Companion's basic Study mode. It allows you to view, scroll, and print Bible verses. It allows access to a Study's other modes: WORD, SEARCH, and PEEK.

WORD
The *Companion* mode that allows you to analyze word usage and search from the "WORD List."

WORD List
The portion of *Companion* that controls the display and manipulation of the list of Bible words.

Word Order
An OPTION used in a phrase SEARCH that allows you to specify the importance of word order in determining search "hits."

Companion Book Name Abbreviations

Book names are abbreviated by its first four letters. "Job" requires three letters. Books with "First," "Second," and "Third" prefixes (like: "First Samuel") are rendered "1," "2," and "3" respectively, with the first three letters of the book name appended.

OLD TESTAMENT

Genesis	Gene	Ecclesiastes	Eccl
Exodus	Exod	Song of Solomon	Song
Leviticus	Levi	Isaiah	Isai
Numbers	Numb	Jeremiah	Jere
Deuteronomy	Deut	Lamentations	Lame
Joshua	Josh	Ezekiel	Ezek
Judges	Judg	Daniel	Dani
Ruth	Ruth	Hosea	Hose
1 Samuel	1Sam	Joel	Joel
2 Samuel	2Sam	Amos	Amos
1 Kings	1Kin	Obadiah	Obad
2 Kings	2Kin	Jonah	Jona
1 Chronicles	1Chr	Micah	Mica
2 Chronicles	2Chr	Nahum	Nahu
Ezra	Ezra	Habakkuk	Haba
Nehemiah	Nehe	Zephaniah	Zeph
Esther	Esth	Haggai	Hagg
Job	Job	Zechariah	Zech
Psalms	Psal	Malachi	Mala
Proverbs	Prov		

NEW TESTAMENT

Matthew	Matt	1 Timothy	1Tim
Mark	Mark	2 Timothy	2Tim
Luke	Luke	Titus	Titu
John	John	Philemon	Phle
Acts	Acts	Hebrews	Hebr
Romans	Roma	James	Jame
1 Corinthians	1Cor	1 Peter	1Pet
2 Corinthians	2Cor	2 Peter	2Pet
Galatians	Gala	1 John	1Joh
Ephesians	Ephe	2 John	2Joh
Philippians	Phil	3 John	3Joh
Colossians	Colo	Jude	Jude
1 Thessalonians	1The	Revelation	Reve
2 Thessalonians	2The		

Philippians and Philemon both start with the same four letters. We have elected to use **Phil** for Philippians (it occurs first, and is longer) and **Phle** for Philemon.

Alternative Book Name Abbreviations

These abbreviations are frequently encountered and *Companion* supports them.

OLD TESTAMENT

Genesis	Ge
Exodus	Ex
Leviticus	Le
Numbers	Nu
Deuteronomy	De
Joshua	Jos
Judges	Jud
Ruth	Ru
1 Samuel	1Sa
2 Samuel	2Sa
1 Kings	1Ki
2 Kings	2Ki
1 Chronicles	1Ch
2 Chronicles	2Ch
Ezra	Ezr
Nehemiah	Ne
Esther	Es
Job	Job
Psalms	Ps
Proverbs	Pr
Ecclesiastes	Ec
Song of Solomon	So
Isaiah	Isa
Jeremiah	Jer
Lamentations	La
Ezekiel	Eze
Daniel	Da
Hosea	Ho
Joel	Joe
Amos	Am
Obadiah	Ob
Jonah	Jon
Micah	Mic
Nahum	Na
Habakkuk	Hab
Zephania	Zep
Haggai	Hag
Zechariah	Zec
Malachi	Mal

NEW TESTAMENT

Matthew	Mt
Mark	Mr
Luke	Lu
John	Joh
Acts	Ac
Romans	Ro
1 Corinthians	1Co
2 Corinthians	2Co
Galatians	Ga
Ephesians	Eph
Philippians	Php
Colossians	Col
1 Thessalonians	1Th
2 Thessalonians	2Th
1 Timothy	1Ti
2 Timothy	2Ti
Titus	Tit
Philemon	Phm
Hebrews	Heb
James	Jas
1 Peter	1Pe
2 Peter	2Pe
1 John	1Jo
2 John	2Jo
3 John	3Jo
Jude	Jude
Revelation	Re

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