

# Bibleworks Helps and Skills

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*I've developed this resource for use with my beginning Greek class (LG1200) at Luther Seminary. Please use or share it as you like. –Mary Hinkle Shore (mshore@luthersem.edu)*

## Getting Help from Bibleworks

### Bibleworks Site

There are several helpful links on this page, <http://www.bibleworks.com/>. Look at the navigation across the top of the page.

### Support pages.

The Support links take you to FAQ pages and other helps.

### User forums.

The Forums link takes you to interactive bulletin boards you can read and write to. If you have a question about how to do something, and the Help materials inside Bibleworks are not answering it, search in the user forums. Odds are good you'll find an answer just by searching past conversations. If that doesn't turn up what you want, you can post a question in the forum. BW enthusiasts hang out here and love to help others.

## Beginning Bibleworks Skills

### Reading a text. Changing translations.

When Bibleworks opens, you see a Verse List Window, Browse Window, and Resource Summary Window. Typing a three-letter Bible version code (NRS, BNT, NIV, etc.) in the Command Line atop the Verse List Window changes the version in the Verse List Window.

### Copy and paste.

You can highlight, copy (ctrl + c) and paste (ctrl + v) text from the Browse Window (center window) to a Word document. This is a quick way to get a block of BW text into a Word document. For more nuanced copying and pasting, you can use the Copy Center linked from the Tools menu.

### Setting a custom search area.

Double-clicking the word "Limits" at the bottom of the BW page opens the Options dialog on the tab titled, "Search Limits." From here, click the radio button at the bottom of that dialog box to set a custom search limit. This is helpful if you are working in a single pericope and want to search only it (for particular parts of speech, for instance). It is also helpful if you want to search only Luke-Acts, for example, or only 1 & 2 Corinthians, and so on.

### Right click.

Everywhere in Bibleworks, if you right-click a mouse, you will get a context-sensitive menu of options. This means your right-click options change depending on where you are.

### F1 key.

Everywhere in Bibleworks, if you press your keyboard's F1 key, BW (Bibleworks) help files open at a place the BW editors think might be helpful to you in your present task. If they haven't guessed right, you can always search for help inside the box that appears.

### Vocabulary flashcard module.

You can set the flashcard module to quiz you on words in a certain chapter of Bill Mounce's grammar, or on words in a certain pericope, or on words that occur more than 50 times in the NT, and so on. The module includes a pronunciation of each word. Explore it by choosing Vocabulary Flashcard Module from the Tools menu.

## Bibleworks Skills for Phrasing

*In LG1200, I ask students to "phrase" texts. This means they copy and paste the Greek text into a Word document and then manipulate it. They line up the main subjects and verbs against a left margin and place modifiers on separate lines indented from the words they are modifying. It is a cross between outlining a text and diagramming a sentence. To do this, students have found these BW features useful.*

### Morphology assistant.

Getting to the assistant: This tool allows students to search a particular pericope, book, or the whole Bible for all occurrences of a particular part of speech. It is helpful for students who want to identify all indicative verbs, for instance, or identify all uses of the genitive in their texts.

I cannot find the Morphology Assistant from the Tools menu. If you have the same problem, to open it, you need to add the Morphology Assistant button to your button bar. Click the second button in from the left in BW (it looks like one white square on top of two white squares). This is the Button Bar Setup button. Choose Morphology Assistant from the available buttons. Click Add. Click Close. The Morphology Assistant button (which looks like a alpha) is now on the far right of your top button bar. You may have to click on the far right side of the button bar to see it.

Before opening the Morphology Assistant, first choose the excerpt of the Bible you want to search. (See "setting a custom search area" above.) When you have set the limits you want, open the Morphology Assistant. Choose the morphologically tagged Bible version you want to search. Identify what you want to search for. Click Lookup. You have just executed a search and your results will appear in the Verse List Window at the far left of BW.

### Report generator.

From the Tools menu, choose Report Generator. Choose the range of verses you want a report on. Choose what kind of information you want included. For instance, you could include the lexicon entries (either a minimal entry, like that in the UBS lexicon, or a substantial entry like that from Gingrich) for

every word in your range of verses. You can include morphological information. The final report will have (a) the text in all the versions you chose, (b) each word in the text parsed, if you chose morphological information to be included, and (c) lexical and other information you checked. After you make your choices, and click Build Report, a new window appears. You can manipulate text in this window, save it, print it, etc.

## Bibleworks Skills for Translation Comparison

*I ask students to compare English translations and report on why the differences they find exist. I want them to differentiate between a text difficulty (i.e., manuscript differences) and a translation difficulty (ambiguity not about the Greek text but rather about how to translate it). Unfortunately, the NA27 apparatus is not available in BW or as an additional purchase. These BW functions are helpful for translation comparison.*

### p command.

In the command line, type p nrs bnt niv, press return, and up pops a new window with the NRSV, Bibleworks NT (NA27), and NIV in parallel windows. You can line up as many versions as you like this way. You cannot print from this window since it is functionally the whole Bible in as many versions as you have lined up.

### Copy Center format options.

Open Tools/Copy Center. Two important options are listed here:

#### *Interleave*

When you are copying a range of verses, such as a pericope, you can choose the versions you want to copy, then click Format Options. All sorts of options open up to you. A particular favorite is Interleave Versions (this creates a line-by-line interlinear of the versions chosen).

#### *Colors*

You have to choose "colors" if you want highlighting or font coloring to travel from BW to Word. This is important if you want to be able to identify word search results, for instance, after a copy-and-paste.

### Word analysis tab.

The far right pane of BW (a.k.a. the Resource Summary Window) is the place to access secondary sources on the Biblical text. If the Word Analysis tab is on top, you can see lexical information for any Greek word you mouse over in the middle pane of BW (a.k.a. the Browse Window). The Word Analysis tab will also display the translation notes of any English translation. The NET Bible notes are particularly helpful for figuring out curious translation issues.

To stop the Resource Summary Window from skipping to new information every time you mouse over a new word, right-click inside the Resource Summary Window and choose Update Only When Shift Key Depressed.

### Turning off Matthew Henry

To make the Matthew Henry commentary disappear, in the Resource Summary Window choose Resource Summary tab, then References tab, then remove the checkmark from Matthew Henry Commentary.

### Metzger, *Textual Commentary on the New Testament*, 4<sup>th</sup> rev. ed.

This resource comes bundled in Bibleworks. Metzger may already show up in the Summary pane of the Resources Summary Window. From there, double-clicking on the reference will open the whole book in a new pane. Alternatively, you can open Metzger by clicking on Text Criticism from the Resources menu in BW.

## Bibleworks Skills for Word Study

*I ask students to complete word studies that involve performing concordance searches and analyzing search results, as well as reading a lexicon closely. These skills/tools are helpful for word studies.*

### Code insertion buttons.

Bibleworks performs searches at many different levels of complexity. All of these are built with keystrokes that look like computer code. Instead of memorizing all these keystrokes, I display code insertion buttons. Inside the Command Line (this is the line where you can type in the far left hand pane), right click. Choose Code Insertion Buttons from the menu. A row of buttons appears under the Command Line. As you mouse over each one, you see a tip for what the kind of search each one is related to.

### Search on lemma.

Mouse over any Greek word in the Browse Window (center pane), right click, and you will have the option to Search on Lemma. If you choose this option, BW will perform a search for the lemma of the word you are hovering over. BW will observe Limits in such a search if you have Limits on. (Adjust Limits by double-clicking the word, Limits, in the very bottom of the BW screen.)

### Version switch.

When you search on a Greek word, results of your search appear in the Verse List Window in Greek. If you would prefer to read your results in English, just type an English version three-letter identifier in the Command Line (that is, type NRS for example) and click Enter (Return) on your keyboard. The results of your search stay the same, but they are now displayed in the version you just requested.

### Printing verses from search results.

To print verses (and not just a list of citations) from the Verse List Window, choose Copy Center from the Tools menu. Choose Text of Verses in Verse List. Type in the versions you want to copy. If you want the word you searched to be highlighted in your Word document, click on Format Options in the Copy Center dialog; then, inside Format Options, in the Include area, choose Colors. Copy results to a Word document. From there, you can save, move, or print your results.

## Maps.

Sometimes curious words are place names. To look up a place on the BW maps, mouse over the place name in an English translation. Right-click and choose, Look up in Bibleworks Maps. You will see a popup window asking you to choose which map you would like to see. Choose a map. Adjust the look of the map by clicking buttons at the top of the map. You can also export part of a map to PowerPoint or another application. Click F1 for help with maps.

## Gingrich lexicon.

Of the Greek lexicons that come bundled in BW, I recommend Gingrich and Danker, *Short Lexicon of the Greek NT*, 2<sup>nd</sup> ed. (1979). BW calls this resource, "Gingrich." You can find it by choosing Greek/Hebrew Lexicons from the Resources menu. BDAG is available as an add-in to BW, costing about \$100.

## Bibleworks Skills for Seeing a Text in Context

*I ask students to look at their texts in ever-widening circles of context. They consider how the text fits within:*

- *its immediate context.*
- *the book within which it is found.*
- *the corpus of the author's work as a whole.*
- *the synoptic gospels or the gospels, if applicable.*
- *the Bible as a whole.*

*When looking at the context of a text, a codex remains a useful innovation and much easier to work with than a scroll! Therefore, the best tool for "reading around" one's text is still a paper Bible. In addition to that book-shaped Bible, these Bibleworks features may be helpful for considering a text in context.*

## Synopsis window

From the tools menu, choose Synopsis Window. The text in the Browse Window (middle pane) pops up in a new window, with each gospel parallel in a separate pane. You can change what version is displayed by choosing Edit from the File menu, typing over "NAS" with another version, choosing Save from the File menu, then closing the window and re-opening it.

In this new window, click the File menu, then Open. You'll see various options for comparing texts. Two particularly helpful options are here:

### *Aland (greek)*

This opens the gospels parallels in Greek.

### *otnt*

This opens two panes: on one side is a New Testament text. On the other is an Old Testament text that the editors think you will benefit from reading alongside the NT text.