

## Tips for Using Logos Bible Software Version 4

Note: These instructions are for the Logos 4 for Windows, but the general principles apply to Logos for Macintosh.

### Online Training Sources

1. Logos support on the Web: <http://www.logos.com/support>
2. Training videos:  
<http://www.logos.com/videos>  
[http://wiki.logos.com/Logos\\_4\\_Video\\_Tutorials](http://wiki.logos.com/Logos_4_Video_Tutorials)
3. Frequently Asked Questions: <http://www.logos.com/support/lbsxfaq.asp>
4. Logos searching tips:
  - a. Basic searches: [http://wiki.logos.com/Basic\\_Search](http://wiki.logos.com/Basic_Search)
  - b. General search syntax: [http://wiki.logos.com/Search\\_HELP](http://wiki.logos.com/Search_HELP) (general search syntax)
  - c. Advanced search options: <http://www.logos.com/support/instruction/searching.asp>
5. Logos discussion forums allow users to ask how to do various tasks and how to work around bugs. You can read and contribute to the forums at <http://community.logos.com/forums>
  - a. Basic usage tips: [http://wiki.logos.com/Tips\\_from\\_the\\_Forum](http://wiki.logos.com/Tips_from_the_Forum)
6. Logos Wiki (user contributed tips): [http://wiki.logos.com/Logos\\_Bible\\_Software\\_Wiki](http://wiki.logos.com/Logos_Bible_Software_Wiki)
7. Logos blog: <http://blog.logos.com>
8. 100 new features in version 4: <http://www.logos.com/4/newfeatures> (you might find something here that you did not know was in the program!)


### General Procedures

1. **Open a Bible or reference book**
  - a. Open the Library Browser by clicking on the Library icon on the Toolbar or by pressing Ctrl+L.
  - b. In the Find box, enter part of the title, author or abbreviation of the book. The list of books will show books containing the text that you enter. For example, to find the New International Version, enter “NIV” or “New International”; to find the New American Standard Bible, enter “NASB”.
  - c. Click on the title of the book that you want to open or drag the book title to an open window pane to add it as another panel in that pane.
2. **Move a resource to a different window pane**
  - a. Click on the resource tab.
  - b. Hold down the mouse button and drag the resource until the shaded blue area is where you want it to appear. If the blue fills and another pane, the resource will be added to a new tab on that pane.
3. **Move all tabbed resources in a pane together**
  - a. Press Shift, then click on any tab.
  - b. Drag the blue area to the desired new location. All tabs in that pane will move together..
4. **Sort the list of books in library by Title.**
  - a. Click on the Library icon to open the Library Browser.
  - b. Click in the View icon to change to a list of names in columns.
  - c. [optional] Right click on any column header and deselect any fields you do not want to display. For example, to remove the icon representing the book cover, deselect Image.
  - d. [optional] Drag any field name to a new position to change the order of columns.
  - e. Click on the Title column to sort by Title.

Note: The next time you open the Library Browser, these settings will be remembered.

5. **Open a second copy of the same Bible**
  - a. Option 1:
    - i. Open the Library Browser by clicking on the Library icon on the Toolbar or pressing Ctrl+L.
    - ii. Enter name or abbreviation of book (e.g. ESV, NASB).
    - iii. Drag book name to where you want to open the book.
  - b. Option 2:
    - i. Hold Ctrl and click on the tab of the open book.
    - ii. Drag the tab to where you want the copy of the book to open.
  
6. **Link multiple Bibles to scroll to the same passage.** (This is useful is you want to display the same passage in several translations or the original language along with a translation.)
  - a. Open all of the desired Bibles.
  - b. On the Panel Menu for each Bible, under Link Set, click on the large letter A. This links these Bibles so they are in set A.
  - c. Now when you change the passage of one Bible, all linked Bibles will change to the same passage.
  
7. **Link a commentary to a Bible passage.**
  - a. Follow the same steps as “Link multiple Bibles to scroll to the same passage” and add the commentary to the same link set as the Bible.
  - b. Now when you change the passage of the Bible, the commentary will display the notes for that passage.
  
8. **Display a specific Bible passage in a Bible window.**
  - a. Click on the icon or panel for Bible that you want to make active.
  - b. Press Ctrl+G to open the Reference Box.
  - c. Enter the desired Bible reference (e.g. John 3:16), then press Enter to go to this verse.
  - d. Once a Bible book is open, you can enter just chapter and verse to go to another place in the same Bible book.
  
9. **Set target Bible to display links from other books.** (This is useful when you have multiple open Bibles.)
  - a. Click on Resource Panel icon for the desired Bible.
  - b. Choose Send Hyperlinks Here.
  - c. Note: You can set more than one Bible as a target. You can have a target for English, Greek and Hebrew.
  
10. **Force the program to open the windows you had open when you exited.** (By default, the program opens to the Home page.)
  - a. If you are not viewing the Home Page, click on the Home icon.
  - b. From the Home Page, click on Customize (at the bottom of the screen).
  - c. Deselect Open Home Page at Start up.
  - d. Click on the Home icon to return to your previous windows.
  - e. When you exit the program in the future, it will always remember the windows you last had open.

## Search Basics

1. **Basic English Bible searches**
  - a. Open the Bible you want to search.
  - b. To open the Search window, click on the Search button on the Toolbar  or press Ctrl+Shift+S.
  - c. In the upper right corner of the search dialog, click on Bible.
  - d. Click where the dialog specifies a Bible name and choose the Bible you want to search. If it is not listed, type a few letters of the name or its





### **Working With Bibles**

1. **Copy Bible text into your word processor**
  - a. Option 1: Mark and copy text
    - i. Mark the desired text in a Bible window.
    - ii. Press Ctrl+C to copy the text to the Windows clipboard.
    - iii. Switch to your word processor.
    - iv. In your word processor, set the insertion point where you want to insert the Bible text.
    - v. Press Ctrl+V or select Paste from the Edit menu.
  - b. Option 2: Logos Copy Bible Verse tool
    - i. From the Tools menu, choose Copy Bible Verses or Press Ctrl+Alt+B.
    - ii. Enter in the Reference box, the verses you want to copy.
    - iii. [Optional] Choose a style for the text. by clicking on the blue words after Copy (e.g. “Copy Simple Paragraphs”) and choosing a style.
    - iv. Choose the Copy button.
    - v. In your word processor, set the insertion point where you want to insert the Bible text.
    - vi. Press Ctrl+V or select Paste from the Edit menu.

### **Further Training in Using Logos Bible Software**

1. Logos offers helpful 2 day training seminars. For information see <http://www.mpseminars.com>
2. Morris Proctor Seminars offers a free email newsletter with tips for using Logos software. You can sign up at <http://www.mpseminars.com>.
3. Golden Gate Seminary in Scottsdale, Arizona periodically offers a course called “Computer Tools for Biblical Research”. You will learn how to use Bible software, do Internet research, organize information with databases, automatically format citations in research papers and more Bible study methods with a computer.

\*\*\*\* STILL UNDER CONSTRUCTION \*\*\*\*