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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.

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### 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:
 

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

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## 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).

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## 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>.”

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## 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.



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## 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 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.

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## 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.

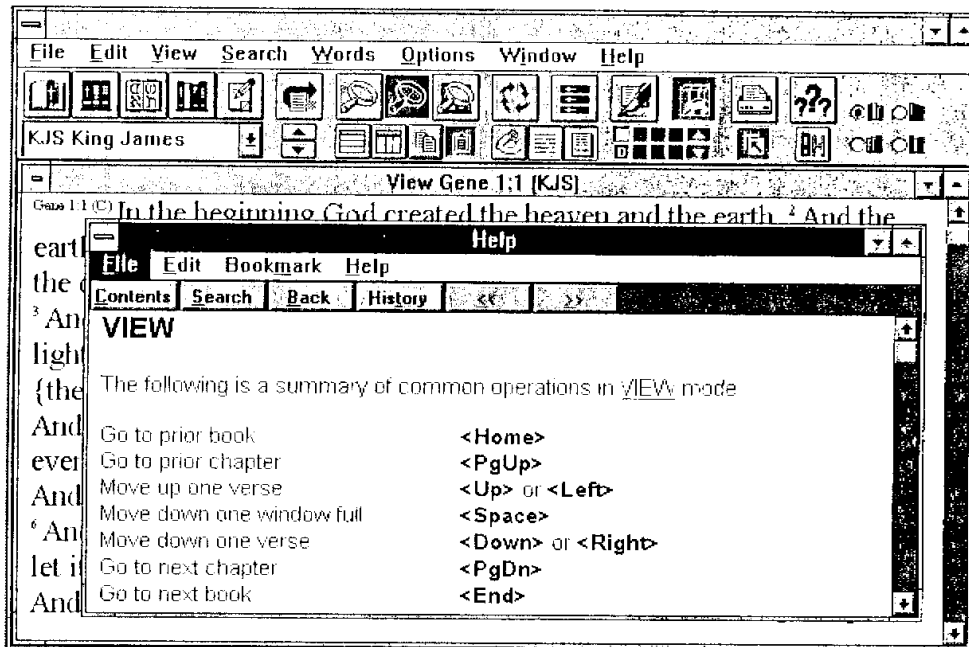
3. Click OK to clear copyright notices from the screen.

*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.



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## 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

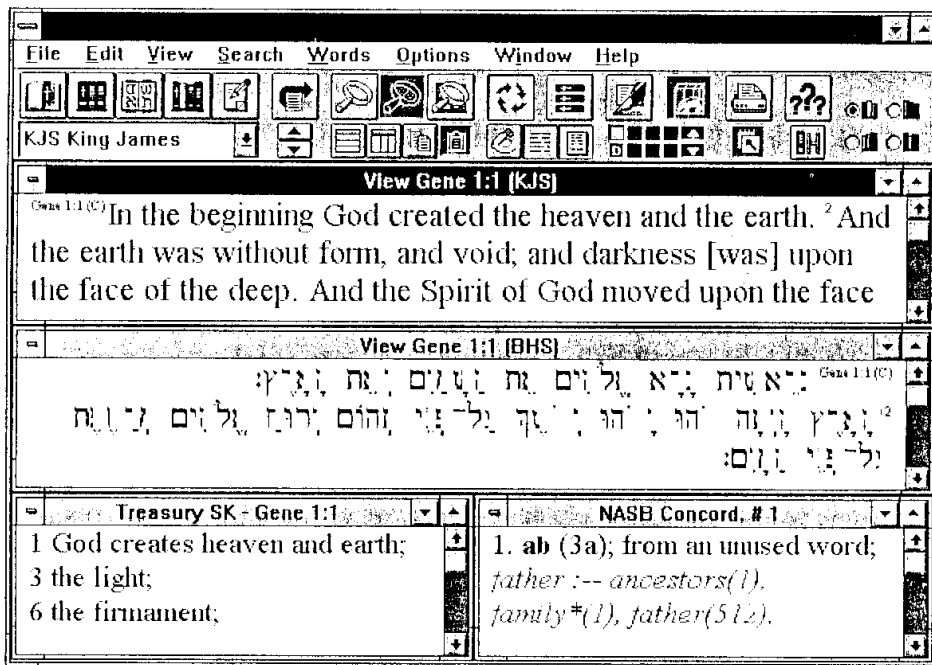
The Window menu offers other management options, like tiling or cascading windows and arranging icons. And, of course, you can move and re-size the windows to suit your fancy. Refer to your Windows documentation for basic window management functions.

## 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.

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## ***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.