

Getting to Know Logos Bible Software Version 4

Upgrading to Version 4

After installing the new program, initially few books will be listed in your library. The program will scan your computer to find resources that you have licensed. It will then download any missing resources and convert your older resources to the new format. After the books are downloaded, an index will be created of every word in every book in your collection.

You should only do the online upgrade if you have a high speed Internet connection, since it will download 4 - 8 GB of data. It can take up to 24 hours for the whole installation and indexing process. You don't need to be present, but the computer will be working hard during this time. Do not shut off the computer during the downloading and indexing process.

You can still use Logos 3 after you have installed Logos 4. Many of the books added to the version 4 collections are also available in version 3 format. Instructions on how to install the new books in version 3 are here: http://blog.logos.com/archives/2009/12/using_your_new_logos_4_resources_in_logos_3_or_logos_for_mac_1.html

A list of new books in version 4 is provided here: http://www.balboa-software.com/logos/Logos_4_New_Books.pdf

Training Sources

1. 100 new features in version 4: <http://www.logos.com/4/newfeatures>
2. Training videos: <http://www.logos.com/videos>
3. Logos blog: <http://blog.logos.com>
4. Logos Wiki: http://wiki.logos.com/Logos_Bible_Software_Wiki
5. Logos forums: <http://community.logos.com/forums/>

General Program Operation Tips

Logos 4 has a completely different user interface than earlier versions of Logos Bible Software. Here are some general tips on the new program design:

- At first glance, the screen appears quite sparse and many familiar commands seem to have disappeared. In fact, most commands from version 3 are still there, but they just have been renamed or moved to another location. In some cases, there are new ways of accomplishing familiar tasks.
- Allow yourself some time to get used to the new way of doing things. Spend some time trying out various commands and learning the new way to do things. Don't delete your older version until you become comfortable with the new version. Don't try to learn the new program while you are under a deadline to write a sermon or term paper!
- The layout of the screen is different than most Windows or Macintosh programs. Windows are *tiled*, which means windows are always right next to each other and they cannot overlap. When you resize one window others are enlarged or shrunk to fill in the space. Technically these "windows" are called *panes*, but sometimes the help and the following instructions refer then to "windows".
- Each window pane can have multiple panels, each with a different *resource* (the Logos term for an electronic book). Each resource has a separate tab at the top of the pane. You can switch between different resources by clicking on the tab. This very helpful feature allows you to have more books open without cluttering up your desktop or having books hidden by other windows.
- Most program commands are available in the following places:
 - **Menus:** There are only a few menus: File, Guides, Tools and Layouts.
 - **Icons:** There are several icons on the Toolbar. Home takes you to your Home Page. Library opens your library browser so you can select a resource to view. Search opens a search panel. You can also drag a resource from an open window or the Library browser to the Toolbar, to create a shortcut to that resource.
 - **Command Box:** Enter a resource to open or a program command in this edit box, which is on the Toolbar. For example, if you enter NASB, the New American Standard Bible will be opened.

- **Resource Panel Menu:** At the upper left corner of each pane, there is an icon representing the active resource. Click on this icon to open the Panel Menu for that resource. The commands here vary depending on the type of resource or report.
- **Panel Toolbar:** Each panel includes a toolbar with commands relevant to the current resource, such as a locator bar that lets you enter a Bible reference or page in a book, display commands, visual filters, back and forward arrows, etc.
- **Pop-up Context Menu:** Right click on a word in any Bible or book to open the pop-up context menu. This rich menu contains commands for searching, copy the current verse, and viewing information in your library.. The menu will only show commands that are relevant for what you clicked on. For example, if you click on a word in an English Bible, you will see options not just for the English word, but also for the Greek or Hebrew word that this word translates, the Strong's number that represents the Greek or Hebrew word, the current Bible verse, and much more.
- To open a resource, click on the Library icon and enter a word or phrase from the book title or author's name. Then click on the book title that you want to open. The resource will open in a new window pane or it will attach itself as a panel in an existing pane.
- You can drag any open panel to a new pane or to a new tab on an existing pane. Click on the resource tab and drag the mouse to where you want the new window. The blue shaded area will show where the window will appear when you release the mouse button.
- You can open another window separate from the main program window. This is useful for multiple monitors or if you just want to look at one book, while working with your word processor. To detach a panel from the main program window, click on the Resource Panel Menu and choose Float This Panel. To reattach the floating window to the main program window, choose Dock This Panel from the Resource Panel Menu.
- The Layouts menu lets you save your current layout of window panes and resources or open a saved layout. Layouts are automatically saved every few hours and you can save the current layout or a previous layout under a name of your choice.
- Here is one suggestion for a layout of window panes. This will allow you to have a Greek or Hebrew Bible that will scroll together with the English Bible.
 - Upper left pane: An English Bible, such as the NASB or ESV, which are the most useful for access to Greek and Hebrew resources. To open the resource, enter NASB or ESV in the Command Box, and choose the desired Bible from the pop-up list. Click on the Resource Panel for this Bible, set to Link A and choose Send Hyperlinks Here.
 - Upper right pane: Nestle Aland Greek New Testament (NA27). Enter NA27 in the Command Box and choose Open Nestle-Aland Greek New Testament, 27th Edition. After the resource is open, click on the Resource Panel for this Bible, set to Link A. Since both Bibles are set to the same link this allows them to scroll to the same verse together.
 - Upper right pane, second panel: Biblica Hebraica Stuttgartensia Hebrew Bible (BHS). Enter BHS in the Command Box, point to Biblica Hebraica Stuttgartensia, and drag the name to the upper right pane until the blue area covers the whole pane. This will open the Hebrew Bible in a second tab on the same pane. After the resource is open, click on the Resource Panel for this Bible, set to Link A. Since both Bibles are set to the same link this allows them to scroll to the same verse together.
 - Lower left pane: New Bible Dictionary (NBD) or the International Standard Bible Encyclopedia (ISBE). Enter the book name in the Command Bar then drag the book name to the lower left of the screen until the blue shadow is in the lower half of the left window. This will open a new pane.
 - Bottom right pane: A commentary, such as New American Commentary. To open a new pane in the lower right, drag the name until the blue area is in the lower half of the right pane.
 - Right side pane: Information window and a Greek or Hebrew lexicon, such as BDAG (Greek), Liddell and Scott (Greek) or BDB (Hebrew). If you right click on any word and choose Information, the information window will open in a thin window on the right. You can drag the lexicon to this pane as a second resource.
 - After creating this layout, save it as a named layout, so you can open it quickly later. Click on the Layouts button. Double click on the name underneath the Now layout, enter a name for your layout, then press Enter.
- By default, updates to resources and the program are automatically downloaded and installed. After the update is complete, the program will start indexing the new resources. This will slow down the program until indexing is done. If you do not have a high speed Internet connection, go to Tools, Program Settings and set Automatically

Download Updates to No. Then when you are connected to the Internet and you want to do an update, enter “Update Now” in the command box.


- When browsing the Library, if you click on View, you can see the list of books with a small icon and various column headers. Click on the Title header to sort by title. To open a book, click on the book title. To view information about the book, right click on the Title to select the book, then click on the circled I icon.
- It is important to prioritize the most important books in your library. When you right click on a word, the top 5 books in your priority list will be listed in the pop-up menu. If you have not prioritized your favorite books, the first 5 matching books in alphabetical order will be listed. You should choose up to 5 English Bibles, the NA27 Greek New Testament and the BHS Hebrew Bible, several Greek and Hebrew lexicons and word study books, and your favorite commentary sets (show series and drag whole series over, rather than one book at a time). Go to Library, click on Prioritize, and drag each book into the list on the right side of the pane.

Moved or Renamed Features

Most features from Logos 3 are still there, but many have been renamed or moved to a different menu option. This chart shows how to do familiar tasks in the new Logos 4 way.

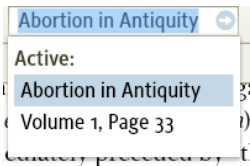
Task	Logos 3	Logos 4	Differences
Resource (Book) Management			
Open a book	Click on My Library icon, choose book from list.	Click on Library icon, choose a book from list.	
Open a book its own window	automatic	Open the book. If it adds itself as a tab to another window, grab the tab and drag it until the shaded blue appears where you want the window.	New books often open in a tab of an existing window.
Open a book as a tab in an existing window	move the window for book so it overlaps another book	Option 1: Drag a book name or an open book so the shaded blue fills an entire window. Option 2: Drag a book name or an open book so the book name overlaps the tabs. A vertical orange line will show where the resource will open in the list of tabs	
Open a second copy of a Bible	Windows menu, New Window	Option 1: Click on Library icon and enter name of book. Drag book name to where you want to open the book. Option 2: Hold Ctrl and click on the tab of the open book, then drag it to where you want the copy of the book to open. Option 3: Click on book icon (Resource Panel) and select Copy This panel to a New Tab. It is unpredictable where the book will open. Find the book and drag the tab wherever you want the window.	
Window management			
Move the window for a resource	drag window title bar	Grab tab for a resource and drag panel where you want it to go. Shaded blue shows where it would appear.	If the blue area covers an existing pane, it will create a tab for the resource in that pane.

Task	Logos 3	Logos 4	Differences
Move all tabbed resources in a pane together		Press Shift, then click on tab and drag to new location. All tabs in that pane will move together.	
Save layout of windows	File menu, Save Workspace	Click on Layouts menu. Double click on the word "Snapshot" under the Now layout and rename it, then press Enter.	To replace an existing layout name, right click on the layout name and choose "Update to Current Snapshot"
Open a saved layout of windows	File menu, Open Workspace	Click on Layouts menu. Click on the layout you want to open.	Layouts are automatically saved every few hours.
Resize font in one book	View menu, Zoom, pick desired relative size.	Click on book image on window, drag resizing bar with small to large "A".	
Resize default font	Tools menu, Options, Text Display tab. Set Default Zoom.	Tools menu, Program Defaults. Under Fonts, set Default Font.	You can also change Program Scaling, which also enlarges icons and scrolls bars.
Make a window full screen	Click on the window maximize button	Click on resource icon, choose reading view (F11).	Pres F11 to change back to regular view.
Program Configuration			
Specify preferred Bible, lexicons	Tools menu, Options, Keylinking. Select data type, then move resources into priority order in upper box.	Open Library; choose Prioritize; drag desired resources to right column. The resources at the top of the list have higher priority for display in keylinks.	-List at least one Bible first, so it will be displayed when you hover over a Bible reference in a book. Then list commentaries, so they will show up when right click and choose a verse. -Optional: To set data type, right click on a resource in the priority list and choose Set Prioritization Limits. Under Of This Type, choose the desired data type.
Define Collections	Tools. Define Collections	Tools, Collections	can use "-Greek" to say "AND NOT Greek"; +dictionary to say AND +advantage is collections are dynamic. If you add a book to your library that meets the criteria, it is automatically in the collection. See http://wiki.logos.com/Collections

Task	Logos 3	Logos 4	Differences
Define Parallel Resource Associations	Can define custom Parallel Resource Associations for particular types of books at Tools menu, Library Management, Define Resource Associations.	No customizable parallel resource associations. But if put books in a Collection, when browsing one of these book, click on Parallel Resource Sets icon  to change the pane to another book in collection.	
Turn off book cover graphic to speed up display of library.		Open Library, right click on header of list, deselect Image.	
Customize toolbars	Click to right of Toolbar; choose More Buttons	Drag to the Toolbar the tab of an open resource or the name of a resource in the Library.	
Update indexes		Do any search; under resources look for New Resources; click on Merge Indexes Now.	It merges supplementary indexes with main inde, which speeds up searches. This can take many hours to do.
Searching and Browsing			
Set target Bible to display links from other books	Click on target icon on Bible window toolbar	Click on Resource Panel icon for desired Bible, choose Send Hyperlinks Here.	Can set more than one Bible target. It is good to have a target for English, Greek and Hebrew.
Go to a verse in a Bible	Ctrl+G, enter full Bible reference: John 3:16	Ctrl+G and enter Bible reference in Reference Box: John 3:16 (book abbreviations are OK).	Enter just a chapter and verse to go to a different place in the same book.
Go to an article in a dictionary	Ctrl+G, enter the article title.	Ctrl+G, enter the article title. Appropriate titles will appear in a pick list as you type.	

Task	Logos 3	Logos 4	Differences
Topic browser	Go menu, Topic Browser; enter topic of article (best with collections)	In search criteria, enter “topic:Trinity”. This is broader than “title:Trinity”	<p>-Search results only lists the first 5 matching resources</p> <p>-Once you open a resource, press Right arrow to cycle through resources with this topic (goes beyond the 5 displayed matching sources)</p> <p>-See explanation of how it differs from version 3 at http://community.logos.com/forums/p/915/8076.aspx#8076 and http://community.logos.com/forums/p/3470/27261.aspx#27261 [see Sean Boisen explanation]</p>
Set fields displayed in an interlinear	View menu, Interlinear; check off desired items	Right click on field list in interlinear ribbon. Check off desired items.	
Find Greek or Hebrew word that the English translates	NASB: right click on word, then Navigate to Associated Word	On NASB/ESV/RSV and Greek or Hebrew Bible, select Sympathetic Highlighting visual filter. Highlight an English word, and the Greek/Hebrew word is highlighted	<p>+Works from the Greek/Hebrew to the English as well.</p> <p>-Works with Hebrew in Anderson-Forbes and Lexham interlinear, but not Westminster BHS</p>
Type in Greek or Hebrew (e.g. in notes or an article title in a lexicon)	F2 to toggle keyboards or click on Taskbar icon	<p>Option 1: Type g: followed by transliterated Greek to get a selection of Greek words; similar h: for Hebrew. Choose the Greek or Hebrew word from the pick list. (as of version 4.0b does not work in article titles). To search on a lemma, you must enter lemma: instead of g: or h:.</p> <p>Option 2: Install Logos keyboard in Windows. Then use Alt+Left Shift or Windows system command to switch keyboards. See: http://www.logos.com/support/downloads/keyboards</p>	http://community.logos.com/forums/t/760.aspx

Task	Logos 3	Logos 4	Differences
Browse books by Scripture passage	Reference Browser	<p>Option 1: Tools menu, Cited By. It will search your library for references to the current passage in the active Bible. To go to a different passage, enter it in the Reference Box.</p> <p>Option 2: Enter in search box: <bible=John 3:16></p>	<p>-On the panel menu, you can choose the collections and other parts of library that it searches</p> <p>-Turn off Follow on the Panel menu if you don't want the results to change when you go to another Bible passage.</p> <p>-this does not give any results that you could not get with a search</p>
Greek/Hebrew morphological search	Search menu, Greek/Hebrew Morphological Search. Choose desired items from menu.	Choose Search button. Click on Morph. Choose the desired Bible and encoding type (e.g. NA27 should use Logos Greek Morphology). In the command line enter @ to get a pop-up list of morphological items. Then choose the desired morphological features.	<p>-If you double click on a search term, you can edit it in the pop-up list.</p> <p>-You must type "lemma:" before a lemma if going to also enter the syntax</p> <ul style="list-style-type: none"> -if type g:eimi@VR it will find nothing -but if type lemma:eimia@VR it will find all futures of eimi <p>-type lemma: then any letters to get a pick list of lemmas that begin with these letters</p>
Search on a Greek or Hebrew lemma	<p>Option 1: Search menu, Morphological Search. Change to Greek or Hebrew keyboard. Enter the lemma in the Lemma box and choose from pick list.</p> <p>Option 2: Right click on a word in a Greek/Hebrew Bible or a reverse interlinear English Bible and choose Selected Text, Lemma, Speed Search This Resource.</p>	<p>Option 1: In the search box, enter lemma: and transliterate the Greek or Hebrew word. Select the desired word from the pick list.</p> <p>Option 2: Right click on a word in a Greek/Hebrew Bible or a reverse interlinear English Bible and choose lemma, then select Search This Resource.</p>	
Greek/Hebrew morphological visual filter	View menu, Visual Filters	File menu, Visual Filters.. Click on Morph. Enter @ in edit box then select the desired morphological features.	<p>+Once defined can check off in list of visual filters for a book.</p> <p>-It marks all copies of the same resource if turn on for one.</p>

Task	Logos 3	Logos 4	Differences
Add Bookmark	Favorites menu, Add to Favorites	Tools menu, Favorites; choose Add	+Can organize favorites in various folder by topic +can also make 10 Bookmarks, but favorites are more flexible
Highlight the Bible verse from which you opened a reference book	while viewing Reference Book, go to View menu, Visual Filters, and select Active Bible Reference	Turn on Links to Open Panels Visual Filter for reference book	
View a list of resources on a Bible passage		Tools, Explorer	By default, Explorer will search again when you change to a different passage in the active Bible. To prevent this from happening, click on the Resource Panel for Bible Explorer and choose None for the Link Set.
Change browsing index for resource (e.g. Bible reference or page number in commentary)	Click on active index icon on window toolbar	Click on locator box and select index from pop-up list 	
Repeat a previous search	Click on Previous button in Search dialog	Click on the down arrow to the right of the search criteria edit box to see a history of searches for several days.	

Shortcuts and Tricks

*Various keyboard shortcuts are described here: <http://www.logos.com/ArticleViewer/2099>

Task	How To	Comments
next article in reference book	Alt+Down	
previous article in book	Alt+Up	
when on Home, get back previous windows	click on Home icon or click on Layouts and select Now	
highlighting text	select text, then press Ctrl+K to highlight or Ctrl+Shift+K to erase highlighting	Can be slow to display the changes.
Go to reference in a book (e.g. Bible reference or article title in a dictionary)	Press Ctrl+G, then enter Bible verse in Reference Box.	can now just type in chapter and verse in same book

change short title of book	Open Library. Right click on a book name to select it, but not open it (ignore the pop-up menu). Click on the Information icon on the Pane toolbar. Click on Short Title and edit it. You can also edit the full title, but this is not a good idea.	
center panels in the main window	double click on separator between panels	
close all windows	Ctrl+Shift+W or enter "close all" in command box	You can drag this command to your Toolbar to create and icon that will do this
switch to Home Page	Alt+H	Pressing Alt-H while viewing the home page switches back to the windows you had open previously.
go to command bar	Alt+D	
copy Bible verse	Ctrl+Alt+B	works from any program while Logos is running
view history of commands	Ctrl+H	
show or hide Interlinear information	Ctrl+Shift+R or click on Interlinear	

Surprises and Gotchas!

- searches
 - If you type several words it is assumed that you want all words in any order (Boolean AND), not a phrase.
 - To find a phrase in exact word order, you must put quotes around the phrase in the search: "Son of God"
 - Must use capitals for Boolean operators: OR, AND, ANDNOT.
 - Greek and Hebrew searches will not work with transliteration. You must pick the desired Greek or Hebrew word from the pick list or type with the Greek or Hebrew keyboard.
 - If you type g: and pick a Greek word, it will only find that exact form, unless you pick a lemma. The lemmas are the words with an English meaning next to them.
 - To search on a lemma, enter lemma: then pick the lemma from the Greek word pick list.
- Bible Word Study on an English word
 - When you click on a Greek/Hebrew word, it only shows verses where the word is translated by the chosen English word, rather than all occurrences of the word.

Search Tips

*Most search options are the same as in version 3. See <http://www.logos.com/support/lbs/searching>. Here are some observations:

- Must enter phrases in quotation marks: "Son of God"
- Searching on data types
 - To search for a Bible reference within books:
 - <bible = Jn 3:16> finds exact reference
 - <bible Jn 3:16> or <bible ~Jn 3:16> finds a range of verses including John 3:16
 - Other data types work similarly: <LN ~26.5> (Loew-Nida number)

- operators:
 - = subset or superset
 - ~ intersection (default)
- Some data types are automatically recognized:
 - <G5547>, <H6213>: Strong's numbers.
 - <John 3:16> or <~John 3:16>: Bible
- Boolean operators must be in all capitals: OR, AND, ANDNOT
- Proximity search only works for a certain number of words:
 - son BEFORE 2 words god: finds "son" within 2 words before "god"
- The nostem() modifier is missing as of 4.0b.
- Wild cards (*) work before or after a word, but not within a word. This can be a slow search.
- Morphological searches
 - Enter "lemma:" then the Greek or Hebrew word (transliterate and choose word from pick list. Then enter @ and the desired morphological codes. Can also choose these from a pick list.
 - For morphology only, enter @ then choose morphological features from the pick list.
- Topic search: enter topic: followed by desired topic.
- By default, searches match all word forms: verb tenses, singular, plural, possessive, etc. This only works for regular words.
 - For an exact search on entered words, in the Search Panel menu, deselect "Match all word forms".
- Image search
 - #image Jerusalem: looks for the word Jerusalem in the vicinity of the image.
 - #image ANDEQUALS Jerusalem: find images tagged with titles, captions or keywords as Jerusalem.

Improving Program Performance

- Hardware is important for good performance with Logos 4
 - More memory will help. 2 GB is minimum recommended, 4 GB is better.
 - Menus will pop up more quickly and screens will redraw more quickly with a good video card with at least 512 MB of memory.
- Logos 4 requires a high speed Internet connection to perform at its best. It does several things with the Internet:
 - Automatically downloads updates to books ("resources") and the program.
 - Saves your book licenses, settings, Collections, Searches, etc. to a computer in "the Cloud" (at the Logos headquarters). If you move to another computer or use 2 computers, everything is restored as you left it.
 - Whole library searches look for content on the Web as well as your own computer.
- Unfortunately, this frequent Internet activity can cause the program to slow down at unpredictable times. When a big download and resource indexing occurs, the whole computer will run slowly, sometimes for hours. If you wish to improve performance at the risk of not staying up to date or saving your changes, do the following:
 - Go to Tools, Settings. Turn off Automatically Download Updates and Use Internet.
 - When you would like to get the updates, enter Update Now in the Command Bar.
 - When you have made changes you would like to back up, enter Sync Now in the Command Bar or click on the 2 circular arrows icon to the left of Layouts on the Toolbar.
- The other thing that slows down Logos from time to time is indexing.
 - Every time you download or install new books, the index will be updated. An index records every word in every book, so you can quickly search large books and find the exact location of the word. While Logos is indexing, Logos will slow down considerably. When you first install the program or a major update, indexing may take several hours.
 - You can pause the index by clicking on the blue Logos icon on the System Tray in the Windows Taskbar.
 - While indexing is taking place, you should not turn off the computer, but you can put it in Standby or Hibernation. The best thing is to leave the computer on overnight while it is indexing.
- Antivirus programs can also slow down Logos. Make sure that your antivirus program allows Logos to use the Internet. Also turn off antivirus file scanning for files in the Logos resources directory. By default this is:
 - Windows XP: C:\Documents and Settings\\Local Settings\Application Data\Logos4
 - Windows Vista/Windows 7: C:\Users\\AppData\Local\Logos4

(<user> is the User Name that you are logged on as)

Command Bar Hidden Commands

*For documented commands, see program help and <http://www.logos.com/ArticleViewer/2086>. Many other commands are listed at http://wiki.logos.com/Logos_4_Commands. Some rarely used commands include:

Command	Result
Forcing Updates	
update now	Forces an update to software and resources. If you set Automatic Updates to NO, you still get a notification about software and resource updates. If you want them sooner, then use Update Now! Otherwise it downloads once a day.
update resources	Verifies that all of your resources are up to date. This is a last ditch way to get resources you believe to be missing! It checks what you have against your licence and can be quite lengthy. Not necessary unless you think something is missing that should be there.
synch now	ynchronizes with the Logos server. This saves your collections, searches, layouts, and other persona settings, so they can be restored on another computer. Normally this is automatically done if you have Use Internet on.
Beta Testing	
set update channel to beta	Sets automatic updates to download beta versions [do so at your own risk]
set update channel to default	Restores automatic updates to release version
Repair Installation	
rebuild index	Forces a brand new index to be created (may improve search performance). This will take some time.
merge index	Merges temporary index for new books with main index (may improve search performance)
Rebuild Bible index	Forces a new index of Bibles only.
Rebuild library index	Forces a new index of non-Bible books only.
Merge library index	Merges temporary index for new non-Bible books with main index.
scan <i>path</i>	Looks for resources in the <i>path</i> and adds them. Only necessary if some resources are not picked up when upgrading from version 3.