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
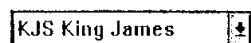
Open/Activate Windows Word Processor

PC Bible Atlas

Printing: Print to Printer

Context Sensitive Help

KJS King James

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