



# CAMPLOGOS2

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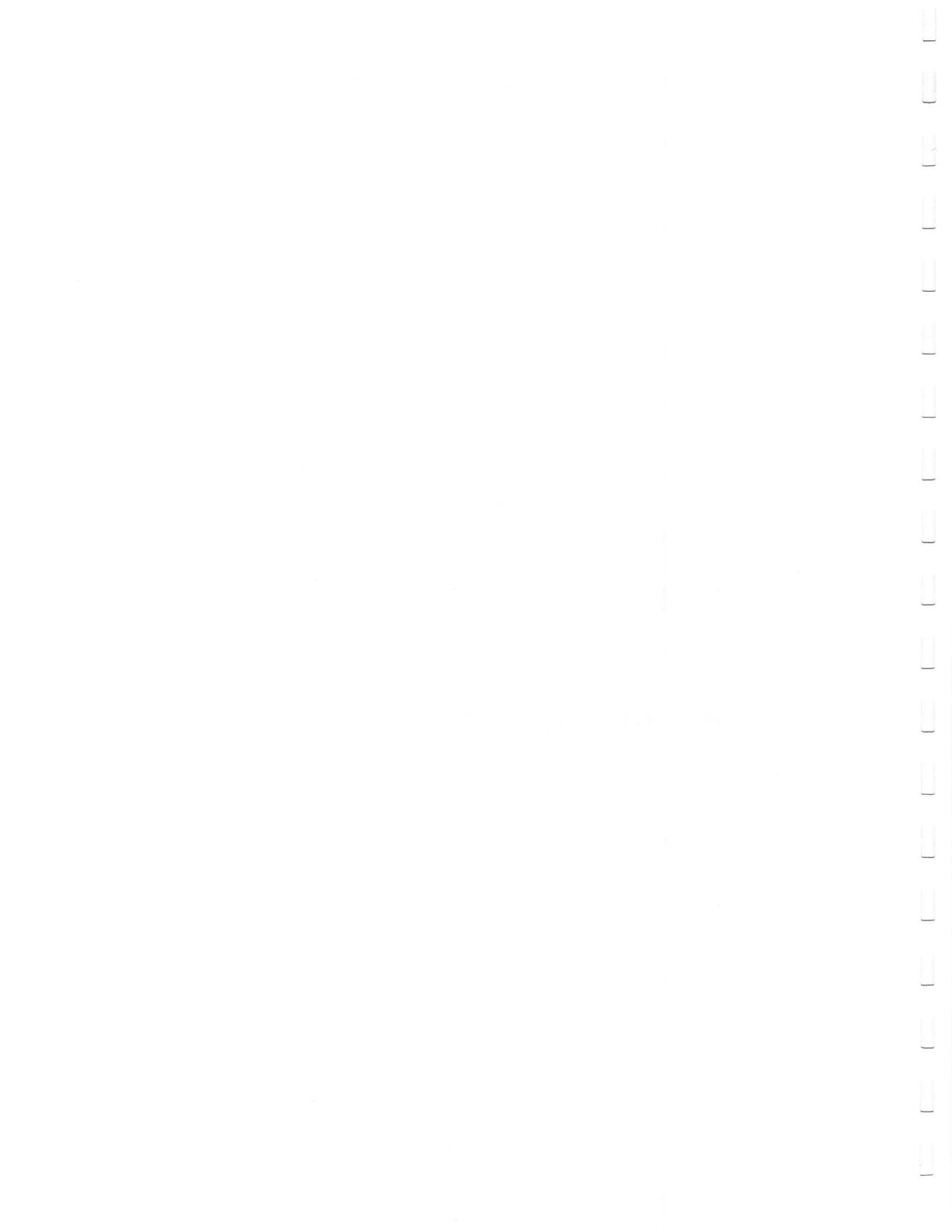
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# 1 TEXT COMPARISON

**T**ext Comparison is like a parallel Bible on steroids! With it we can build a:

- Standard Parallel Bible
- Compared Parallel Bible
- Interlinear Parallel Bible

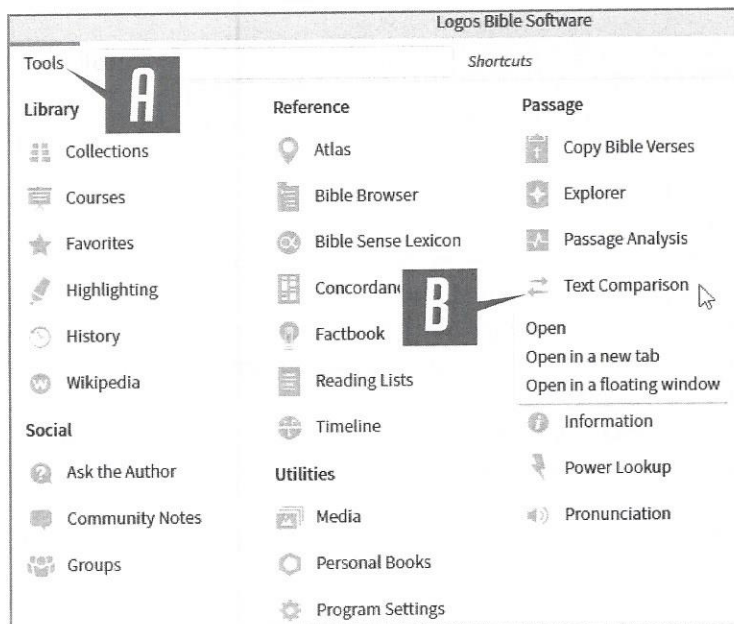
Let's examine all three.

To open Text Comparison:

OPEN

- Choose the **Tools** menu (**A**)
- Use any method to open it:
  - Click **Text Comparison**
  - Right click **Text Comparison** and select an option (**B**)
  - Drag **Text Comparison** to desired position on the desktop

Please note, **Text Comparison** also automatically opens as a part of the default **Home Page** passage study screen.

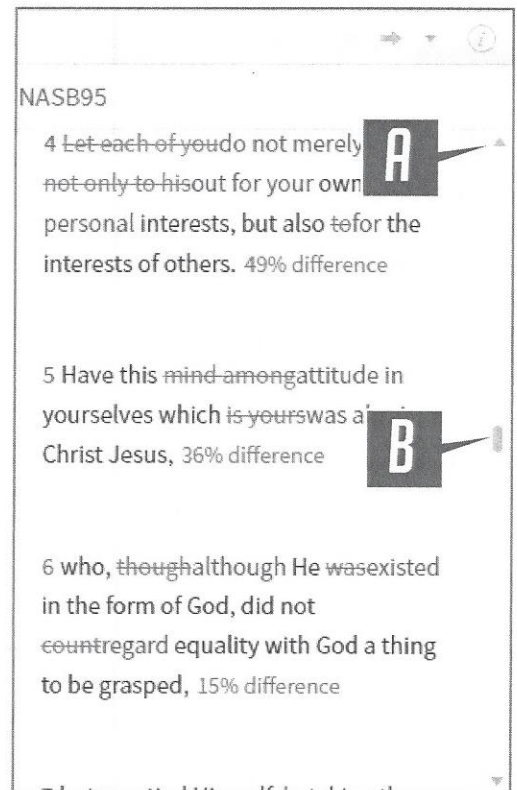


## INFINITE SCROLLING

**Text Comparison** utilizes “infinite scrolling,” which means that regardless of the passage you’re currently analyzing, you can scroll through the entirety of the Bible.

Use any method to move through the Bible:

- Click the scroll arrows **(A)**
- Move the scroll bar **(B)**
- Use any scroll feature on the computer’s mouse
- Press the **Up** and **Down** arrows on the keyboard to move one line at a time
- Press the **Spacebar** to page down or **Shift** and the **Spacebar** to page up



## OPTIONS

On the panel menu you’ll find various options for **Text Comparison** which are explained below: **(A)**

- **Automatic layout** alternates between a horizontal and vertical display of Bibles depending on the size of the panel
- **Horizontal layout** places the Bibles in columns for a traditional parallel Bible
- **Vertical layout** places the Bibles above and below each other
- **Show differences** highlights the differences between the base text and the compared Bibles (this option is also represented with an icon on the panel’s toolbar) **(B)**
- **Show base text** displays the base text differences inline with the compared Bibles (this option is also represented with an icon on the panel’s toolbar) **(C)**
- **Ignore case** disregards case sensitivity when comparing Bibles
- **Ignore marks** disregards breathing and accent marks when comparing Bibles
- **Ignore punctuation** disregards punctuation marks when comparing Bibles

(See Next Image)

To build a standard parallel Bible which displays the text from selected Bibles in parallel columns:

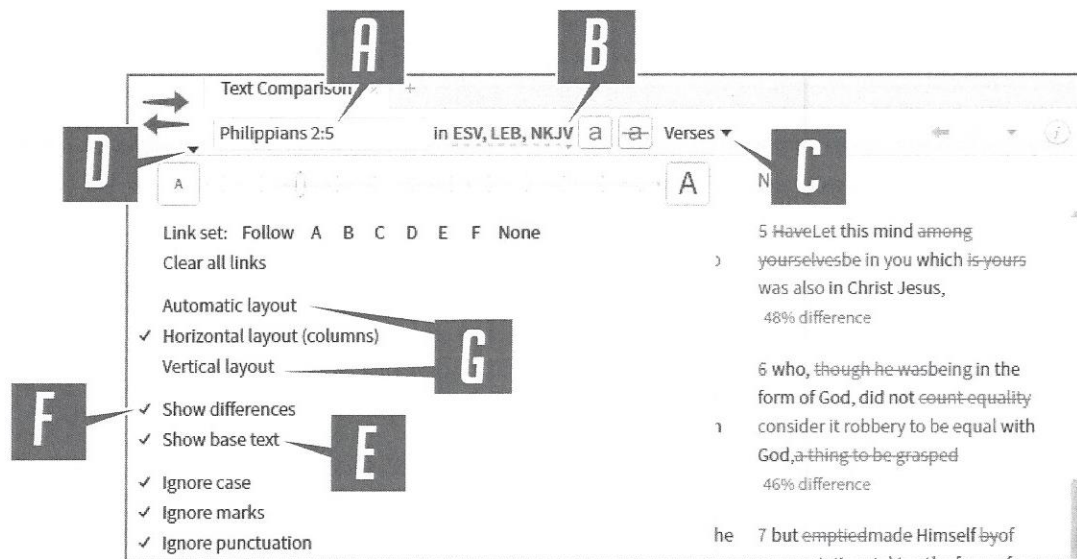
- Open **Text Comparison**
- Type a biblical reference in the box **(A)**
- Press the **Enter** key to jump to that location
- Select desired Bibles in the Bible list **(B)**
- Select **Verses** from the view drop down list **(C)**
- Choose the panel menu **(D)**
- De-select:
  - Show base text (E)**
  - Show differences (F)**
- Choose the panel menu **(D)**
- Select **Horizontal layout (columns) (G)**

## BUILD A STANDARD PARALLEL BIBLE

# BUILD A COMPARED PARALLEL BIBLE

To build a compared parallel Bible which compares the text from compared Bibles to the base text and then displays the text in the layout of your choice:

- Open **Text Comparison**
- Type a biblical reference in the box **(A)**
- Press the **Enter** key to jump to that location
- Select desired Bibles in the Bible list with the first one being the base text **(B)**
- Select **Verses** from the view drop down list **(C)**
- Choose the panel menu **(D)**
- Select:
  - Show base text (E)**
  - Show differences (F)**
  - Desired layout option **(G)**
  - Other options as you desire



# EXPLANATIONS OF COMPARED BIBLE MARKINGS

To read the report, observe these explanations:

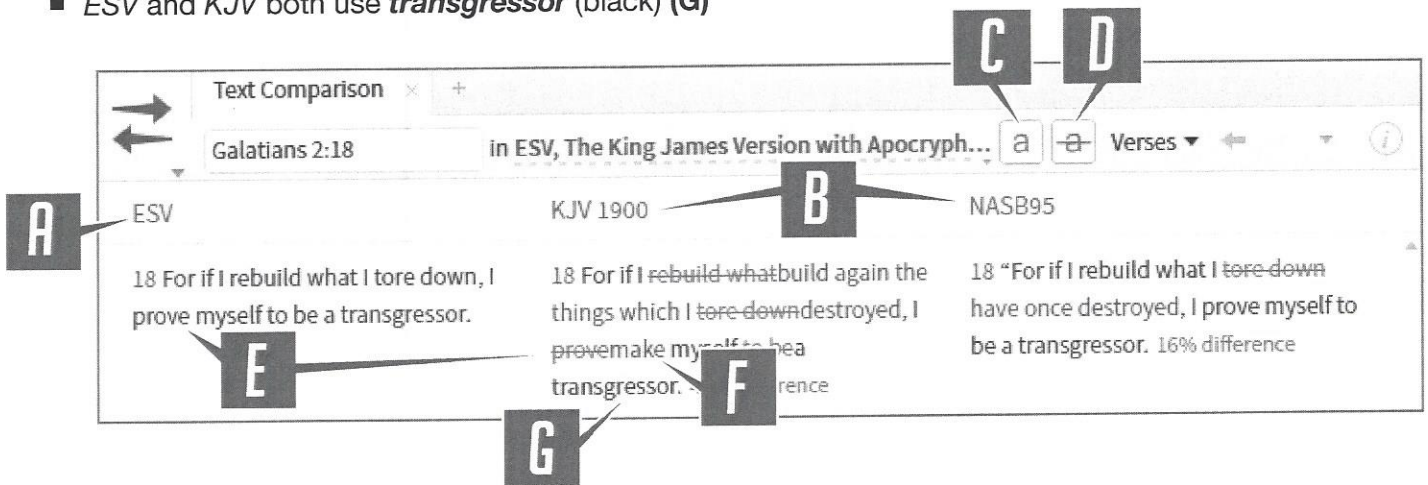
- The first Bible in the list is called the **base text. (A)**
- Additional Bibles are individually compared to the **base text. (B)**
- The report conducts a word by word comparison between the **base text** and each compared Bible.
- With **Show differences** selected the wording differences are displayed in **blue** in the columns of compared Bibles. **(C)**
- With **Show base text** selected wording differences from the base text are displayed in **gray with a line through them** in the columns of compared Bibles. **(D)**
- When the above two options are selected to **read a compared Bible**, read the **blue** and **black text**.
- When the above two options are selected to **read the base text** in a compared Bible column, read the **gray** and **black text**.

(See Next Image)



In the image below for *Galatians 2:18*, reading only in the second column (KJV) the:

- ESV uses **prove** (gray with line) (E)
- KJV uses **make** (blue) (F)
- ESV and KJV both use **transgressor** (black) (G)



You can see a preview of the **Text Comparison** while in any verified resource such as a Bible or commentary. The preview utilizes the Bibles as prioritized in the **Library** and displays as many as fit on the screen.

To see a preview of the current biblical milestone (the Bible reference that is currently in the passage box of the resource):

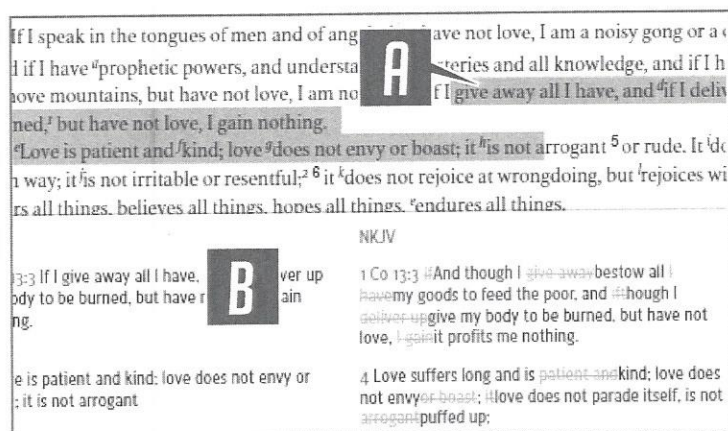
- Press **F7**

To see a preview of multiple verses:

- Select (highlight) desired verses in a Bible, commentary, or other verified resource (A)
- Press **F7**

To see a preview of a cross reference:

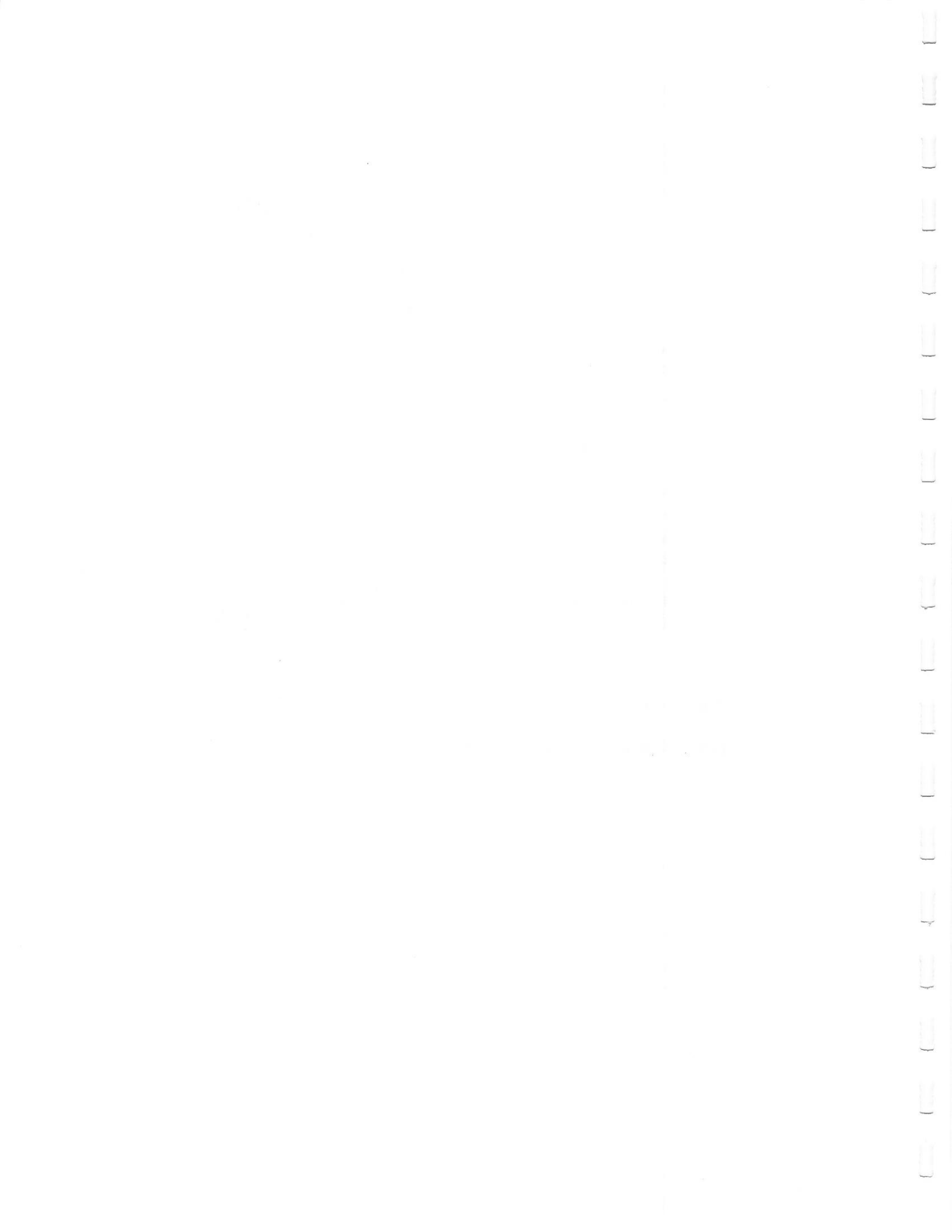
- Hover the cursor on a Bible cross reference in a resource (B)
- Press **F7**



## SHORTCUT TO PREVIEW TEXT COMPARISON

### Open a Preview of Text Comparison

PC: **F7**  
Mac: **Fn+F7**





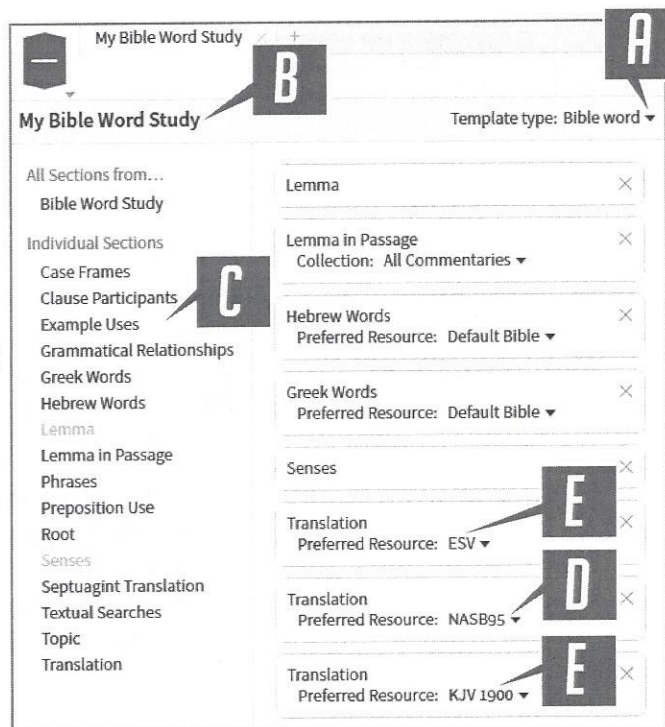
# 2 BIBLE WORD STUDY

In Camp Logos 1 we investigated some of the basic features of **Bible Word Study**. In this session we'll add some power-user applications to this **Guide**.

Just as we create a custom **Guide** for passage study, we can also create one for word study.

## CUSTOM BIBLE WORD STUDY GUIDE

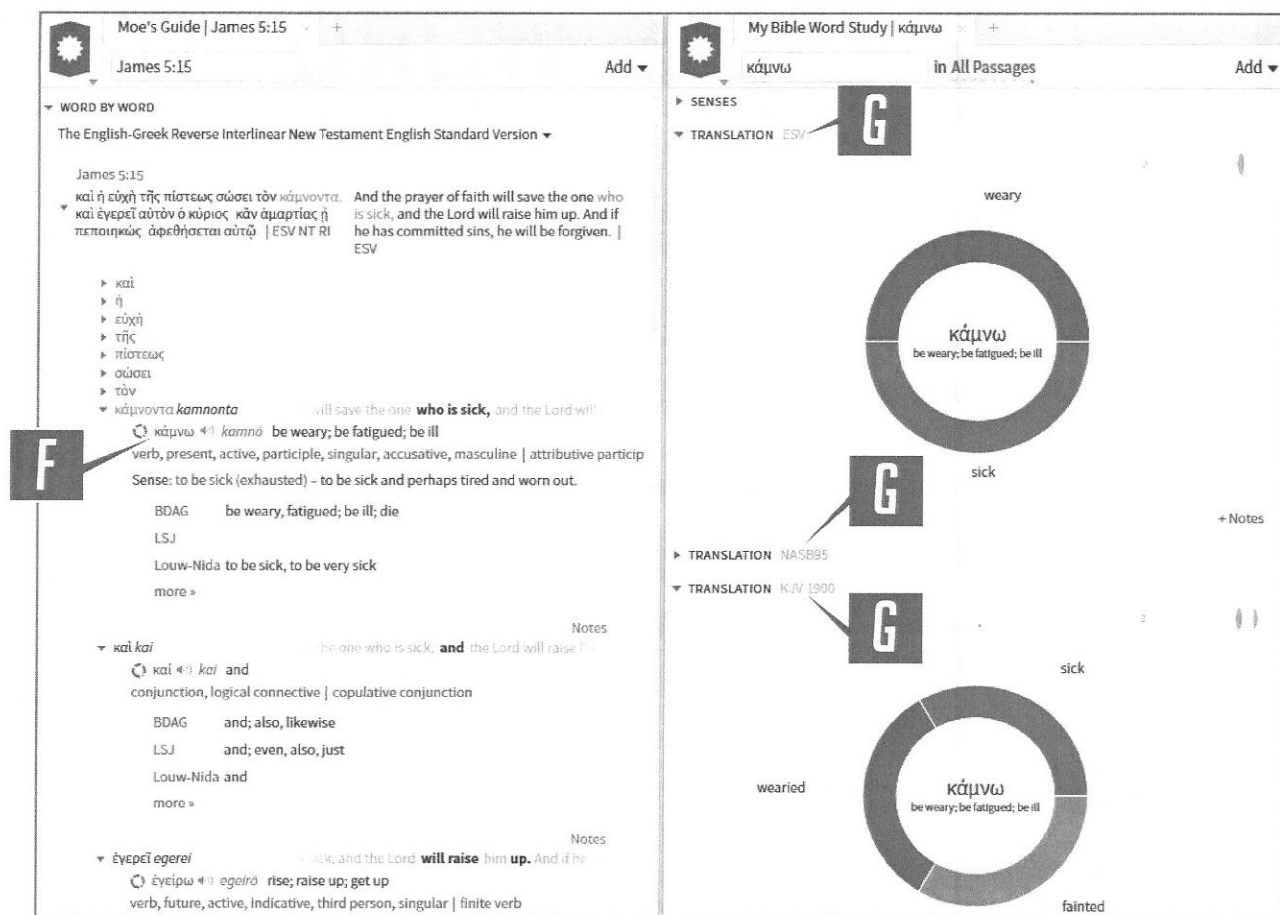
- Choose **Guides** | **Make a new guide template**
- Select **Bible word** as the template type (A)
- Name the template **My Bible Word Study** (see the **My Guides** section below) (B)
- Select from the left the **Individual Sections (C)** you want to include in the template which includes at least these:
  - Lemma**
  - Lemma in Passage** (\*Logos Now only)
  - Hebrew Words**
  - Greek Words**
  - Senses**
  - Translation** (select this section multiple times, which produces multiple Translation rings in a report, and for each selection follow the steps below)
    - Select the **Preferred Resource** drop down list on the **Translation** section on the right (D)
    - Select the desired Bible from the list which is the Bible on which the **Translation** ring will be based (select various English Bibles which are based on different Greek texts such as *ESV* and *KJV*) (E)
- Close the template editor and the changes are automatically saved



To see this new **My Bible Word Study** in action:

- Click a lemma in the **Word by Word** section of the **Exegetical Guide** or a custom **Guide (F)**
- Notice the new **My Bible Word Study** opens containing multiple **Translation** rings with each based on a different Bible (G)

(See Next Image)



## MY GUIDES

At various places in the software, Logos opens a **Guide** by default. For example, when a lemma is clicked in the **Word by Word** section, the default **Bible Word Study Guide** opens. If the custom templates have the following **My** names, they become the new defaults:

- **My Passage Guide**
- **My Exegetical Guide**
- **My Bible Word Study**
- **My Sermon Started Guide**
- **My Topic Guide**

## TOPIC STUDY WITH BIBLE WORD STUDY

Try studying a subject, like *forgiveness* with multiple **Bible Word Study** reports as explained below:

- Choose **Guides | Bible Word Study** (or your custom **Bible Word Study** template)
- Type **forgive** in the **Word** box **(A)**
- Press the **Enter** key to generate the report
- Notice the **Hebrew Words** and **Greek Words** sections display all of the original language words translated with some form of **forgive** in your designated Bible **(B)**

(See Next Image)

- Click the Greek word in the 3 o'clock position on the outside of the ring (**C**)
- Notice Logos tells you how many times this Greek word is translated with some form of **forgive** in the designated Bible, but not every time this Greek word appears in the Bible (**D**)
- Rest the cursor on the part of the ring that moved away from the ring to see how many times the Greek word appears and how it's translated in the designated Bible (**E**)
- Click the Greek word (lemma) to the left of the numbers below the original ring (**F**) to generate a **Bible Word Study** report for this word (**G**)
- Spend time in this report investigating the lemma
- Return to the original report for **forgive** and follow the above steps for the remaining Hebrew and Greek words translated with some form of **forgive**

The screenshot displays two side-by-side windows in Logos Bible Software. The left window is titled 'My Bible Word Study | forgive' and shows a central ring with the word 'forgive' in the center. The ring is divided into segments, with a callout 'B' pointing to a segment. To the right of the ring, a callout 'C' points to a segment labeled 'χαρίζομαι' (charizomai) with the translation 'forgive; give freely'. Below the ring, a callout 'D' points to a segment labeled 'ἀφίημι' (aphiemi) with the translation 'forgive; leave'. A callout 'E' points to a segment labeled 'ἀπολύω' (apolyo) with the translation 'forgiveness; pardon'. Below the ring, a callout 'F' points to the lemma 'χαρίζομαι charizomai | 10 of 75'. Below the ring, a list of Bible verses is shown, including 2 Co 2:7, 2 Co 2:10, 2 Co 2:12, Eph 4:32, and Col 2:13, each with a brief translation snippet.

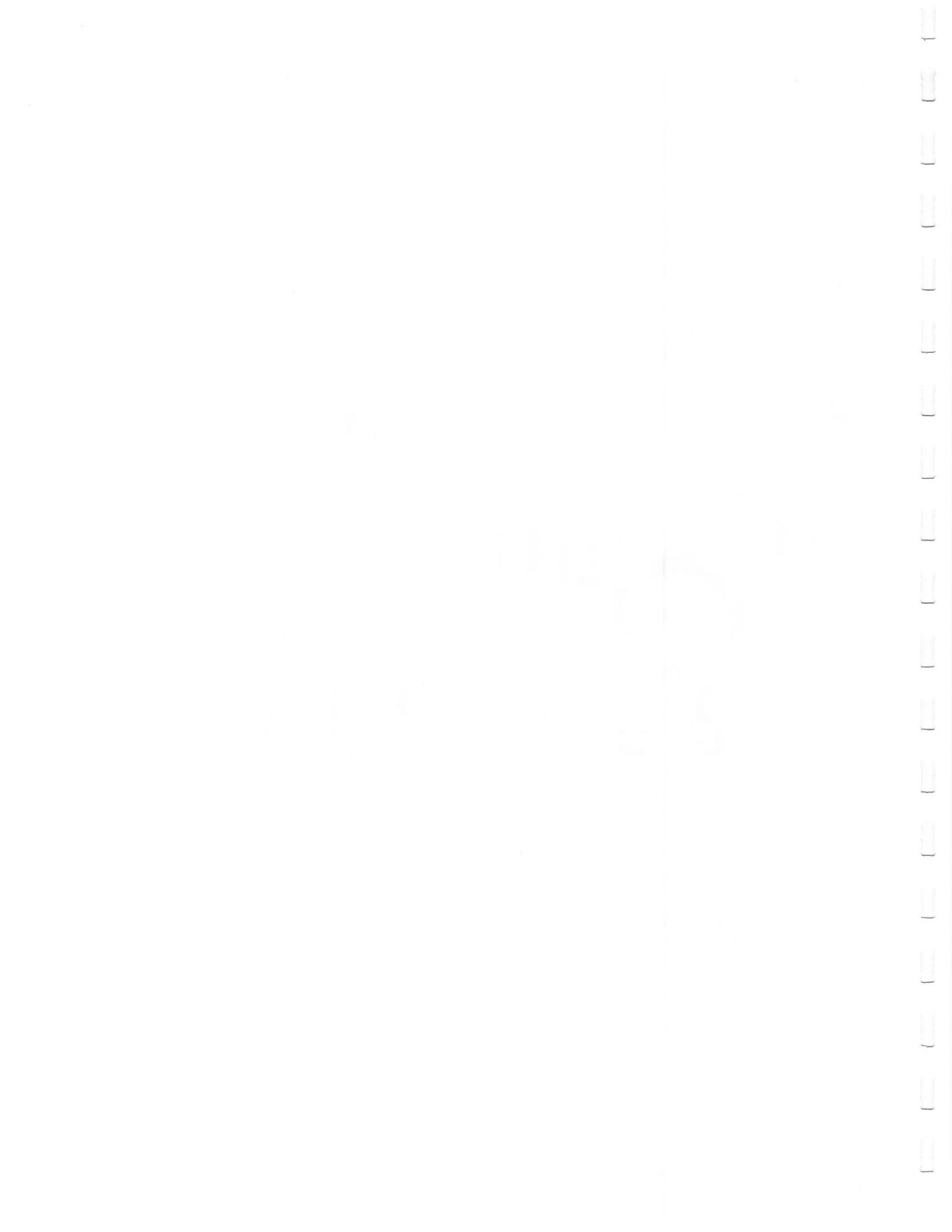
The right window is titled 'My Bible Word Study | χαρίζομαι' and shows a central ring with the Greek word 'χαρίζομαι' in the center. The ring is divided into segments, with callouts 'bestowed', 'cancelled', 'give', 'given', 'graciously', and 'gave' pointing to different segments. Below the ring, a callout 'G' points to the lemma 'χαρίζομαι' with the translation 'forgive; give freely'. Below the ring, a list of Bible verses is shown, including 2 Co 2:7, 2 Co 2:10, 2 Co 2:12, Eph 4:32, and Col 2:13, each with a brief translation snippet.

This exercise is an in-depth investigation of **forgiveness** in the Bible and will not be completed in a few minutes. By investing time, however, in the study, you'll be well on your way to a biblical understanding of **forgiveness**.

Use the same steps to answer others questions such as:

*What does the Bible say about:*

- *Worship?*
- *Love?*
- *Mercy?*





# 3 INTERLINEAR FEATURES

In my humble opinion, the reverse interlinear is the most important contribution Logos Bible Software has made to the Christian world. Initially released years ago with the English Standard Version, this feature has spread to other Bibles and expanded in its capabilities.

This section focuses on just three of the many features found within interlinear Bibles:

- Alignment indicators
- Linking to **Bible Word Study**
- Corresponding Words

Currently these English Bibles contain a reverse interlinear option:

- *English Standard Version (ESV)*
- *Holman Christian Standard Bible (HCSB)* (New Testament only) \*
- *King James Version - 1873 (KJV)*
- *Lexham English Bible (LEB)*
- *New American Standard Version (NASB)*
- *New International Version 1984 (NIV)* (New Testament only)
- *New International Version (NIV)*
- *New King James Version (NKJV)*
- *New Living Translation (NLT)*
- *New Revised Standard Version (NRSV)*

**\*This feature is only available to Logos Now subscribers.**

REVERSE  
INTERLINEAR  
ENGLISH  
BIBLES

A very helpful feature in the reverse interlinear is the set of alignment tools for Hebrew and Greek. Since the starting point of the reverse interlinear is the English text, the word order for Hebrew and Greek has been altered to correspond to the English display. However, throughout the interlinear pane you'll see alignment indicators showing you which Hebrew and Greek words go with the English text. This enables you to see how the English translation was produced.

Here is a description of the indicators:

ALIGNMENT  
INDICATORS

11 For	γάρ <sup>2</sup>	παρ <sup>15</sup>	τῷ <sup>6</sup>	θεῷ <sup>7</sup>	shows	no	partiality.	12 For	γάρ <sup>2</sup>	ὅσοι <sup>1</sup>	→	ἡμαρτον <sup>4</sup>
	gar	par	tō	theō	οὐ <sup>1</sup>	ἐστίν <sup>3</sup>	προσωποληψία <sup>4</sup>		gar	Hosoi	→	hēmarton
	<b>A</b>	<b>C</b>		<b>E</b>	ο	mi	προσωποληψία		<b>B</b>	hosos		hamartanō
	CAZ	P	DDSM	NDSM	BN TN	VPAI3S	NNSF		CLX	RK-NPM		VAAI3P
	G1063	G3844	G3588	G2316	G3756	G2076	G4382		G1063	G3745		G264
	LN 89.23	LN 89.111	LN 92.24	LN 12.1	LN 69.3	LN 85.1	LN 88.238		LN 89.23	LN 59.7		LN 88.289
							partiality					

**A. Numbers for Word Order.** Beside each manuscript word is a subscript number indicating the original word order in the Hebrew or Greek text.

**B. Arrow for Source of Multiple English Words.** Many times it takes several English words to translate a single Hebrew or Greek word. In this case an arrow, inserted beneath the English word, points to the Hebrew or Greek word(s) from which it came.

**C. Dot for Ellipsis.** Languages often omit words that are necessary for grammatical construction, but not necessary for understanding the context. This is called an ellipsis. For example, in the sentence *He thanked me, and I [thanked] him*, the second “thanked” is unnecessary for understanding. When an ellipsis occurs in Hebrew, Greek, or English a dot or bullet line is inserted. In this way every word in the text is accounted for. A bullet on the English line indicates a Hebrew or Greek word was not translated in this version of the Bible, whereas, a bullet on the Hebrew or Greek line indicates an English word was inserted for understanding, but there was no original word being translated here.

**D. Italics for Idioms.** The Hebrew and Greek languages have figures of speech (or groups of words) called idioms which, when grouped together, communicate a meaning other than the literal meaning of the individual words. For example, the *ESV* translation *to be with child*, in Greek, literally means *having in the stomach*. When such an idiom occurs, the English text is italicized and the corresponding original words are placed underneath.

**E. Triangle for Ungrouped Word Source.** Sometimes for various reasons, the Hebrew or Greek word can't be placed underneath the English translation. In such instances, a triangle with a number, pointing to the corresponding Hebrew or Greek word, appears underneath the English word.



## LINKING TO BIBLE WORD STUDY

Normally a Bible can only be linked to other versified panels such as other Bibles and commentaries. A power user exception, however, is a Bible with the interlinear option can link to **Bible Word Study**. Then with the click on a word, a **Bible Word Study** report will generate for the underlying Hebrew or Greek lemma.

To build a **Bible Word Study** report from a Bible:

- Open a Bible with underlying lemmas such as an English Bible with the reverse interlinear option or an original language Bible (**A**)
- Open the **Guide, Bible Word Study** (**B**)
- Choose, one at a time, the panel menu on each panel (**C**)
- Select the same link set letter for each resource (**D**)
- Navigate to a biblical passage (**E**)
- Click a word in the biblical text (**F**)
- Notice **Bible Word Study** generates a report for the underlying Hebrew, Aramaic, or Greek lemma (**G**)

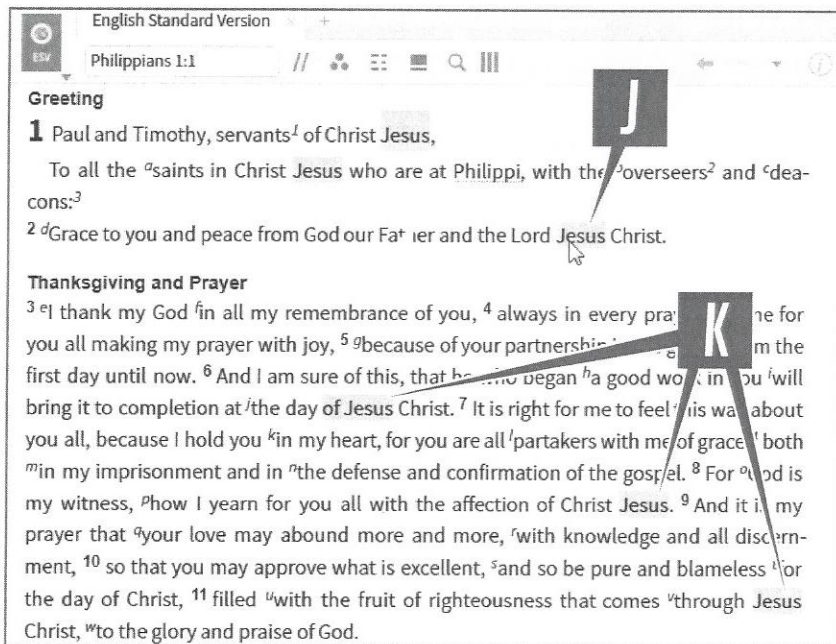
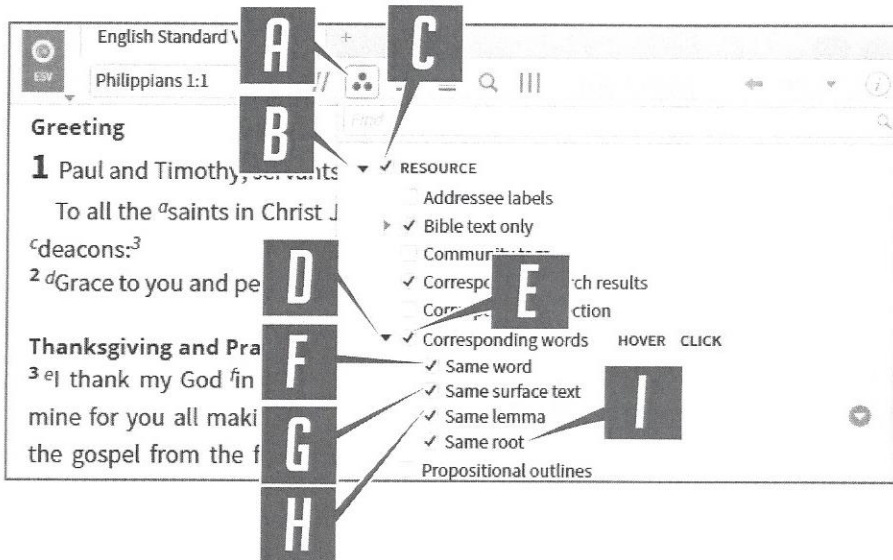
The image consists of three screenshots showing the workflow in a Bible software interface:

- Top Screenshot (A):** Shows the English Standard Version (ESV) Bible open to John 18:36. A callout box labeled 'A' points to the Bible's panel menu.
- Middle Screenshot (B, C, D):** Shows the Bible Word Study panel open. Callout 'B' points to the 'Bible Word Study' title. Callout 'C' points to the panel menu on the Bible Word Study panel. Callout 'D' points to the 'Link set: A B C D E F None' dropdown menu.
- Bottom Screenshot (E, F, G):** Shows the Bible Word Study panel with the Greek lemma 'βασιλεία' (basileia) selected. Callout 'E' points to the Bible passage. Callout 'F' points to the word 'kingdom' in the text. Callout 'G' points to the selected lemma in the Word Study panel.

# CORRESPONDING WORDS

To help identify repeating words in a passage or on a page Logos Bible Software offers the **Corresponding Words Visual Filter** which highlights words related to the one on which the cursor is pointing. While this filter is available in any Logos resource, it's most helpful in Bibles with the interlinear option. Because of its aid to Bible study the following instructions emphasize using the filter with a Bible.

To activate the **Corresponding Words Visual Filter**:



- Open a Bible (or any Logos resource)
- Click the **Visual Filters** icon on the resource's toolbar (**A**)
- Click the arrow to the left of the **Resource** box to expand the section revealing available **Visual Filters** (**B**)
- Select the **Resource** box (which toggles on/off selected filters) (**C**)
- Click the arrow to the left of the **Corresponding Words** box to expand the section revealing options available in the current resource (**D**)
- Select the **Corresponding Words** box (which toggles on/off this one filter) (**E**)
- Select the desired words, related to the one on which the cursor is pointing, you wish to highlight:
  - Same word** refers to the corresponding word in a numerically tagged Bible (advanced feature only) (**F**)
  - Same surface text** refers to the primary language you're reading in the resource such as English in English resources, Greek in Greek Bibles, etc. (**G**)
  - Same lemma** points to the same dictionary form of the word (**H**)
  - Same root** specifies the original word from which the lemma is derived (**I**)

- Click the **Visual Filters** icon again to close the menu
- Rest the cursor on a word in the text (**J**)
- Notice the related words you selected on the menu are now highlighted in the resource (**K**)
- Move the cursor to a different word to change the highlights



# 4 BIBLE SENSE LEXICON

**N**umerous words in a language may have multiple possible meanings. For instance the Greek word *kosmos*, usually translated *world*, could mean *the planet earth*, *the people on the earth*, or *the philosophical system of people on the earth*. When *John 3:16* reveals that *God so loved the world* which definition of *kosmos* is correct?

To help clarify contextual meanings of words, Logos Presents the **Bible Sense Lexicon**. The primary purpose of this feature is to present the range of possible meanings for Hebrew and Greek lemmas and then suggest precise contextual definitions for them as they appear in verses.

The **Bible Sense Lexicon** is **not** a resource that appears in the **Library**, but rather a **dataset** that functions within a Logos “search utility” located on the **Tools** menu. Understanding the big picture of the **Bible Sense Lexicon** is helpful before examining where and how it functions in Logos.

A “normal” lexicon or dictionary arranges in alphabetical order numerous articles about words. Each word usually has one article written about it. For example, a typical Greek lexicon contains one *kosmos* article which presents several possible definitions of the word within that one article.

The **Bible Sense Lexicon**, however, is organized around **senses** (meanings) of words rather than the words themselves. One word like *kosmos* may appear numerous times in the **Bible Sense Lexicon** because it has different senses or meanings.

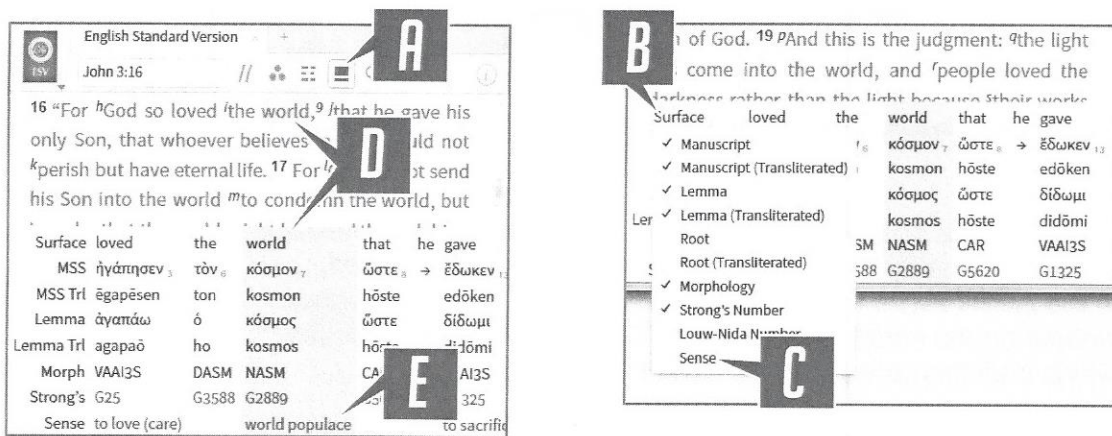
Bibles with the reverse interlinear feature contain the Bible sense for most Hebrew and Greek words and verbs. To access the sense:

- Open a Bible with the reverse interlinear feature such as the *ESV*
- Click the **Interlinear** icon on the Bible’s toolbar to display the pane at the bottom of the Bible **(A)**
- Right click on the word **Surface** in the reverse interlinear pane **(B)**
- Select **Sense** to display the Bible sense information in the pane **(C)**
- Click a word in the biblical text to move the interlinear pane to that word **(D)**
- Notice the **Sense** of the word in the reverse interlinear pane **(E)**
- Click the hyperlinked **Sense** of the word to generate a **Bible Sense Lexicon** report for that meaning **(E)**

(See Next Images)

## OVERVIEW OF THE LEXICON

## BIBLE SENSE IN THE REVERSE INTERLINEAR



## SENSES IN BIBLE WORD STUDY

The **Senses** section in a **Bible Word Study** report for a Hebrew or Greek lemma houses a ring depicting the various senses of the specific word. Refer to these explanations as you work with this ring:

**A. The Hebrew/Greek lemma** for which the report was generated appears in the center of the ring.

**B. The “ring sections”** along with the English words outside them are the various meanings or senses that have been assigned to the lemma by the research team at Logos.

**C. The larger the “ring section”** the more usage of that sense in the Bible.

**D. Click a colored “ring section”** or the English meaning outside the ring to see a list of verses containing that sense of the lemma (click it again to clear the verses and “return” the section to the ring).

**E. Rest the cursor on a colored “ring section”** to see a preview of the “translation ring” depicting all of the Hebrew/Greek words with that sense.

**F. Below the ring is a list of all the meanings** assigned to the lemma under study.

**G. The numbers to the right of the meaning** represent the times this meaning is used in relation to the total number of occurrences of the lemma.

**H. The density graph to the right** represents the number of times this lemma is used in relation to the total number of occurrences of this meaning or sense.

**I. Rest the cursor on the density graph** to see a pop-up of the number of occurrences of this lemma with this meaning in a book of the Bible.

(See Next Image)

**J.** Click an **arrow icon** to the left of a meaning to see an expanded explanation of this sense, along with list of all the lemmas with this meaning and the verses in which this sense occurs (click the arrow again to collapse the list).

**K.** Rest the cursor on a **lemma** in the list to see a rich preview of the lemma containing a transliteration, glossary meaning, number of occurrences, most popular translations from Preferred Bible and density graph depicting number of occurrences, all taken from Bible Word Study.

**L.** Click a **lemma** in the list to generate a Bible Word Study report for it.

**κόσμος** in All Passages

**SENSES**

- A** κόσμος world
- B** world populace
- C** world system
- D** world system
- E** world (creation)
- F** world (creation) 51 of 186
- G** world system 51 of 186
- H** finite wisdom (ability) 2 of 186
- I** earth 16 of 186
- J** earth 16 of 186
- K** finite wisdom (ability) 2 of 186

**finite wisdom (ability)**  
 earth finite wisdom (content)  
 orderly universe  
 adornment  
 evil age  
 totality = world  
 people (unsaved)

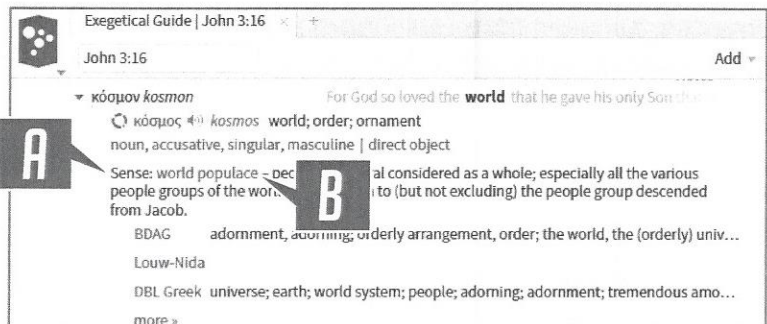
**Lemma Entry:**  
*noun.* the ability to acquire and discern truth about natural and supernatural matters without the assistance or revelation of God; perhaps denoting wisdom of a manipulative character.  
 σοφία  $\rightarrow$  *sophia*; σοφία τοῦ κόσμου  $\rightarrow$  *sophia tou kosmou*;  
 σοφία ἀνθρώπων  $\rightarrow$  *sophia anthrōpōn*; ἀνθρωπίνη σοφία  $\rightarrow$  *anthrōpinē sophia*;  
 σοφία σαρκική  $\rightarrow$  *sophia sarkikē*;

**1 Co 1:17** For Christ did not send me to baptize but to preach the gospel, and not with words of eloquent wisdom, lest the cross of Christ be emptied of its power.  
**1 Co 1:19** For it is written, "I will destroy the wisdom of the wise, and the discernment of the discerning I will thwart."

# BIBLE SENSE IN WORD BY WORD

In the **Word by Word** section on an **Exegetical Guide** report the **Sense** is displayed for a Hebrew or Greek word. **(A)**

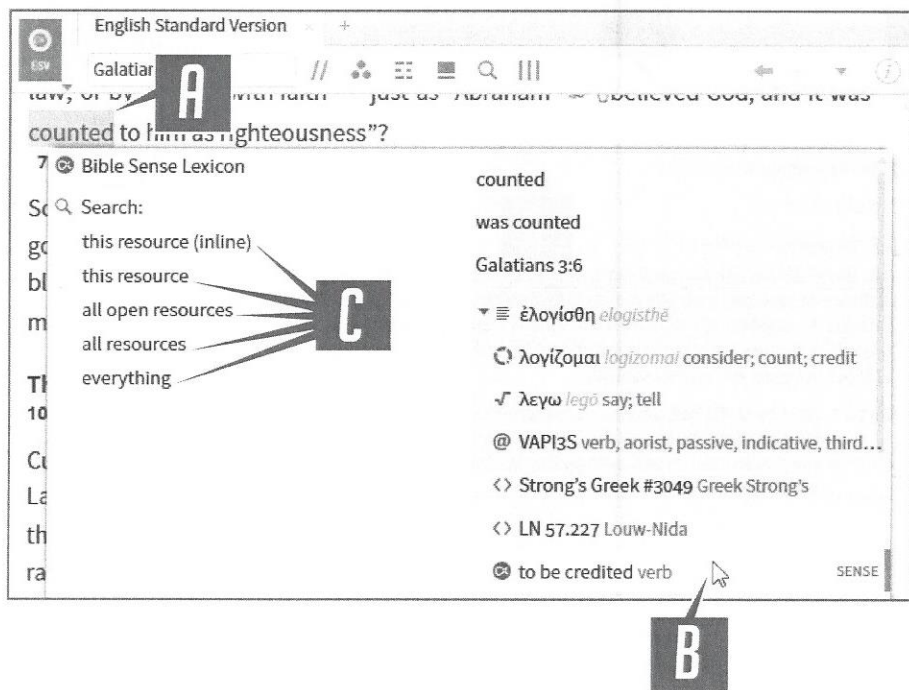
- Click the hyperlinked **Sense** to open the **Bible Sense Lexicon** to a report for that specific sense **(B)**



# CONTEXT MENU

Searching the **Bible Sense Lexicon** is available through the right click or **Context** menu:

- Open a Bible with the reverse interlinear option
- Right click on a word **(A)**
- Select the **“specific sense” (B)**
- Select a **Search** option **(C)**





# 5 MORPHOLOGY VISUAL FILTER

**A**s we study a biblical passage we must pay close attention to the morphology or form of the individual words because morphology influences meaning.

For example:

- In *Matthew 22.32*, is there significance to *I am* being present tense?
- In *Luke 22.31-32*, are the occurrences of *you* singular or plural?
- In *1 Corinthians 3.9*, are *Paul* and *Apollos* workers together with God or one another?
- In *Ephesians 4.22, 24*, is Paul commanding or reminding?

Numerous morphological tools exist in Logos, but this session just focuses on the **Morphological Visual Filter**.

The key to a **Morphology Visual Filter** is getting the correct morphological code into the **Find** box. For **Basic** and **Bible** filters, you of course just type words or phrases. Morphology filters are different.

The first and most important thing you type in the **Find** box is the @ symbol.

As soon you as you type @ in the **Find** box, Logos knows you want to enter a morphological code, so immediately a **Part of Speech** drop down list appears. From the list, select the part of speech you're looking for.

Based on your **Part of Speech** selection, a corresponding morphological menu appears. Select your desired option from each column. To select more than one entry in a column, hold down the **Ctrl** key or **Cmd** key as you make your selections.

If you desire, you can skip a column and Logos places a question mark (?) for the code indicating you have no preference for that column.

Here is an example to walk you through step by step instructions.

If you want to highlight imperative verbs in the *ESV* New Testament this is what you do:

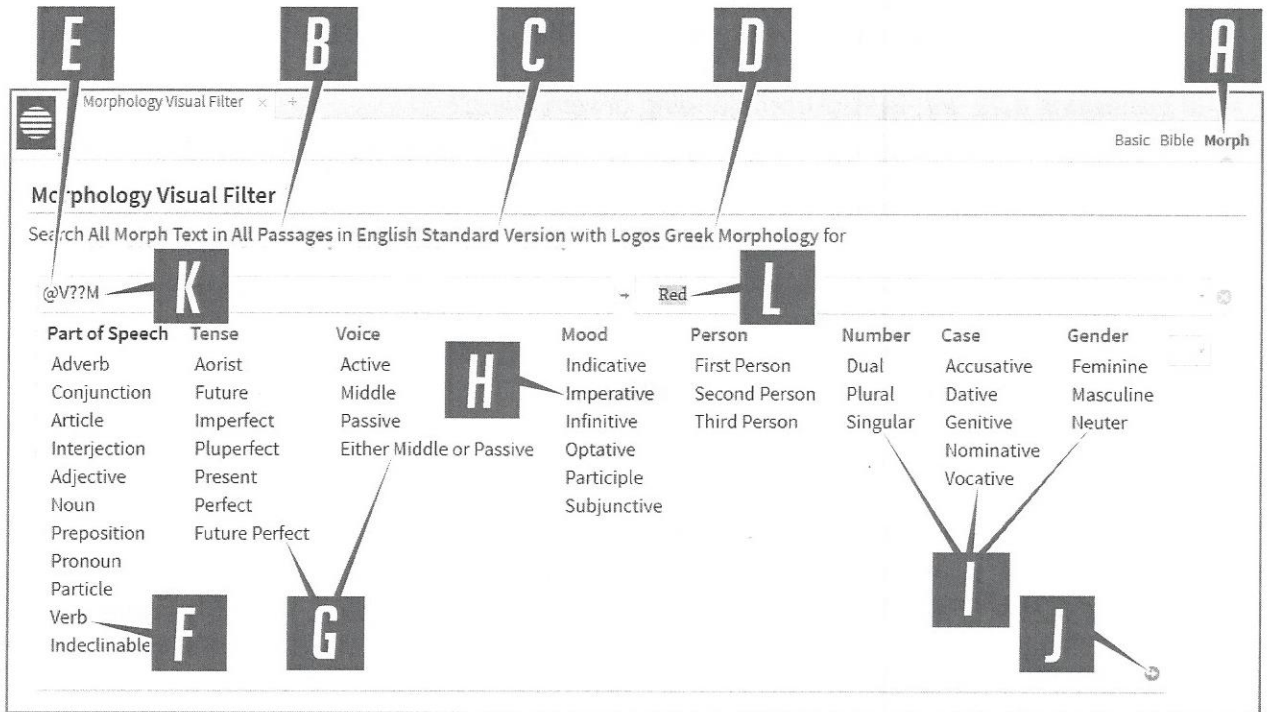
- Select **Morph** as the search type on the **Visual Filter (A)**
- Select the **New Testament** as the passage range from the drop down list **(B)**
- Select the **ESV** from the **Search** drop down list **(C)**
- Select **Logos Greek Morphology** as the morphological data base **(D)**
- Type the @ symbol in the **Find** box **(E)**
- Select **Verb** as the **Part of Speech (F)**

(See Next Image)

THE @  
SYMBOL

IN ACTION

- Skip the **Tense** and **Voice** columns (**G**)
- Select **Imperative** from the **Mood** column (**H**)
- Skip the other columns (**I**)
- Click the **Go** arrow in the extreme lower right hand corner of the morphological menu (**J**)
- Logos places this code in the **Find** box: **@V??M** , which stands for imperative verbs (**K**)
- Select a **Formatting** style and you'll notice all of the imperative verbs in the *ESV New Testament* highlighted accordingly. (**L**)



If you wish to erase a morphological selection you made from the menu, just remove it's corresponding letter in the **Find** box.

For example, if you erroneously selected *Indicative* mood instead of *Imperative*, just remove the letter "I" in the **Find** box which de-selects *Indicative* from the morphological menu. Now you can select *Imperative* from the menu.





# 6 PROPOSITIONAL OUTLINES

**M**any people **progress** in their study of Scripture through very **discernable stages**. They begin by reading the text in **English Bibles**. At some point they realize since the Bible was written in Hebrew and Greek, they need to uncover **original word meanings**. So out come the dictionaries and lexicons. Moving along, they recognize that meanings change if a verb is past or present so they begin investigating **morphology**. Analytical Bibles and grammars become the tools of choice. Then they come to understand that labeling a word a noun is not enough. How is that noun used in the sentence? Is it the subject? Direct object? Indirect object? Answers to such questions encompass **syntax**.

Simply stated, syntax refers to the **relationships words have with one another** in the context of sentences and paragraphs. The words of the Bible don't occur in a vacuum. They always relate to other words and those **relationships affect meaning**.

The answers to the following biblical questions all flow from syntax:

- How many commands are in *Matthew 28.19-20*?
- How many sentences are in *Ephesians 1.3-14*?
- What's the relationship between dwell, teaching, admonishing, and singing in *Colossians 3.16*?

If the answers seem too difficult or too impractical, take heart. Logos Bible Software provides tools to help you understand syntax. As you grow in your use of them, you'll also see the practical benefit of syntax.

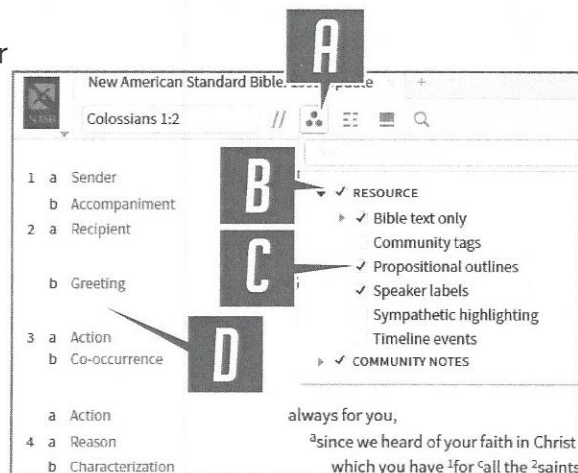
This session focuses on just one syntactical feature called **Propositional Outlines**.

# PROPOSITIONAL TENTIAL OUTLINES

When studying a biblical passage, it's helpful to see the author's flow of thought as he moves through his narrative or points.

Toward that end Logos offers the **Propositional Outlines Visual Filter**:

- Open a Bible with the reverse interlinear feature
- Click the **Visual Filters** icon on the Bible's toolbar **(A)**
- Expand the **Resource** section
- Select the **Resource** box **(B)**
- Select **Propositional Outlines** **(C)**
- Notice the text moves to an outline format with labels in the left hand column **(D)**





# 7 PARALLEL RESOURCE SETS

**Y**ears ago when I studied with print books, I always had **stacks of books** on my desk. For biblical background work, I plowed through a stack of Bible dictionaries. For language study, I labored through a stack of lexicons. For insights into the passage, I drilled down through a stack of commentaries.

With Logos Bible Software, you too can move through stacks of e-books, either the **default** stacks or the **ones you create** yourself. This section discusses how to use these **Logos stacks of books called Parallel Resources**.

You'll primarily concern yourself with five primary categories of **Parallel Resources**:

- **Bibles**
- **Bible Dictionaries**
- **Commentaries**
- **Hebrew Dictionaries**
- **Greek Dictionaries**

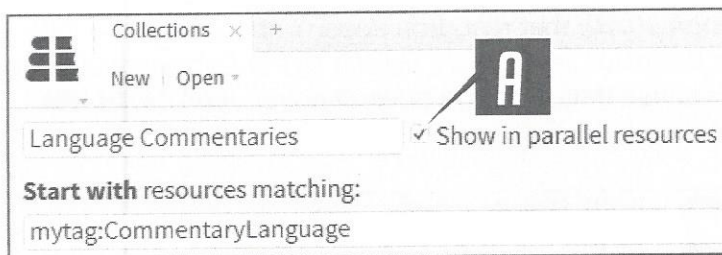
This means when you're working in a Bible, you can access other Bibles (Parallel Resources). When you're studying in a commentary you can reach for other commentaries (Parallel Resources).

FIVE PRIMARY CATEGORIES OF PARALLEL RESOURCES

**PRS's** are merely **Collections** with an extra energy boost. So **to create a PRS you must first create a Collection**. After creating the **Collection**, to the right of its name, check the box **Show in parallel resources**. (A)

That's it. You just created a **PRS**.

So once again you can see:



**TAGS** make **COLLECTIONS** which make **PARALLEL RESOURCE SETS**

Also remember, you're primarily creating **PRS's** for your **versified** and **topical** books that fall into the **five major categories**. Books that aren't indexed or only indexed with page numbers **don't** belong in a **PRS**.

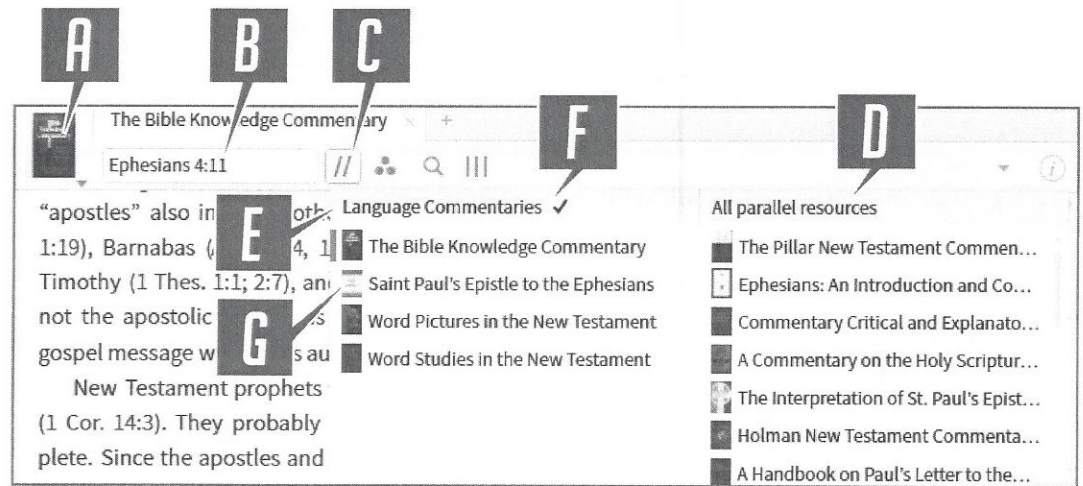
TRANSFORM A COLLECTION IN A PRS

*\* Organize your books (VIDEO)*

# USE A PRS

To access a **PRS**:

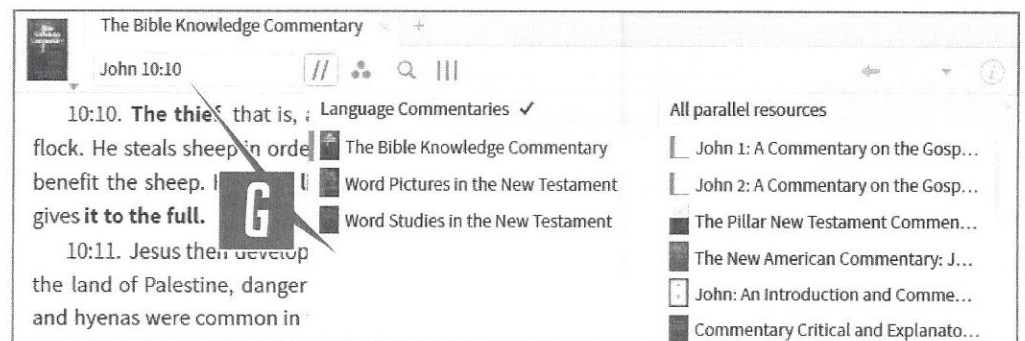
- Open a resource contained in the **PRS (A)**
- Navigate to a location in the resource so something is in its reference box **(B)**
- Click the **Parallel Resources** icon on the book's toolbar **(C)**
- Notice in the drop down a list called **All parallel resources** which is your default or prioritized stack of books **(D)**
- Notice also in the drop down your **PRS (E)**
- Click the **name of your PRS** which places a **checkmark** next to it **(F)**
- Select a book in the list to jump to OR press the **left or right arrow key** on the keyboard to scroll through the **PRS (G)**



**Please note** some important points:

The **left and right arrow keys** will scroll through the list of books with the **checkmark** next to it.

Don't be alarmed if a resource "**mysteriously disappears**" from the **PRS** drop down list. Logos only displays resources in the **PRS** that contain the same reference. In other words, if you're in a commentary at the article for *John 10.10*, and a resource in the **PRS** doesn't contain an article for *John 10.10*, that resource doesn't show up in the **PRS** list. Notice in the screenshot *Saint Paul's Epistle to the Ephesians* doesn't appear in the list because that resource doesn't cover *John 10.10*. **(G)**



You can place the same book in as many **PRS's** as you desire. Then when you click the **Parallel Resources** icon on that's book's toolbar, all of the **PRS's** of which it's a member will appear in the drop down list. For example, if you place *The Bible Knowledge Commentary* in three **PRS's**, when you click its **Parallel Resources** icon, four lists will appear: the default list and the three **PRS's**.

## SAME BOOK FOR MULTIPLE PRS'S

Since the same book can be in multiple **PRS's**, pick a book to serve as a **base book** in all similar **PRS's** so you can get to all those similar **PRS's** from one book.

## BASE BOOKS FOR MULTIPLE PRS'S

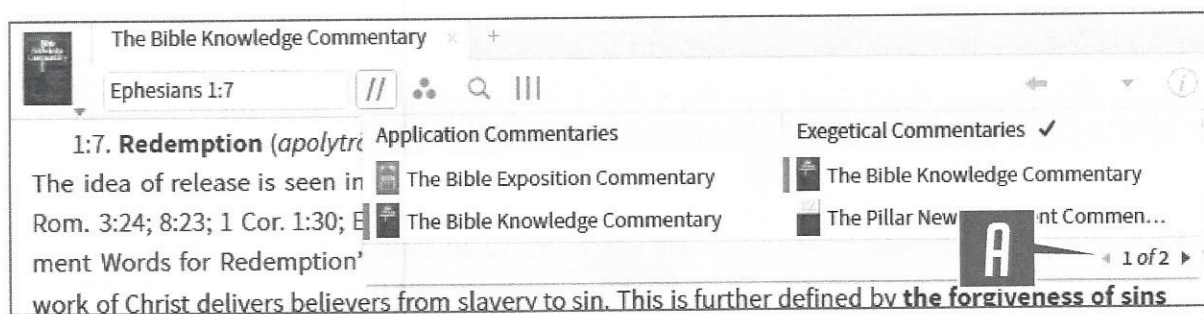
For example, let's say you create four commentary **PRS's**:

- **Critical Commentaries**
- **Language Commentaries**
- **Exegetical Commentaries**
- **Devotional Commentaries**

To access a **PRS** you have to open a book contained in the **PRS** and then click it **Parallel Resources** icon. So theoretically you'd have to open four different commentaries to access four different commentary **PRS's**.

If, however, the same commentary, like *The Bible Knowledge Commentary*, appeared in all four, anytime you open this one commentary and click its **Parallel Resources** icon, you have instant access to all four **PRS's** which encompass all of your commentaries.

When a base book is in multiple **PRS's** you may have to move through the various **PRS's** with the **page number arrows** in the lower right hand corner of the **Parallel Resources** drop down list. (A)



**Collections** and **PRS's**, while definitely related since **PRS's** come from **Collections**, serve distinct purposes. Generally speaking:

- **Collections** are for **searching** with the **Search** panel
- **PRS's** are for **scrolling** with the **left** and **right arrow keys**

For our strategy, **PRS's** must contain **versified** or **topical** books while **Collections** focus on **non-indexed** or **page number only** indexed books.

## DIFFERENCE BETWEEN COLLECTIONS AND PRS'S

## SHORTCUTS TO VERSIFIED PRS'S

Tools

One of the keys to effectively organizing your books is insuring that versified **PRS's** are always close at hand. The **Shortcuts** bar can help.

Place one member of each versified **PRS** on the **Shortcuts** bar. When you're in a Bible, click the icon opening that resource to the same location as the Bible. Now using the **Parallel Resources** icon you can access the **PRS**.

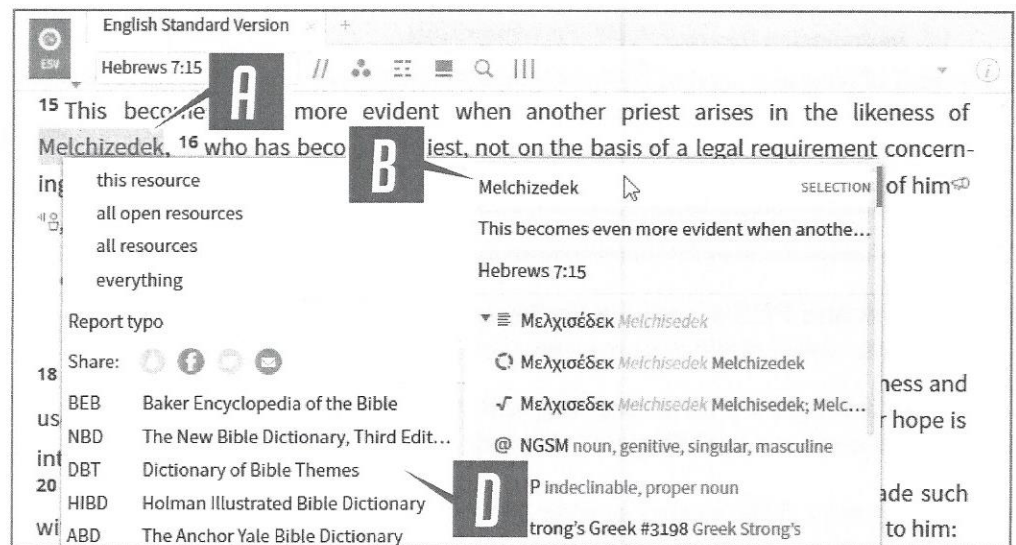
If you use the same base book, like *The Bible Knowledge Commentary*, for all of the versified **PRS's**, then just place that resource on the **Shortcuts** bar. Once open, its **Parallel Resources** icon provides entrance to all of the versified **PRS's**.

*The Bible Knowledge Commentary* is an excellent base book because it covers the entire Bible. Regardless of where you're reading in the Bible, the commentary always opens to the same location.

## SHORTCUTS TO TOPICAL PRS'S

For the topical **PRS's** for dictionaries and lexicons you want to utilize the right click menu.

- Right click on a word in a Bible with the reverse interlinear option (A)
- Select:
  - "your English word" to look up an English word (B)
  - "your Hebrew or Greek lemma" to look up an original word (C)
- Select one of the Bible dictionaries or original language lexicons on the right menu (D)
- Click the **Parallel Resources** icon on the book's toolbar to access the topical **PRS's**



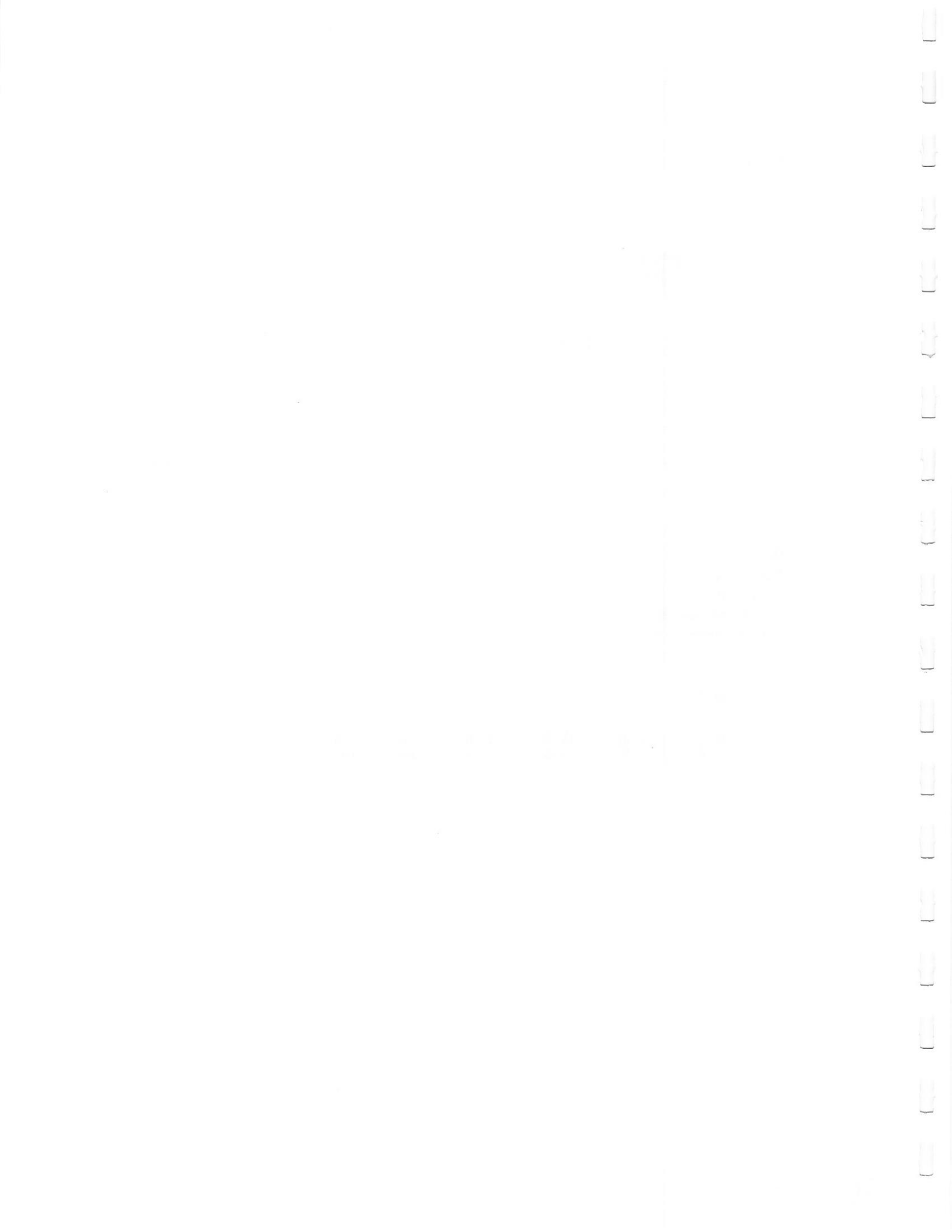
(See Next Image)

You can create as many **PRS's** as you desire, but you probably want to create at least these:

## STRATEGY

- Favorite Bibles
- Bible Dictionaries
- Critical Commentaries
- Language Commentaries
- Exegetical Commentaries
- Devotional Commentaries
- Hebrew Dictionaries
- Greek Dictionaries

**Remember** to either prioritize or change the names of the resources if you want the books listed in your preferred order as opposed to just the default alphabetical order.







# 8 HIGH FIVE PRIORITIZED

**Y**ou have a lot of books in your Logos **Library** including Bibles, commentaries, lexicons, and so on. Within each category of books, however, you have your “**favorites**”, the books you turn to first when studying the Bible: your favorite Bible, your favorite commentary, your favorite dictionary, etc. These “favorite” books in Logos are called your **preferred** or **prioritized resources**. In addition to your “favorites,” you also want to prioritize your “high five” as explained below.

Normally when you prioritize, you want to group together common types of books: Bibles with Bibles, commentaries with commentaries, and so on.

**Here’s an exception to this rule:** I encourage you to place after your first Bible (Preferred Bible) various types of versified books such as a(n):

- **Cross Reference** book like *The Treasury of Scripture Knowledge*.
- **Manners and Customs** book showing the cultural setting such as the versified resource, *The New Manners and Customs of the Bible*.
- **Harmonies** displaying parallel passages like *A Harmony of the Gospels*.

With such resources prioritized follow these steps to see them in action:

- Right click on any word in any verse in a versified resource like a Bible or commentary **(A)**
  - Select “**your verse**” from the **Context** menu **(B)**
- or
- Right click on a Bible cross reference in any resource **(C)**
  - Select “**your verse**” **Bible** from the **Context** menu **(D)**

Now on the **Context** menu you’ll see your **High Five Versified Prioritized** resources containing an entry for your verse. You can make a selection to open a(n) Bible, commentary, apparatus, cross reference book, harmony, or whatever else you may have prioritized. **(E)**

**Please note**, that you can include multiple harmonies and apparatuses because only the ones with an entry for your verse will appear on the **Context** menu. So your prioritized list of resources may look something like this:

(See Next Images)

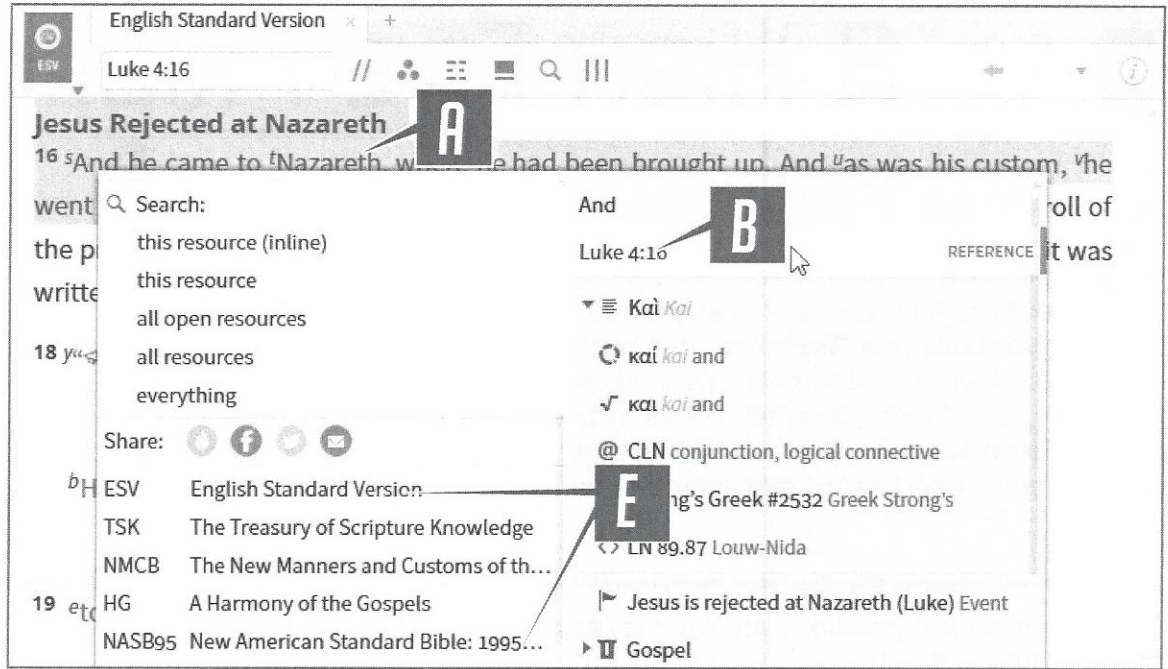
## HIGH FIVE VERSIFIED PRIORITIZED

### Prefer these resources:

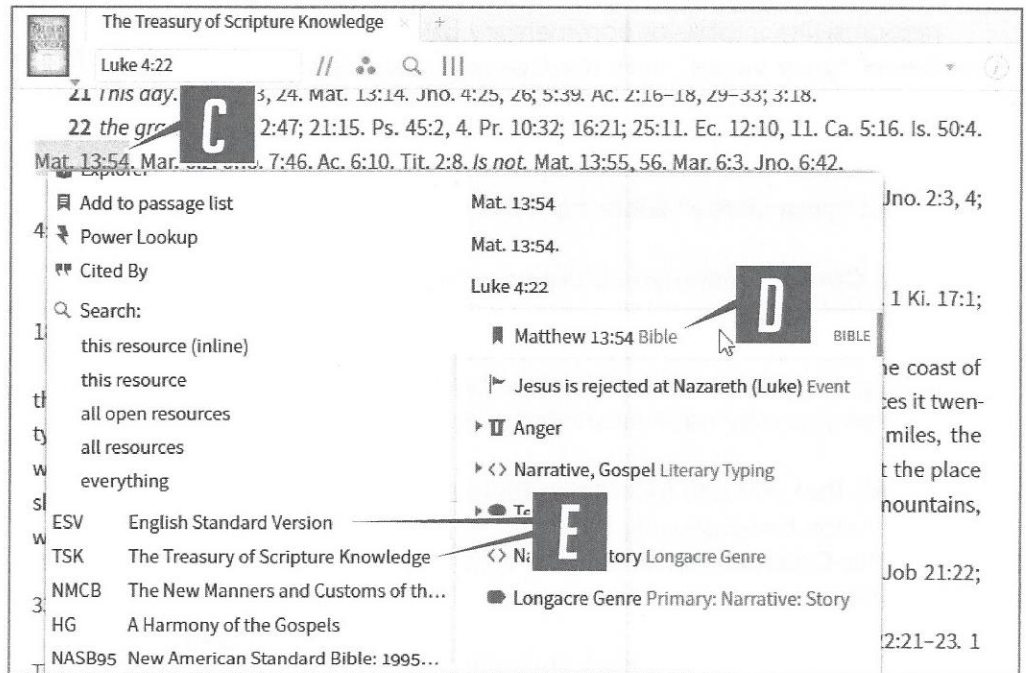
ESV: English Standard Version  
 The Treasury of Scripture Knowledge  
 The New Manners and Customs of the Bible  
 Synopsis of the Old Testament  
 A Harmony of Samuel, Kings, and Chronicles: ...  
 A Harmony of the Gospels  
 Parallel Passages in the Pauline Letters  
 Parallel Passages in the Pastoral Epistles  
 Jude-2 Peter Parallels  
 NASB95: New American Standard Bible: 1995...  
 LEB: The Lexham English Bible  
 NKJV: The New King James Version  
 HCSB: The Holman Christian Standard Bible

Book  
 Nelson's  
 new Christian Dictionary

Book:  
 Oxford dict. of  
 the church



- Bible
- Cross Reference Book
- Manners and Customs (must be verified)
- Harmony (for OT)
- Harmony (for Gospels)
- Harmony (for Paul's writings)
- Apparatus (for OT)
- Apparatus (for NT)
- Bible
- Bible
- Bible
- Bible
- Bible
- ...



As with versified, you can also prioritize a variety of topical books such as a(n):

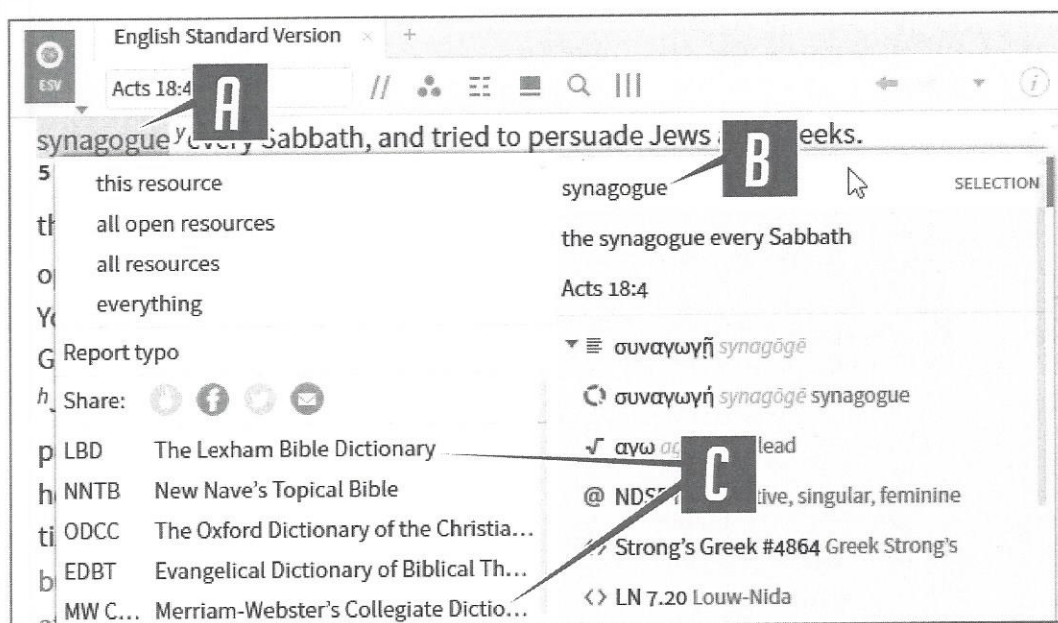
- **Bible Dictionary** (*Lexham Bible Dictionary*)
- **Topical Bible** (*Nave's Topical Bible*)
- **Topical Church History** (*Oxford Dictionary of the Christian Church*)
- **Theological Dictionary** (*Evangelical Dictionary of Biblical Theology*)
- **English Dictionary** (*Webster's Dictionary*)
- **Thesaurus** (*Webster's Thesaurus*)

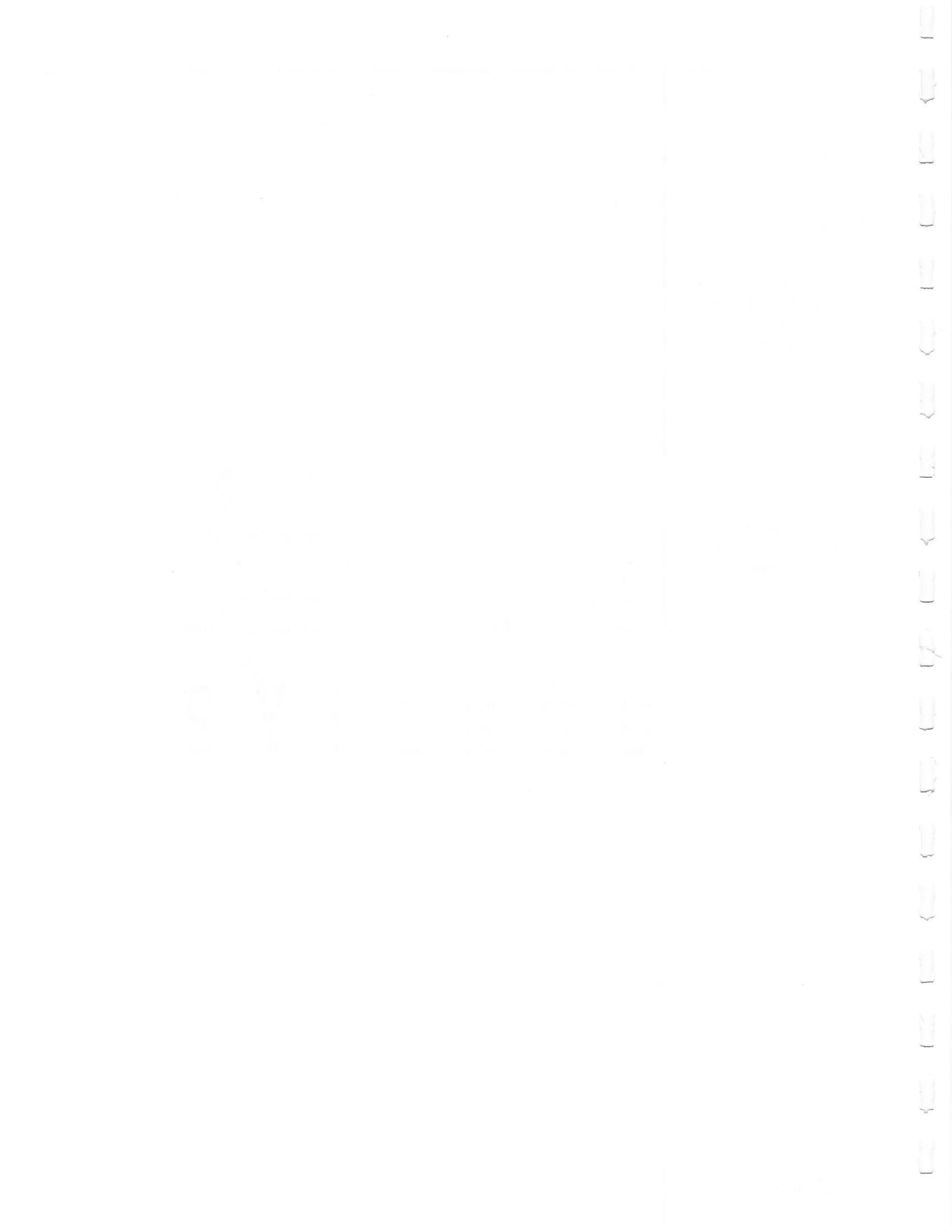
NKJV: The New King James Version  
 HCSB: The Holman Christian Standard Bible  
 LBD: The Lexham Bible Dictionary  
 New Nave's Topical Bible  
 The Oxford Dictionary of the Christian Church  
 Evangelical Dictionary of Biblical Theology  
 MW Collegiate Dict. (11th Ed.): Merriam-...  
 Merriam-Webster's Collegiate Thesaurus  
 NBD: The New Bible Dictionary, Third Edition  
 Baker Encyclopedia of the Bible

## HIGH FIVE TOPICAL PRIORITIZED

To access these prioritized books:

- Right click on an English word in any resource **(A)**
- Select **"your word"** **(B)**
- Select a prioritized resource from the **Context** menu **(C)**





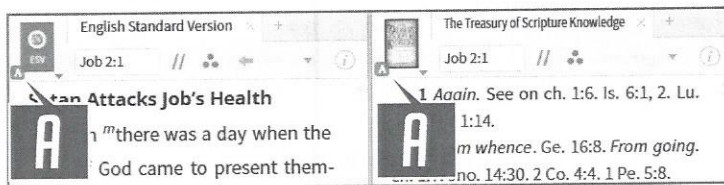
# 9 CROSS REFERENCE LAYOUT

One of the most popular types of Bible study is cross reference work. Combining a few features can make for a powerful **Layout** as explained in this chapter.

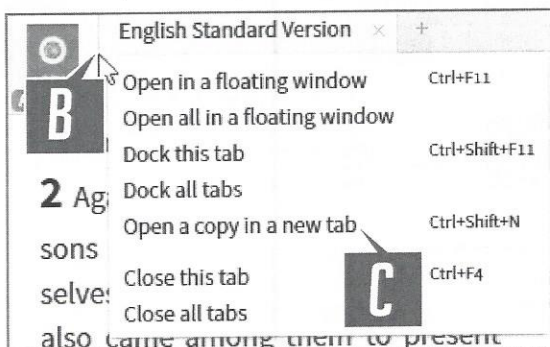
To create the **Layout**:

## CREATE THE LAYOUT

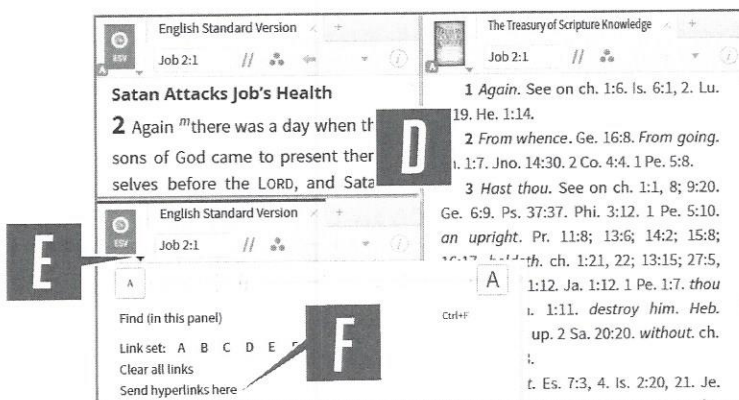
- Open your Preferred Bible
- Open *The Treasury of Scripture Knowledge*
- Link together these two panels to **Link set A (A)**



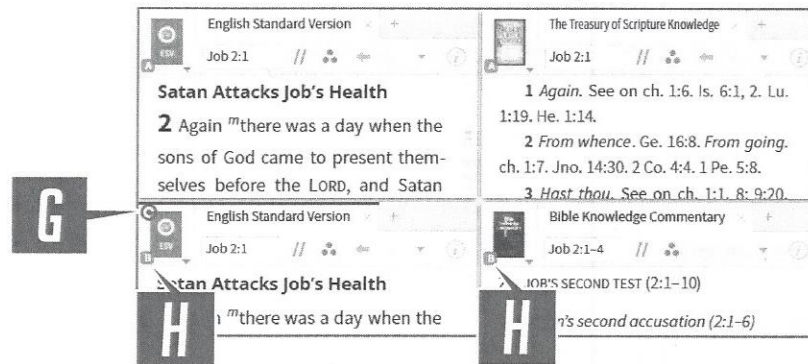
- Right click on the tab of the Bible (**B**)
- Select **Open a copy in a new tab (C)**



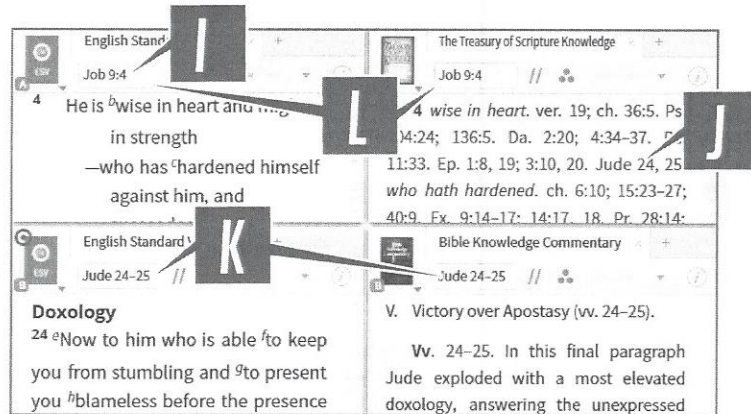
- Drag the tab of the second Bible so you see all three panels (**D**)
- Choose the panel menu on the second Bible that is not linked (**E**)
- Select **Send hyperlinks here (F)**



- Notice Logos places a target on the second Bible (**G**)
- Open a one-volume commentary that covers the whole Bible such as *The Bible Knowledge Commentary* or *The New Bible Commentary*
- Drag the tabs so you see all panels
- Link together the commentary and target Bible to **Link set B (H)**



- Navigate to a desire passage of study in the first Bible (**I**)
- Click a cross reference in *The Treasury* (**J**)
- Notice the target Bible looks up the cross reference followed by the commentary (**K**), but the first Bible and *The Treasury* remain at the original passage (**L**)
- Save this **Layout** so you don't have to recreate it!





# 10 NOTES

I have a good friend who saves everything: old lawnmower parts, screws, twine, and on and on I could go. I have asked him repeatedly, *Why don't you get rid of some of this stuff?* To which he responds, *I can't. I may need it some day.* Likewise, as you study the Bible with Logos Bible Software you'll discover a lot of information that may be helpful for various purposes. Unless you have a photographic memory you'll need some way to save the data. Logos provides several options including, including **Notes**.

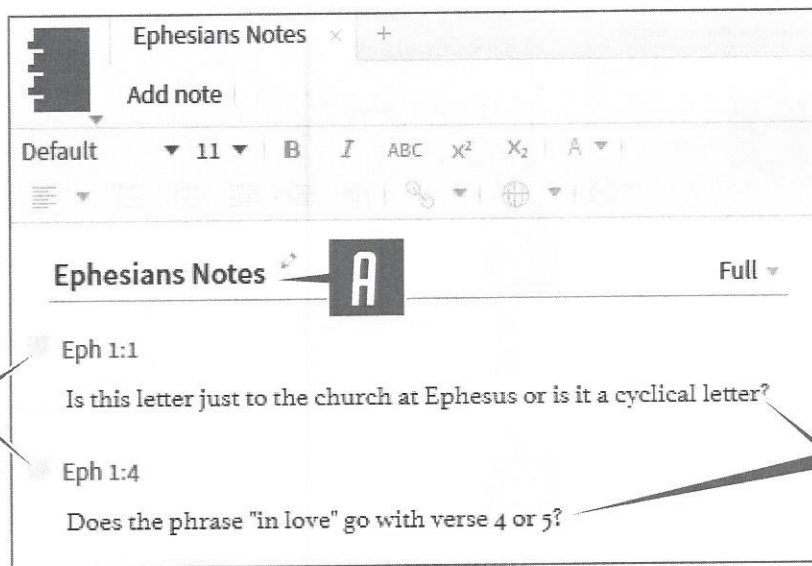
Three components comprise the **Note** taking system:

**Notes Document** – is the entire file or document that holds your individual Notes. You can create as many Note files as you desire. **(A)**

**Notes** – are the various sections of each Notes document. You can add as many Notes to a Note file as you desire. **(B)**

**Note Text or Content** – is the actual data or text you want to save. You can add text by typing, copying and pasting, and dragging and dropping. **(C)**

## COMPONENTS OF THE NOTE TAKING SYSTEM



To create a new **Notes** document:

- Choose **Documents | Notes**
- Name the file by clicking the **pencil** icon next to **Untitled Notes** and typing in the box
- Press **Enter** to save the name

## CREATE A NOTES DOCUMENT

## ADD A NOTE TO A VERSE

You can add **various types** of **Notes** to the **Notes** document, including a:

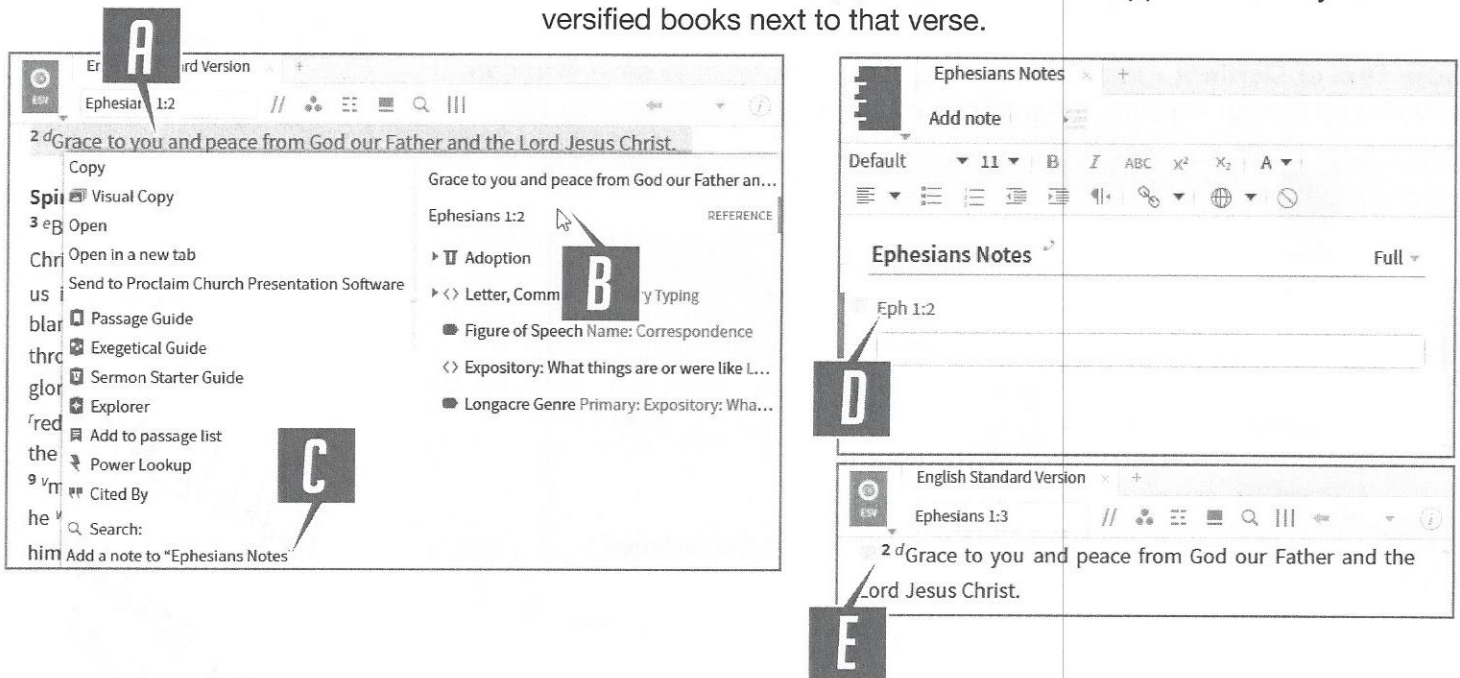
- **Note added to a verse** which is a Note you attach to a Bible verse while in any versified book (Bibles and commentaries).

To add a **Note** to a verse:

- Right click anywhere within a verse in a versified book such as a Bible or commentary **(A)**
- Select **“your verse” (B)**
- Select **Add a note to “your note file” (C)**

Please observe what just took place:

- A **Note** has been added to the **Note** file and named according to the verse in which you right clicked. **(D)**
- The **Note** name (verse) is hyperlinked to your Preferred Bible. Rest the cursor on it to see a pop-up of the verse or click it to jump to that location in your Bible.
- A **Note** indicator has been placed in your Bible showing you have a **Note** for that verse. **(E)** This indicator will appear in **all** of your versified books next to that verse.



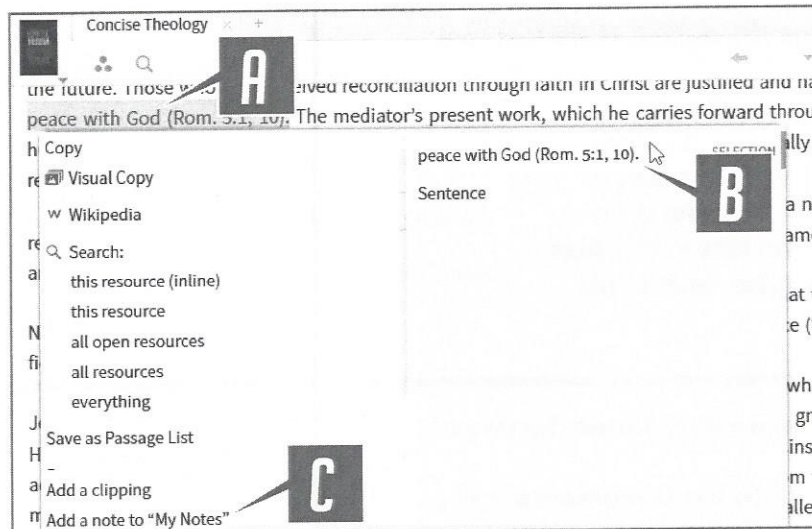
## ADD A NOTE TO A SELECTION

To add a **Note** to a selection:

- Right click on a word in any resource (if the **Note** is to be added to more than one word, first select the desired text and then right click on the selection) **(A)**
- Select **“your text” (B)**
- Select **Add a Note to “your Notes document” (C)**

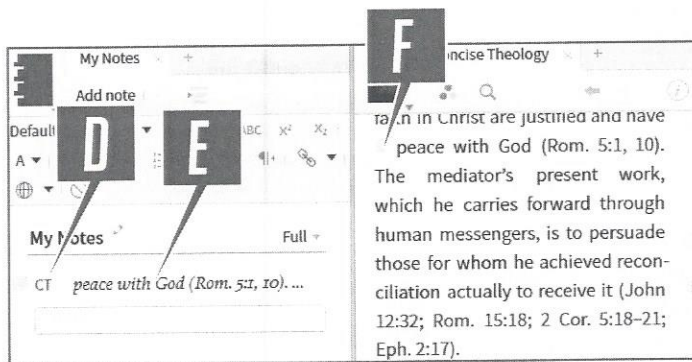
(See Next Image)





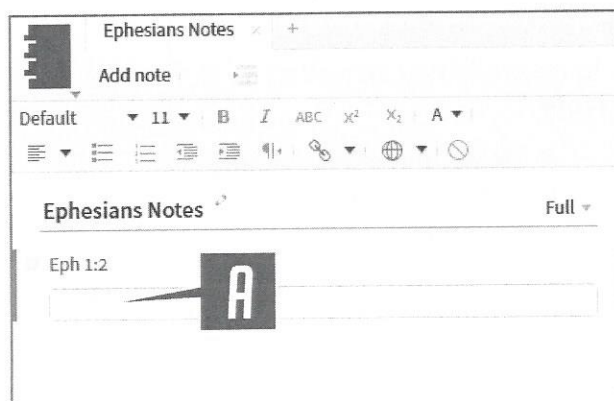
Please note, notice a few things that just happened:

- Part of the **Note** title in the **Notes** document is a hyperlink back to the resource in which the text was selected. Clicking this hyperlink returns you to the e-book. **(D)**
- The **Note** title in the **Notes** document consists of some of the text you selected. You can click this text in the **Note** name and then edit it as you wish. **(E)**
- The selected resource text is highlighted in yellow with a **Note** indicator which only appears in this resource. **(F)**



When you add a **Note** to the file, a **Note** text or **content** box appears under the **Note** name in which you can enter text with one of these three options:  
**(A)**

- **Type** as much text as you desire
- **Copy and Paste** text from Logos, other applications, or the Internet
- **Drag and Drop** text from Logos, other applications, or the Internet



**ADD NOTE  
TEXT**

# DEFAULT NOTE TEXT FONT

To change the default **Note** text font:

- Choose **Tools | Program Settings**
- Select the desired font from the drop down lists in the **Text Display** section (**A**)



# OPEN A NOTES DOCUMENT

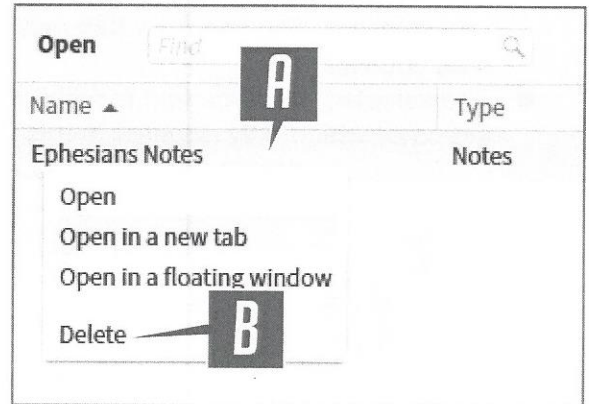
To open an existing **Notes** document:

- Choose the **Documents** menu
- Click the title of the **Notes** document you wish to open

# DELETE A NOTE COMPONENT

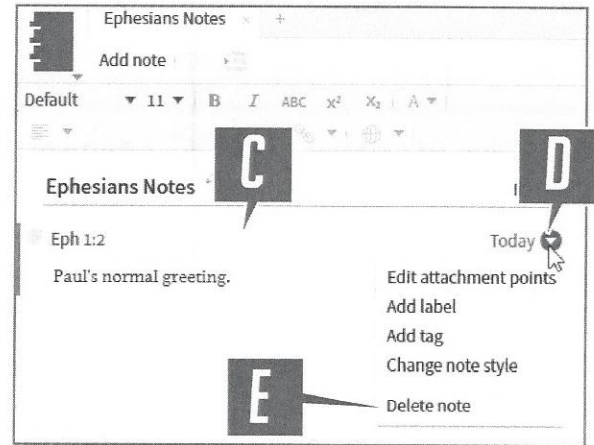
To delete a **Notes** document:

- Choose the **Documents** menu
- Right click on the desired file (**A**)
- Select **Delete (B)**



To delete a **Note** within a file:

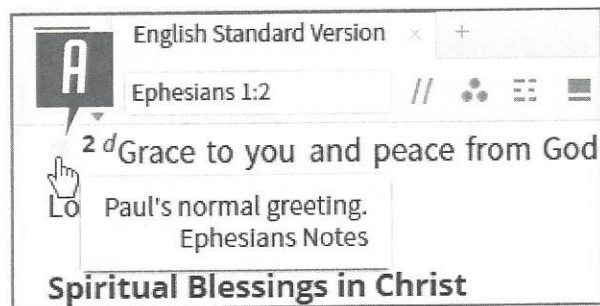
- Rest the cursor on a **Note** name in a **Notes** document (**C**)
- Click the **arrow icon** to the far right of the **Note** name (**D**)
- Select **Delete note (E)**



To delete **Note** text within a **Note**:

- Select the text to delete
- Press **Delete** on the keyboard

To preview the **Note** attached to a verse rest the cursor on the **Note** indicator (color box) in the resource. (A)

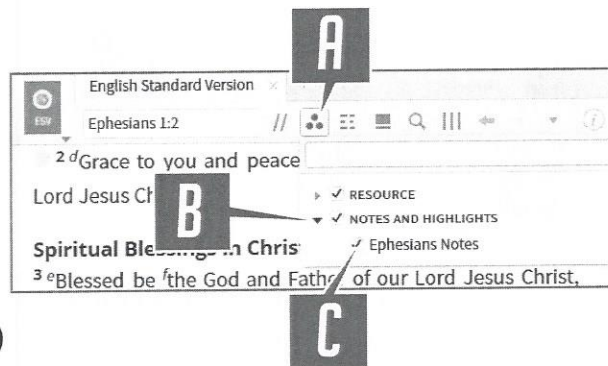


SEE A NOTE FROM A RESOURCE

To jump to a **Notes** document from a **Note** in a resource click the **Note** indicator (color box) in the resource. (A)

To hide the **Note** indicators that appear in a resource:

- Click the **Visual filters** icon on the resource's toolbar (A)
- Expand **Notes** and **Highlights** (B)
- Uncheck the **Notes** document in the list (C)



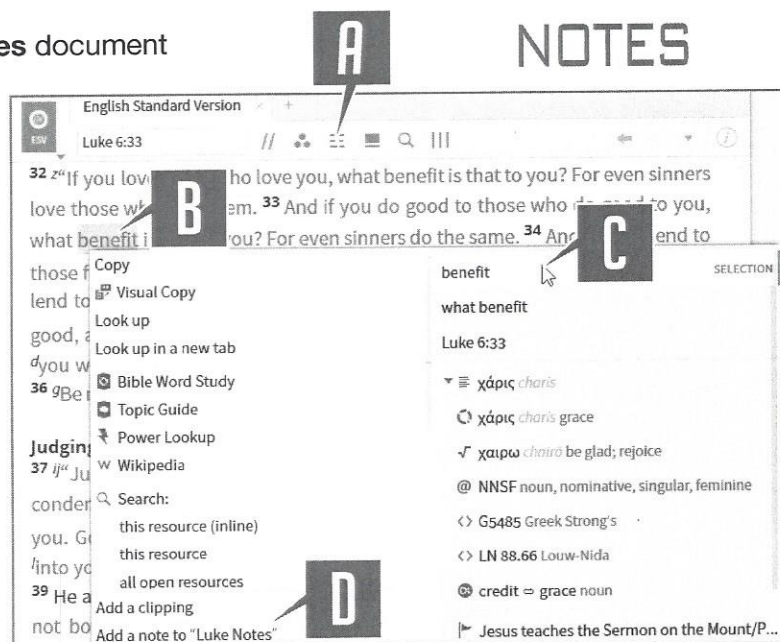
HIDE THE NOTE INDICATORS

**Please note**, if this is a versified resource the **Notes** attached to verses are only hidden in this specific resource. The **Note** indicators for this **Note** file will still appear in other versified resources.

Notes which are attached to selections can also automatically appear in the Bibles of your choice.

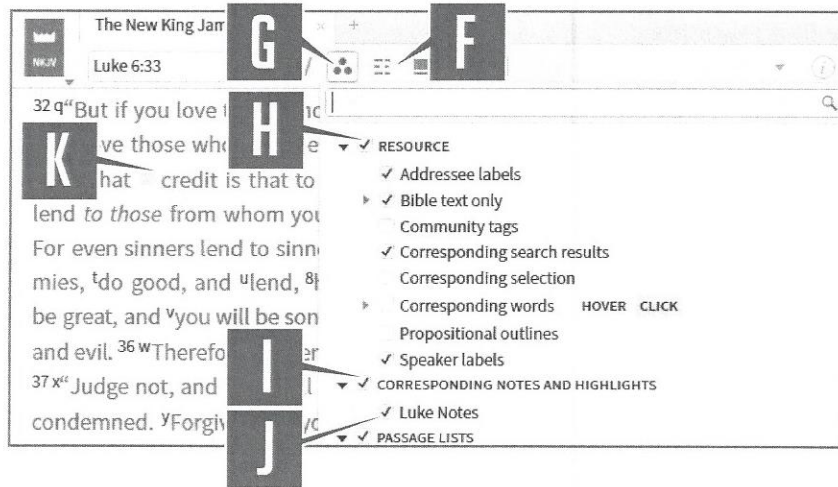
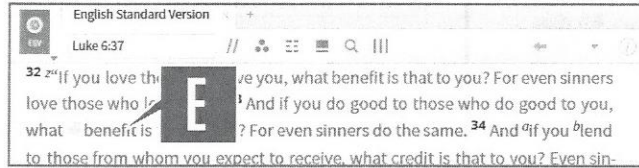
To activate this **Visual Filter**:

- Make sure you have created a **Notes** document
- Open an original language Bible or an English Bible with the reverse interlinear option (A)
- Right click on a word (or selected phrase) (B)
- Select from the top of the right side of the **Context** menu that **Selection** (C)
- Select from the left side of the **Context** menu a **Notes** document in which to place the note (D)



CORRESPONDING NOTES

- Notice Logos, by default, highlights the selection in yellow and places an indicator in front of the selection **(E)**
- Open another original language Bible or an English Bible with the reverse interlinear option **(F)**
- Click the **Visual Filter's** icon on the Bible's toolbar **(G)**
- Select the **Resource** box **(H)**
- Select the **Corresponding Notes and Highlights** box **(I)**
- Select the desired **Note** file(s) box(es) **(J)**



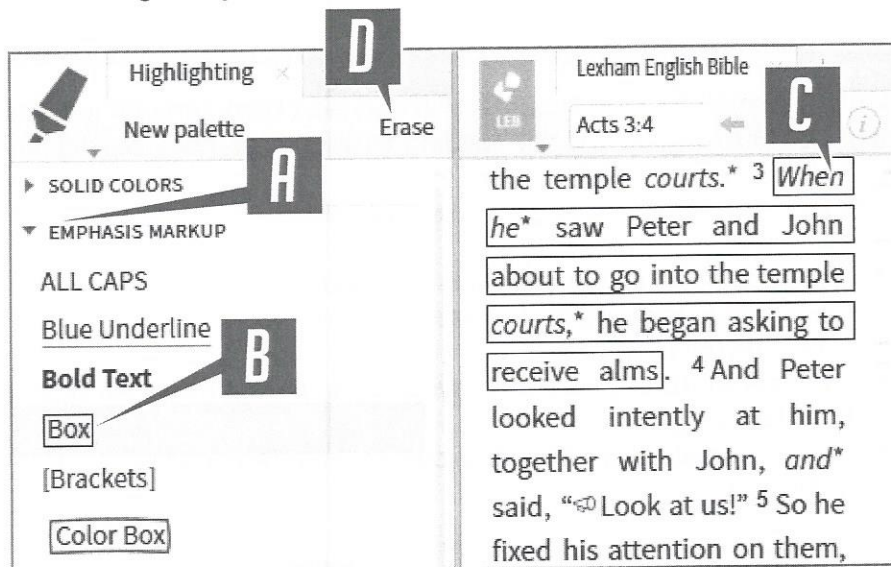
Notice Logos automatically highlights the corresponding selection in this Bible as well as inserts the **Note** indicator **(K)**

# 11 HIGHLIGHTING

If you're like I am, when you read print Bibles or books, you always have a pen or highlighter in hand to **mark up the text**. We highlight passages that "speak" to us, important points, topics needing further study, ideas we disagree with, and so on. With Logos Bible Software you can do all of the above and then some with your e-books through a feature known as **Highlighting**.

You can apply **Highlighting** to any text in your books and Bibles. Here's how:

- Choose **Tools | Highlighting** to open the available **Highlighting** tools
- Open a resource
- Select the desired text to highlight
- Expand a palette (**A**)
- Select a **Highlighting style (B)**
- Notice Logos highlights the text with the selected style (**C**)



## HIGHLIGHT TEXT

Apply Last Style Used

PC: **Ctrl+K**  
Mac: **Cmd+K**

Once you mark up text, the highlighting remains even after you close and reopen the resource. You can however, erase the highlight with either method:

- Choose **Tools | Highlighting**
  - Select the text in a resource containing the highlighting you wish to erase
  - Click **Erase** on the **Highlighting** panel (**D**)
- or
- Right click on some highlighted text
  - Select **Remove annotations**

## ERASE HIGHLIGHT

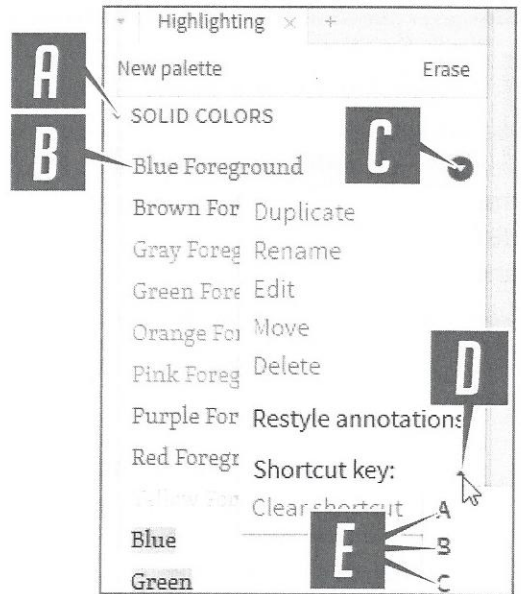
Erase Highlight

PC: **Ctrl+Shift+K**  
Mac: **Cmd+Shift+K**

## ASSIGN A SHORTCUT KEYSTROKE TO A STYLE

You can assign a simple keyboard shortcut to any style so that the keystroke applies the style to selected text:

- Choose **Tools | Highlighting**
- Expand a palette to reveal the styles **(A)**
- Rest the cursor on a style **(B)**
- Click the arrow on the style title bar **(C)**
- Click the arrow next to **Shortcut key:** **(D)**
- Select a number or letter keystroke **(E)**

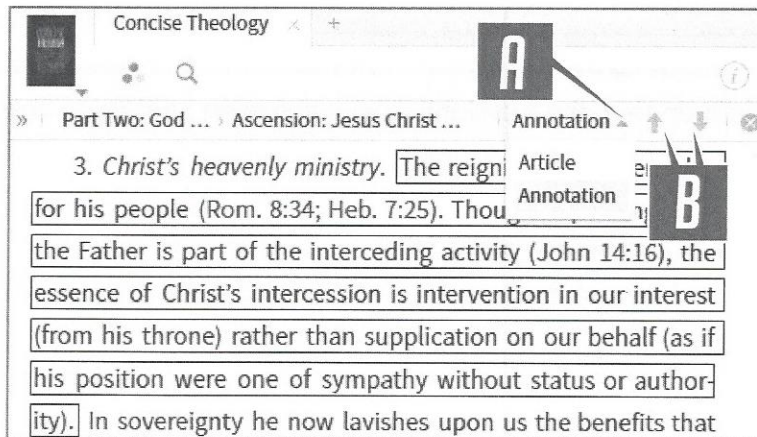


After selecting text in a resource, just press that number or letter on the keyboard to apply the style. The **Highlighting** panel doesn't need to be open to use the keystroke shortcuts.

## READ THROUGH HIGHLIGHTS

After highlighting text in a resource, you can read back through just the highlights. For example, imagine reading through an e-book highlighting the important points with the *Box* style. Now after completing the book, you want to skim the book, reading just the highlights.

- Highlight some text in any Bible or resource
- Choose the panel menu on that resource
- Select **Show locator bar**
- Select **Annotation** from the navigation unit drop down list on the **Locator bar (A)**
- Use the **Previous** and **Next** arrows to jump the previous or next highlight **(B)**



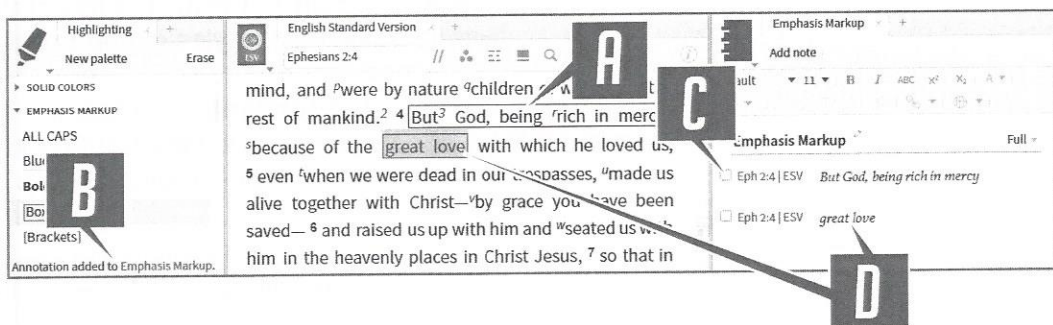
It's important to remember every time you mark up text that you create what I call a **Highlighting Note** to differentiate it from a **Note added to selected text**.

To create a **Highlighting Note**:

- Choose **Tools | Highlighting**
- Select text in an open resource
- Click the title of a **Highlighting** palette to reveal its specific styles
- Click a **Highlighting** style to apply to the selected text

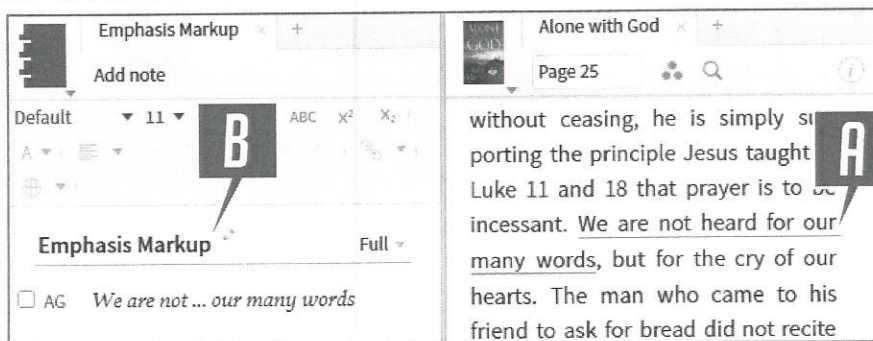
Please note:

- The selected text in the resource receives the designated **Highlighting** style. **(A)**
- A pop-up message appears at the bottom of the **Highlighting** panel indicating an annotation or **Note** was added to a specific **Notes** document which is opened by clicking the hyperlinked name of the **Notes** document. **(B)**
- The **Note** in the **Notes** document has no **Note Indicator** associated with it (one can be added by clicking the **Note Indicator** icon to the left of the **Note Title**). **(C)**
- The highlighted text becomes part of the title of the **Note** in the **Notes** file. **(D)**



The first time a **Highlighting** style is applied to selected text in a resource, Logos creates a **Notes** document with the name of the **Highlighting** palette containing that style.

For example, if the **Blue Underline** style is applied to text, **(A)** Logos creates a **Notes** document named **Emphasis Markup** which is the name of the palette containing the **Blue Underline** style. **(B)** All future **Highlighting Notes** created with **Emphasis Markup** styles will, by default, be saved in this **Notes** document. Every **Highlighting** palette by default receives a **Notes** document with its name.



## HIGHLIGHT TEXT AND CREATE A HIGHLIGHTING NOTE

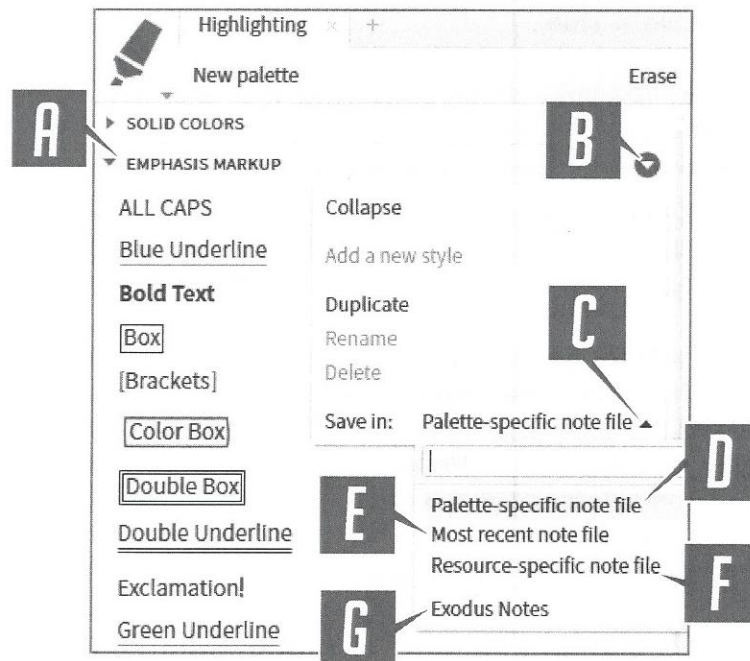
## DEFAULT DESTINATION OF HIGHLIGHTING NOTES

# CHANGE DESTINATION ON HIGHLIGHTING NOTES

To change the location of where **Highlighting Notes** are saved:

- Choose **Tools | Highlighting**
- Rest the cursor on the name of a **Highlighting** palette (**A**)
- Click the drop down menu (arrow icon) that appears on the right of the palette title bar (**B**)
- Click the drop down menu (arrow icon) on the **Save in** section at the bottom of the menu (**C**)
- Select:
  - Palette-specific note file** to save **Notes** created with this palette of styles in the **Notes** document bearing the name of the **Highlighting** palette (**D**)
  - Most recent note file** to save **Notes** created with this palette of styles in the **Notes** document that was most recently active or used (**E**)
  - Resource-specific note file** to save **Notes** created with this palette of styles in the **Notes** document bearing the name of the resource in which the highlight was made (**F**)
  - A Notes document from the list of all files** to save **Notes** created with this palette of styles in that specific **Notes** document (**G**)

**Please note**, existing **Highlighting Notes** created with styles from this palette will **NOT** be affected. All future **Highlighting Notes** created with styles from this palette, however, will now be saved in this designated **Notes** document.



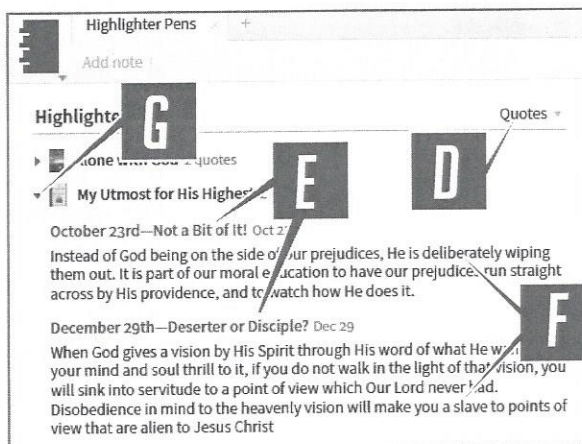
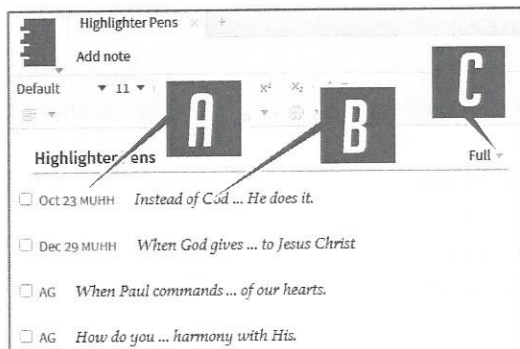


# QUOTES VIEW

**Quotes**, a display view of content in **Notes**, displays the entirety of **Highlighted** resource text, so you can read marked up text in one location.

To see the **Quotes** view in action:

- Use styles from the same palette in the **Highlighting** feature on the **Tools** menu to mark up text in 2 or more resources (remember **Highlighted** text becomes a “Highlighting Note” in a **Notes** document)
- Notice in the **Notes** document:
  - Each piece of **Highlighted** text becomes a separate **Note** in the **Notes** document (A)
  - Only part of the **Highlighted** text is included in the **Note** title (B)
- Click the **View** drop down list (C)
- Select **Quotes (D)**
- Notice:
  - All separate **Highlighting Notes** from the same resource are arranged together under the resource title (E)
  - The entirety of the **Highlighted** text appears in the **Notes** document (F)
- Click the arrow to the left of the resource to expand/collapse the section (G)

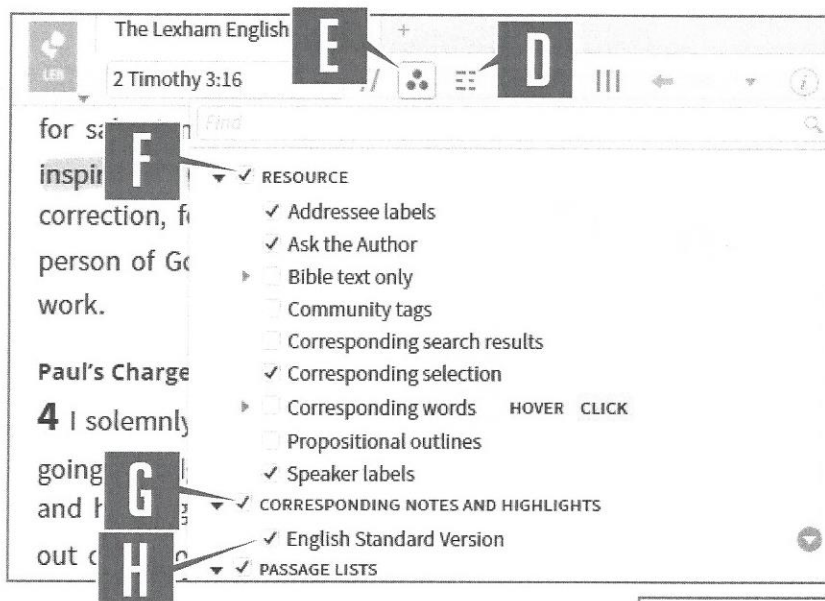
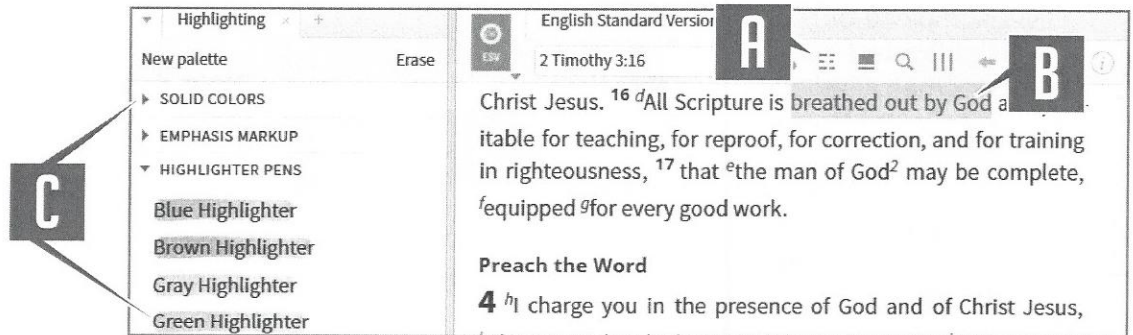


# CORRESPONDING HIGHLIGHTS

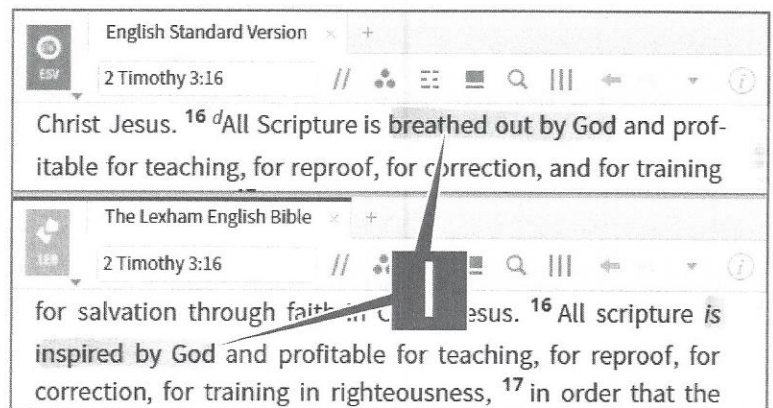
**Highlights** applied to biblical text can also automatically appear in the Bibles of your choice.

To activate this **Visual Filter**:

- Choose **Tools | Highlighting**
- Open an original language Bible or an English Bible with the reverse interlinear option **(A)**
- Select any text in the Bible **(B)**
- Select a **Highlighting** style to mark up the selected text **(C)**



- Open another original language Bible or an English Bible with the reverse interlinear option **(D)**
- Click the **Visual Filter's** icon on the Bible's toolbar **(E)**
- Select the **Resource** box **(F)**
- Select the **Corresponding Notes and Highlights** box **(G)**
- Select the desired **Note** file(s) box(es) which contain the **Highlighting** notes **(H)**
- Notice Logos automatically highlights the corresponding selection in this Bible **(I)**





# 12 MEDIA

Since the old adage, a picture is worth a thousand words, still rings true, Logos provides the means to both find and prepare slides in one place with a tool called **Media**. That's right! In one panel you can both search and edit images for presentation. The following instructions will get you going in using this very practical feature.

To open the **Media** tool:

OPEN

- Choose the **Tools | Media**

If you like, you can place your own search query in the **Find Media** box to manually locate items on your own.

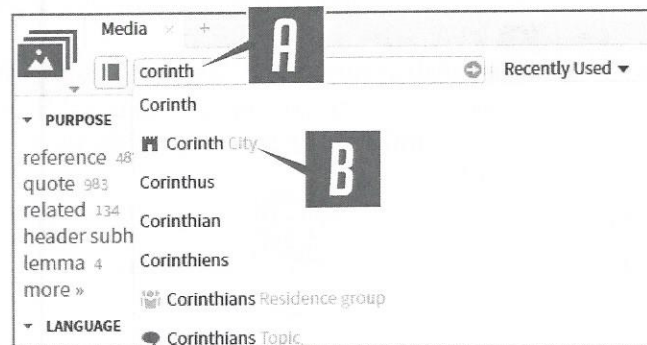
SEARCH  
WITH THE  
FIND  
MEDIA BOX

To find a media item via the **Find Media** box:

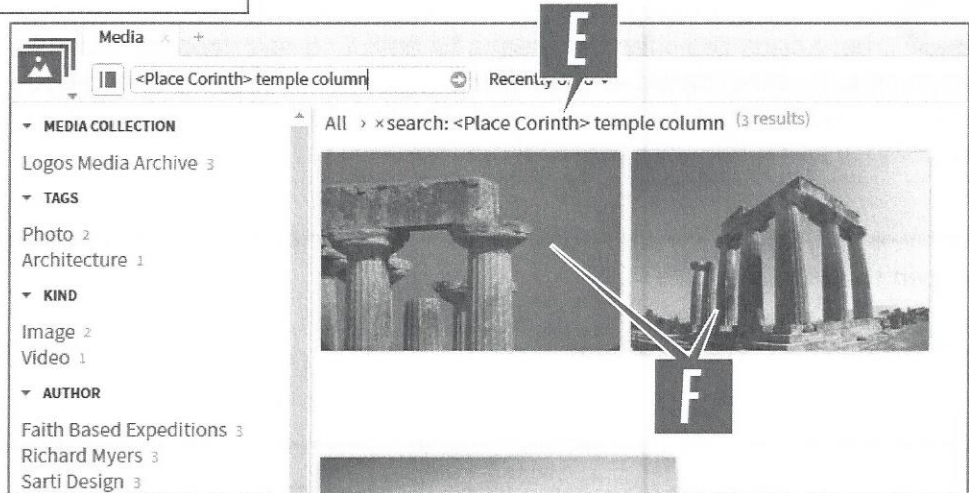
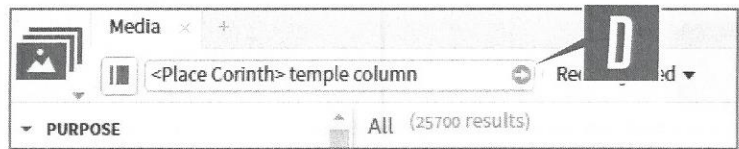
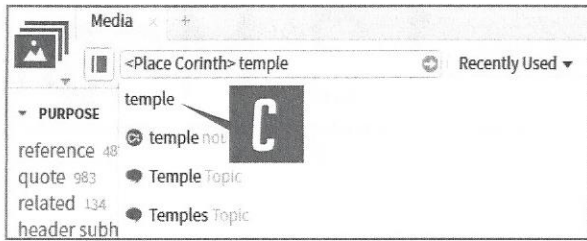
- Place a term in the box such as: **(A)**
  - Biblical Person: **Peter**
  - Biblical Place: **Corinth**
  - Biblical Thing: **Temple**
  - Biblical Event: **Jesus Walks on Water**
  - Biblical Reference: **John 4**
  - Plain Text:

### Column

- Select the desired item from the drop down list **(B)**
- Repeat the above steps for additional criteria **(C)**
- Click the **Go** arrow or press the **Enter** key to apply the filter(s) and generate results **(D)**
- Observe the applied filter(s) displayed at the top of the results area **(E)**
- Notice the items matching the applied filter(s) are displayed **(F)**



(See Next Images)

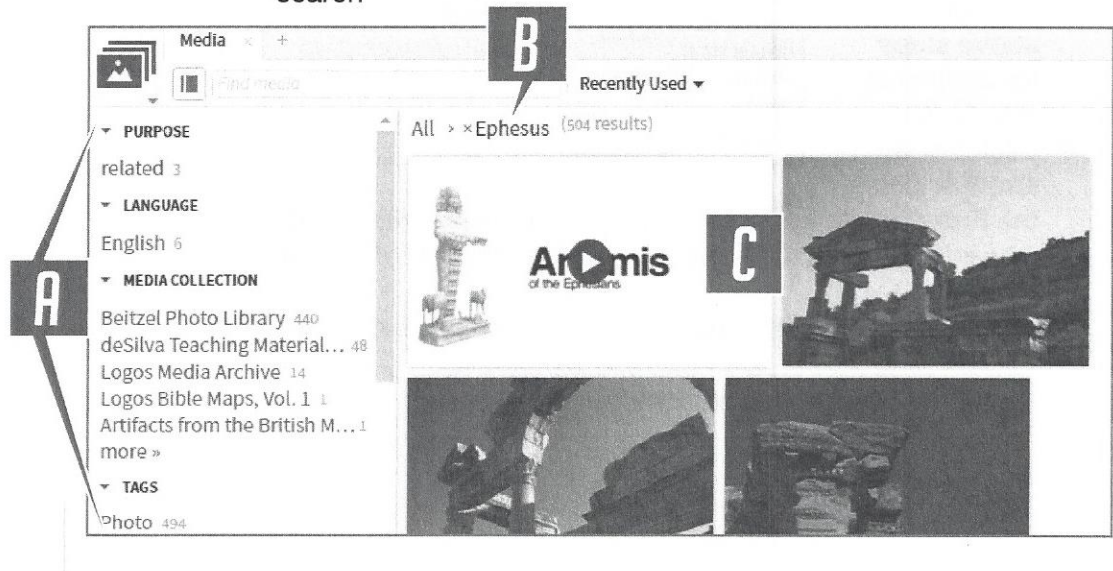


## SEARCH WITH LOGOS PROVIDED FILTERS

Even though you can utilize the **Find Media** box to develop your own search criteria, you'll discover it's much easier to use the Logos provided filters in the **sidebar**.

To find a media item via the **sidebar**:

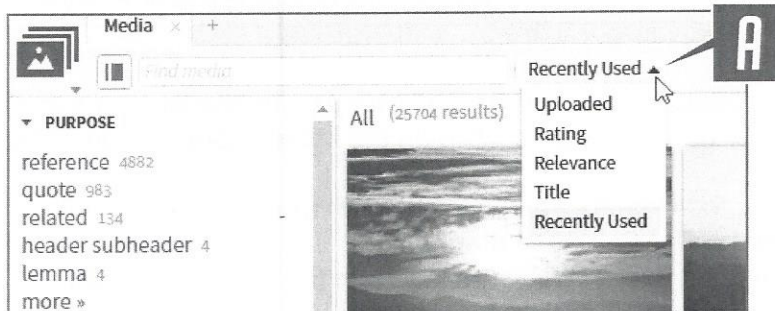
- Click a filter in the **sidebar (A)**
- Notice several things that just happened:
  - The applied filter is displayed at the top of the results area (**B**)
  - The items matching the filter are displayed in the results area (**C**)
  - The **sidebar** adjusts to display only the filters that are now applicable to the previously selected filter (**A**)
  - Select additional filters in the **sidebar** to further refine the search



## ARRANGE RESULTS

To select how the results appear in the viewing area:

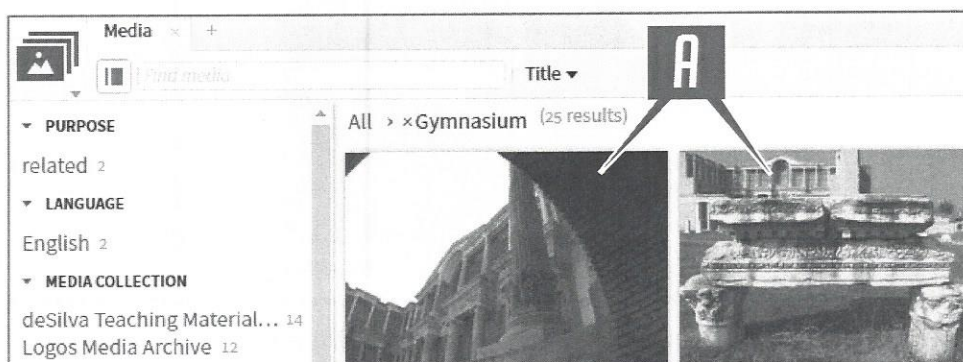
- Click the view drop down list on **Media's** toolbar: **(A)**
- Select:
  - Uploaded** to place the most recently uploaded file first
  - Rating** to arrange results according to Logos users' Community ratings
  - Relevance** to "allow" Logos to sort the items based on what was typed in the Find Media box or which facets were chosen
  - Title** to arrange the results alphabetically by title
  - Recently Used** to place the most recently opened media first



To open an item in the "Visual Copy" side of **Media**:

- Click a hyperlinked item in the results area **(A)**

## OPEN AN ITEM

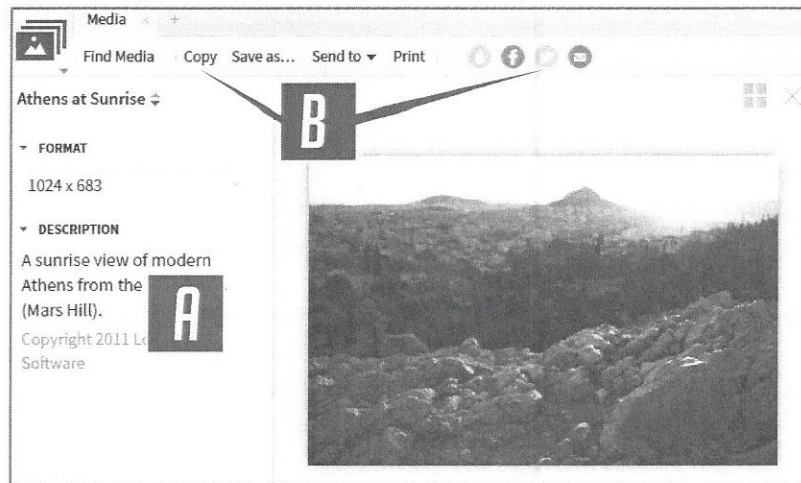


To prepare and share media from the browser side of **Media**:

- Click desired item from the results on the browser side of **Media**
- Use the **sidebar** on the "Visual Copy" side of **Media** to edit the item **(A)**
- Employ the various options to save, export, or share the item as you desire **(B)**

## PREPARE MEDIA FROM RESULTS

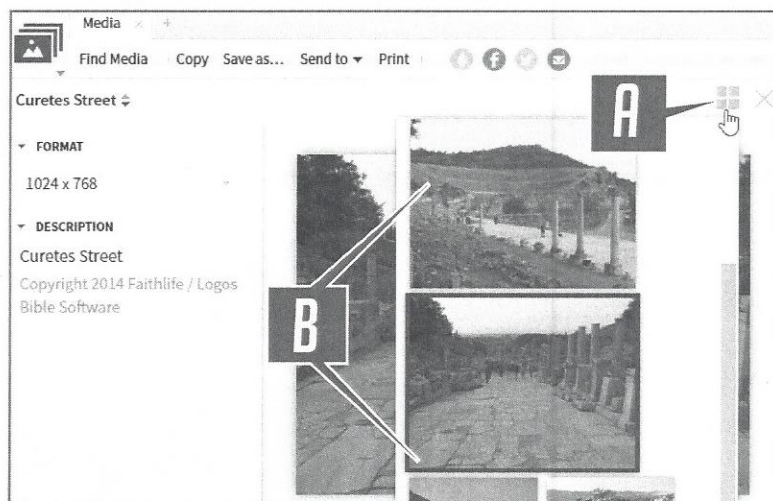
(See Next Image)



## ACCESS SEARCH RESULTS

After generating a search on the browser side of **Media**, you can quickly access a list of those results while on the “**Visual Copy**” side of **Media**:

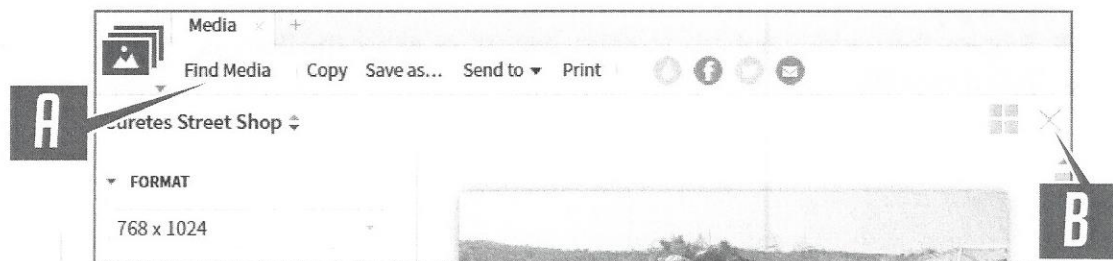
- Click the **Results** (4 squares) icon in the upper right on the “**Visual Copy**” side of **Media** (**A**)
- Select an item in the list to load it in the viewing area (**B**)



## RETURN TO THE BROWSER

To return to the browser side of **Media** use either method:

- Click **Find Media** on **Media**'s toolbar (**A**)
- or
- Click the **Close X** in the upper right on the “**Visual Copy**” side of **Media** (**B**)





# 13 SERMON EDITOR

As it relates to weekly messages, in many churches today numerous documents are prepared:

- Sermon manuscript
- Presentation slides
- Fill-in-the-blank outline
- Small group questions

These various files are usually prepared in multiple programs like Word, PowerPoint, and Publisher.

Now, however, you can create all of the above in one document in one program! The **Sermon** document in Logos Bible Software allows you to create a manuscript/outline for the message, a handout for the listeners, questions for small groups, and slides for the congregation, all in one place!

The following instructions will take you step by step through this multi-faceted file.

The large content or viewing area is a “word processor” allowing you to create four different message units in one file:

- **Text:** typically a sermon outline and/or manuscript
- **Handout:** typically a bulletin insert with fill in the blank options
- **Questions:** typically a bulletin insert with suggested application or small group questions
- **Slides:** typically presentation slides to be shown to the congregation through a presentation software like Proclaim

**Please note,** in the **Sermon** file, **Handout** and **Questions** are created and function identically. These two separate units are present to allow more flexibility in case you need to create multiple types of documents for your message.

## SERMON UNITS

# SERMON ELEMENTS

In an attempt to clearly explain the content area in the **Sermon** document, I'm coining the term **element**. An **element** is a piece or block of information which, when taken with other elements, forms a unit. Use any combination of the following **elements** to create the **Text**, **Handout**, **Questions**, and **Slides** units:

- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Normal Text Box
- Blockquote
- Prompt
- Scripture Verse
- Resource Quote
- Slide

You'll see in the image that each element is separate and clearly distinguishable in the content area.

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

This is a normal text box.

This is a Blockquote

> This is a Prompt

John 1:4 ESV  
In him was life, and the life was the light of men.

My Utmost for His Highest July 27th—The Way to Know  
The golden rule for understanding spiritually is not intellect, but obedience.

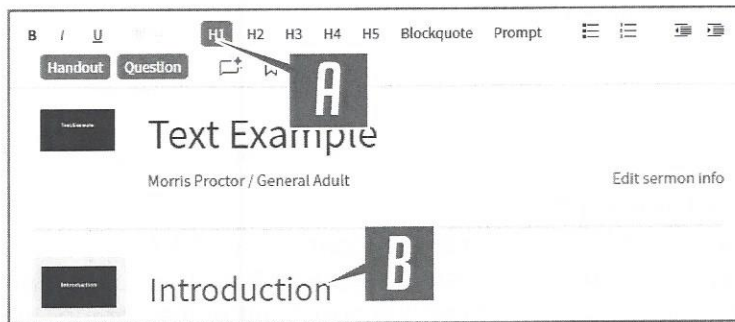


## TEXT UNIT

Let's assume you've already studied the biblical text and you're ready to prepare a traditional sermon outline and/or manuscript which the **Sermon** document refers to as the **Text** unit.

Try these steps:

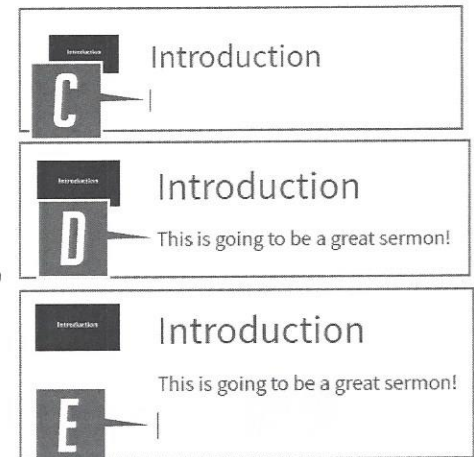
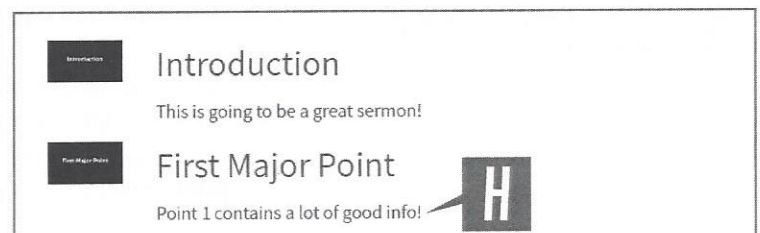
- Choose **Documents | Sermon**
- Enter the **Sermon** information
- Click the **Heading 1** icon (**A**)
- Type the word **Introduction** in the content area (**B**)

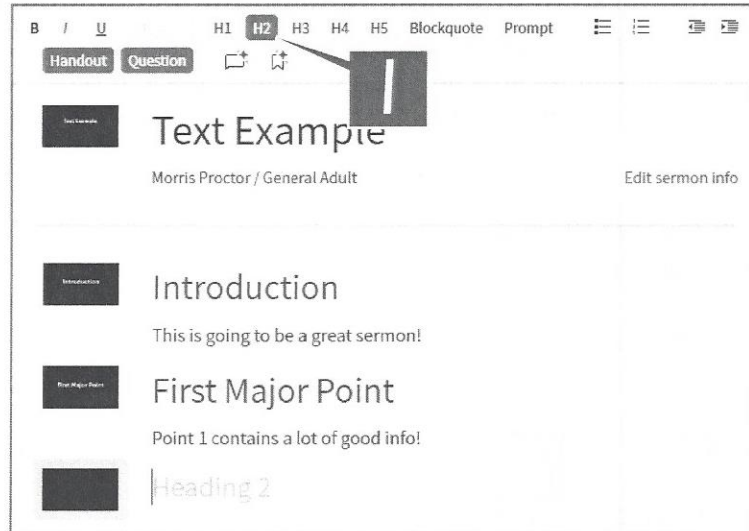


- Press the **Enter** key to leave **Heading 1** and go to normal text (**C**)
- Type the actual text of the introduction in the content area (**D**)
- Press the **Enter** key to leave this normal text box and go to another (**E**)
- Click **Heading 1** (**F**)
- Type the name of the first major point of the sermon (**G**)

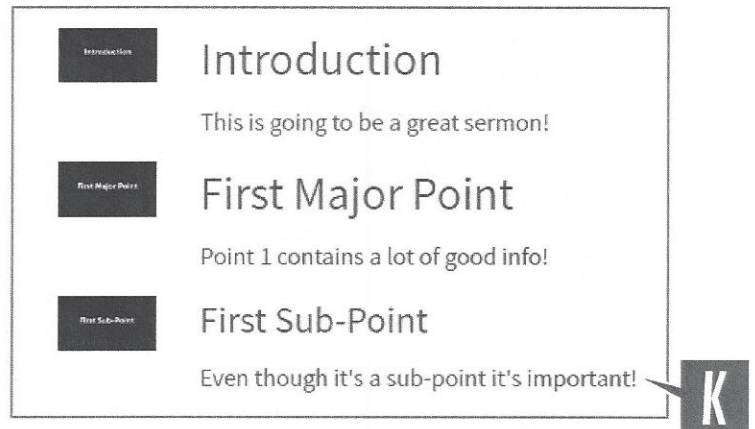
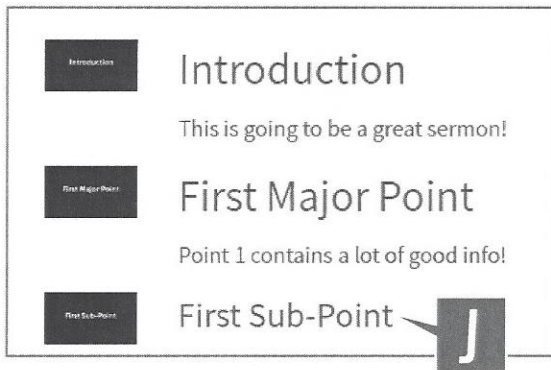


- Press the **Enter** key to leave **Heading 1** and go to a normal text box
- Type the actual text of point one in the content area (**H**)
- Press the **Enter** key to leave this normal text box and go to another





- Click **Heading 2 (I)**
- Type the name of the first sub-point of point 1 (**J**)
- Press the **Enter** key to leave **Heading 2** and go to normal text
- Type the actual text of the first sub-point in the content area (**K**)
- Proceed through the document until you have crafted the outline and/or manuscript



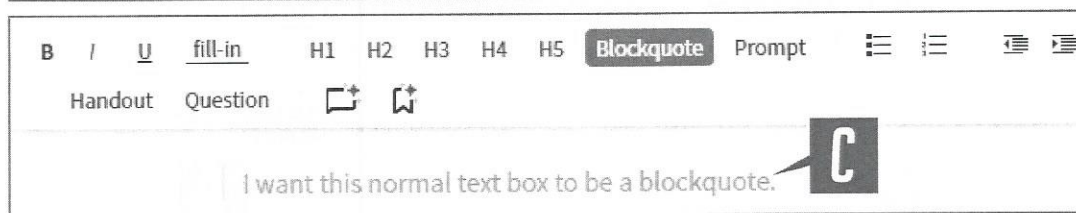
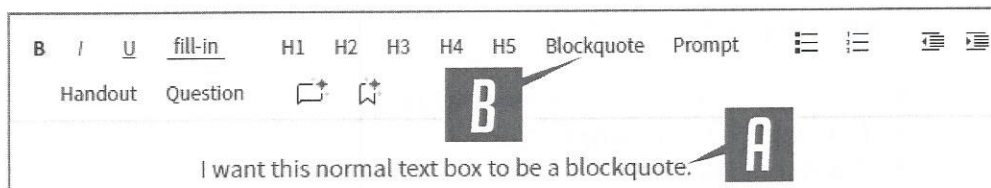
**Please note**, as you're entering text in the manuscript you'll use the formatting bar to format the text just as you would in a word processor.

## BLOCKQUOTE

To create a **Blockquote** element from existing text:

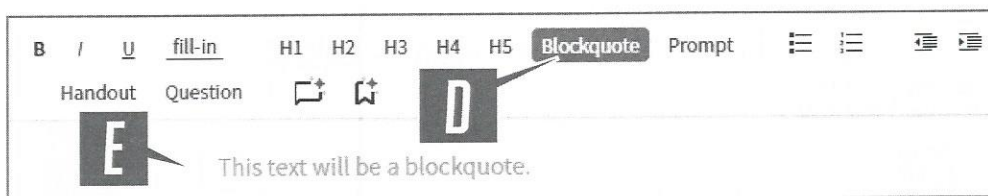
- Click inside the element you want to be a **Blockquote (A)**
- Click the **Blockquote** icon on the toolbar (**B**)
- Notice Logos transforms the existing element into a **Blockquote** element (**C**)

(See Next Image)



To create a **Blockquote** from new text:

- Click the **Blockquote** icon on the toolbar (**D**)
- Type text in the **Blockquote** box
- Press the **Enter** key
- Notice Logos creates the **Blockquote** with the typed text (**E**)

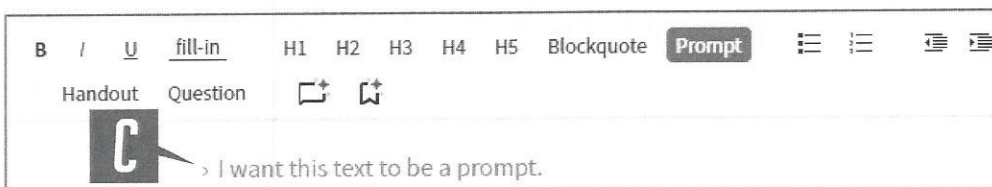
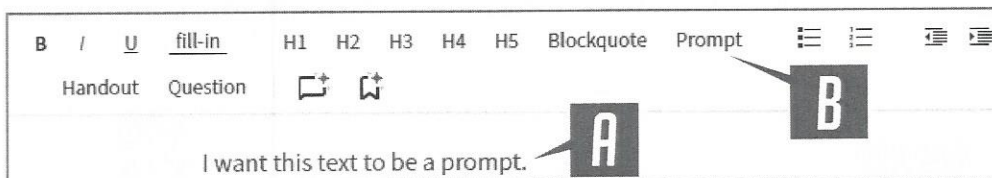


**Prompts** are reminders or hints for the speaker such as *make eye contact*, *speak up*, *whisper*, etc.

## PROMPT

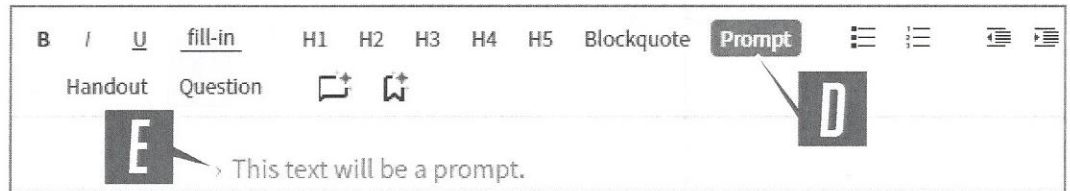
To create a **Prompt** element from existing text:

- Click inside the element you want to be a **Prompt** (**A**)
- Click the **Prompt** icon on the toolbar (**B**)
- Notice Logos transforms the existing element into a **Prompt** element (**C**)



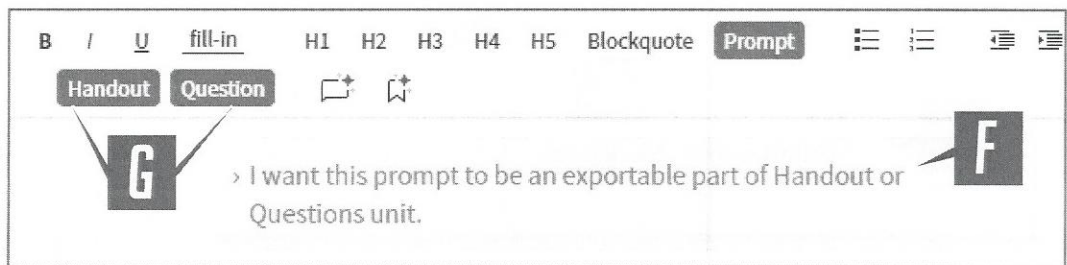
To create a **Prompt** from new text:

- Click the **Prompt** icon on the toolbar (**D**)
- Type text in the **Prompt** box
- Press the **Enter** key
- Notice Logos creates the **Prompt** with the typed text (**E**)



To include the **Prompts** in the exported document:

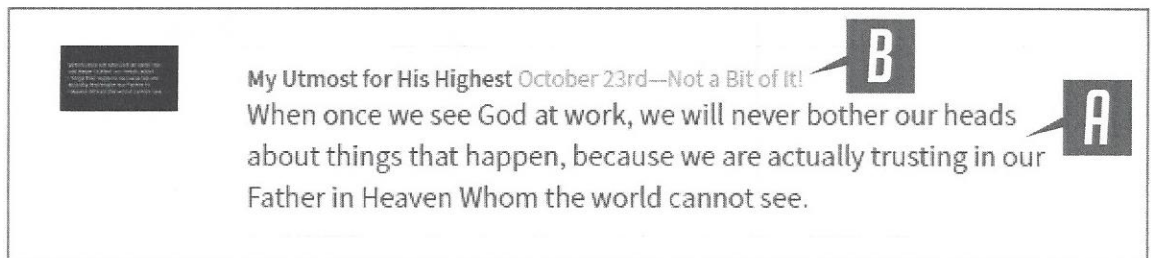
- Click inside an existing **Prompt** element (**F**)
- Click either the **Handout** or **Questions** icon on the formatting toolbar which makes the **Prompt** a visible part of the **Handout** or **Questions** unit (**G**)



## COPY TEXT FROM LOGOS RESOURCES

To copy and paste text from Logos resources into a **Sermon** document:

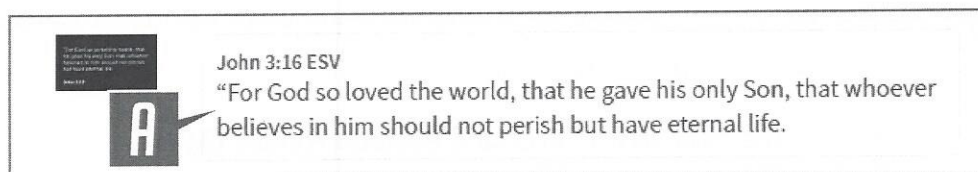
- Select text in a Logos resource
- Copy the text to the clipboard
- Return to the **Sermon** file
- Paste selection in any element of text
- Notice Logos creates a **Resource Quote** box, regardless of the element you are in, complete with the copied selection (**A**) and a hyperlink back to the source of the quote (**B**)



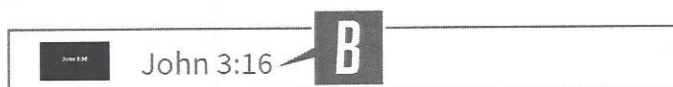
## VERSE ELEMENT

To manually create a separate verse element in the content area:

- Type a biblical reference (without lower case abbreviations) in a normal text box such as:
  - John 3:16**
  - JN 3.16**
- NOT:
  - Jn 3.16**
  - jn 3.16**
- Press the **Enter** key
- Notice Logos places the actual text of the passage from your preferred Bible in a separate verse box **(A)**

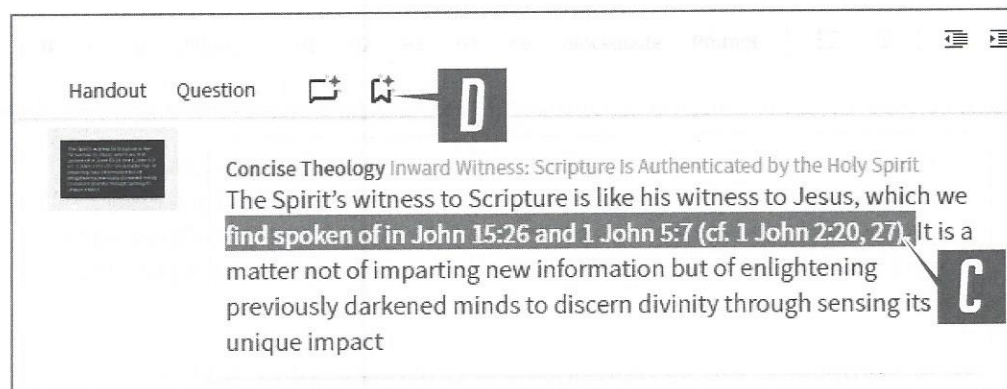


**Please note**, typing a biblical reference in an element other than a normal text box and then pressing the **Enter** key, merely hyperlinks the reference without creating a verse element. **(B)**



To have Logos automatically create verse elements from selected text:

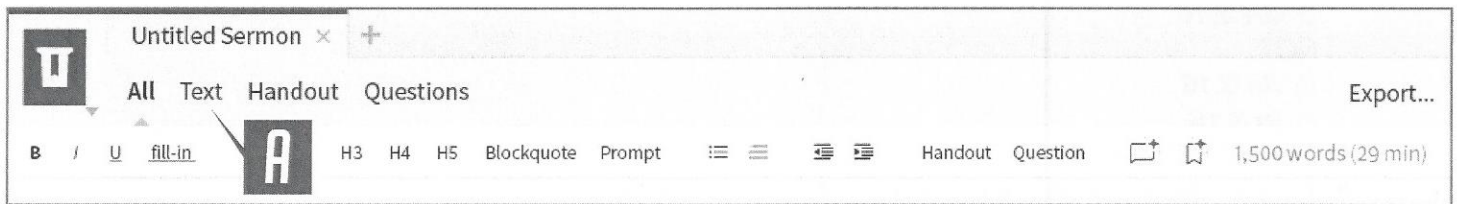
- Select text, containing biblical references, in any element **(C)**
- Click the **Add slides from selected references** icon either on the toolbar or the shortcut pop-up **(D)**
- Notice Logos creates separate verse elements for each biblical reference in the selected text



## VIEW TEXT UNIT

To view just the **Text** unit in the content area:

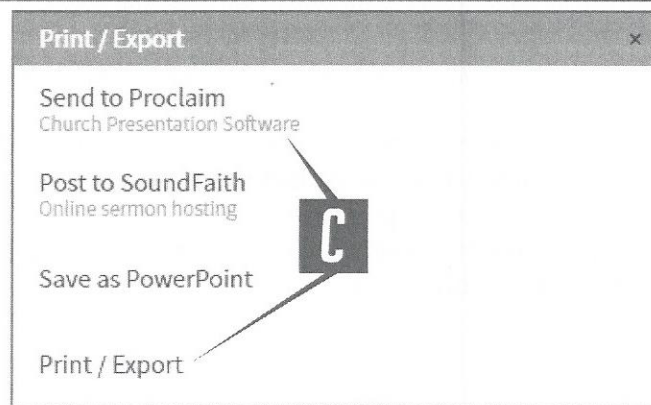
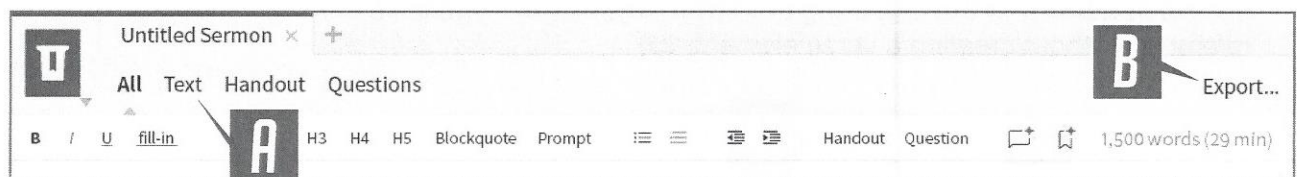
- Click the **Text** icon on the **Sermon** toolbar (A)



## PRINT/EXPORT TEXT UNIT

To print or export just the **Text** unit:

- Click the **Text** view icon on the **Sermon** toolbar (A)
- Click the **Export** icon (B)
- Select desired option on the **Print/Export** window (C)



## HANDOUT AND QUESTIONS

The **Sermon** document also contains two units with separate names, but they're created in the same fashion, therefore, they'll be treated together in the following instructions. With **Handouts** and **Questions**, Logos gives you the flexibility to create two separate units if you need them.

After completing the sermon outline and manuscript or **Text** as it's called, many speakers create a **Handout**, a fill-in-the-blank teaching outline, and/or after-the-message application homework which the **Sermon** file refers to as **Questions**.

As surprising as it may sound, much of the construction of the **Handout** and **Questions** units has already been completed.

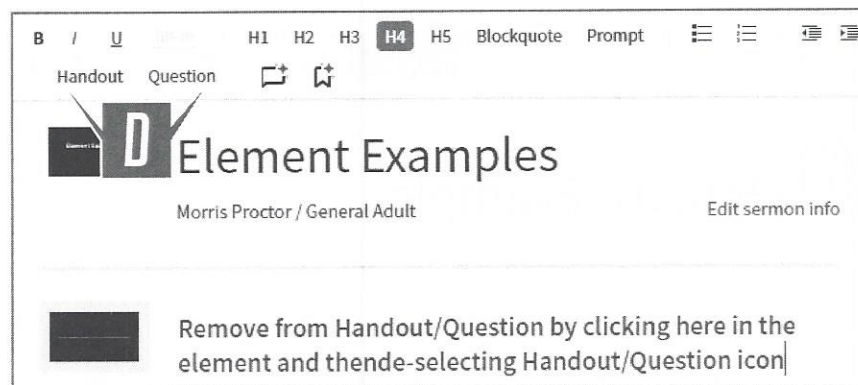
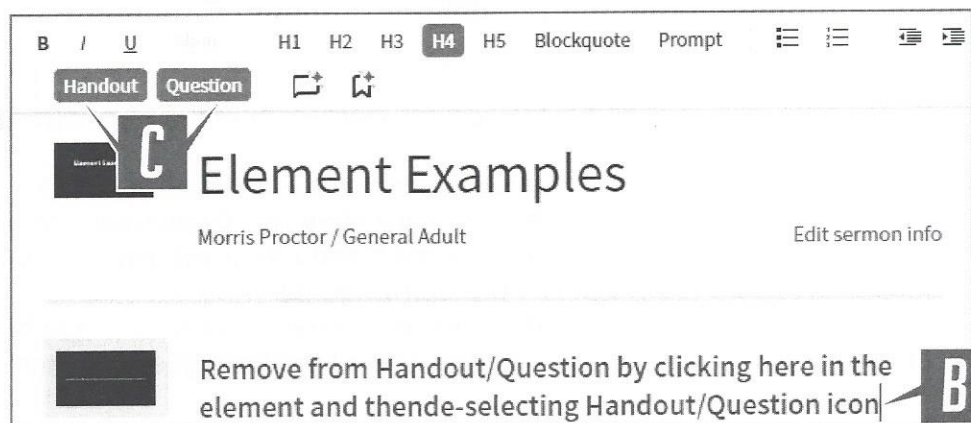
# HEADINGS IN HANDOUTS AND QUESTIONS

Perhaps you noticed, but each time you clicked a **Heading** icon to insert a **Heading** element, the **Handout** and **Questions** icons were automatically selected or black in color **(A)**, which means your **Headings** will automatically go both in the **Handout** and **Questions** units.



To remove any **Heading** from the **Handout** and **Questions** units:

- Click inside a **Heading** element box **(B)**
- Notice the **Handout/Questions** icon is black meaning the element is included in the **Handout/Questions** unit **(C)**
- Click the **Handout/Questions** icon which de-activates or turns the icon white which means the **Heading** element is no longer in the **Handout/Questions** unit **(D)**

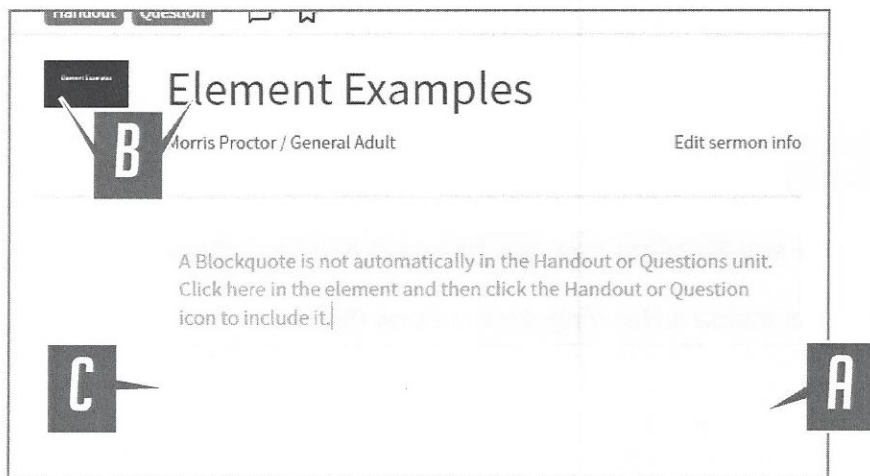


# OTHER ELEMENTS IN HANDOUTS AND QUESTIONS

The other elements described above are NOT, by default, included in the **Handout** and **Questions** units.

To include any element in the **Handout** and **Questions** units:

- Click inside the desired element (**A**)
- Click the **Handout/Questions** icon (**B**)
- Notice the icon turns black (**B**) and the element box turns blue meaning the element is now included in the **Handout/Questions** unit (**C**)



To exclude any element from the **Handout** and **Questions** units:

- Click inside the desired element (**D**)
- Notice the **Handout/Questions** icon is active or black
- Click the **Handout/Questions** icon which de-activates or turns the icon white (**E**)
- Notice the element box is no longer blue which means it's no longer in the **Handout/Questions** unit





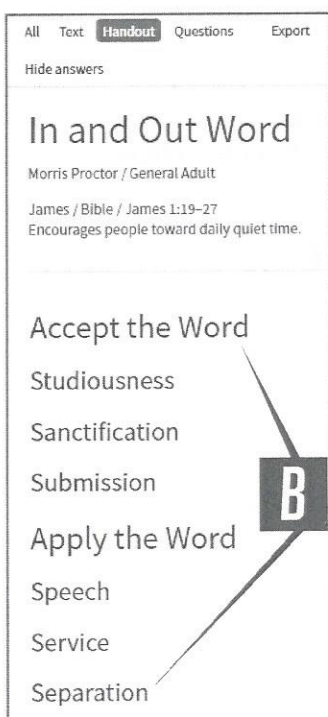
Traditionally in many churches a fill-in-the-blank teaching outline is distributed to listeners. It's very easy to transform text in the **Sermon** document into hidden text replaced with blanks.

## FILL IN THE BLANK

To make text fill-in-the-blank:

- Select text in an element such as a **Heading**, normal text box, **Prompt**, or **Blockquote**.
- Click the **fill-in** icon (**A**)
- Notice the text is still visible in the content area, but now is underlined (**B**)

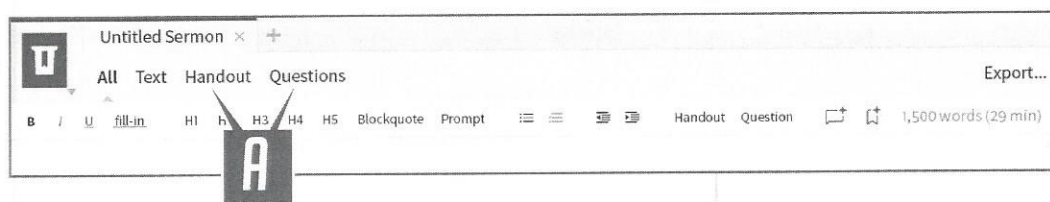
**Please note**, when the **fill-in** text is exported, the words can be hidden and only the blanks will be visible.



To view either the **Handout** or **Questions** unit in the content area:

- Click the **Handout** or **Questions** view icon on the **Sermon** toolbar (**A**)
- Notice only that unit is displayed in the content area (**B**)

**Please note**, no editing can be done in this view only mode. Editing only occurs when the **All** icon is selected.

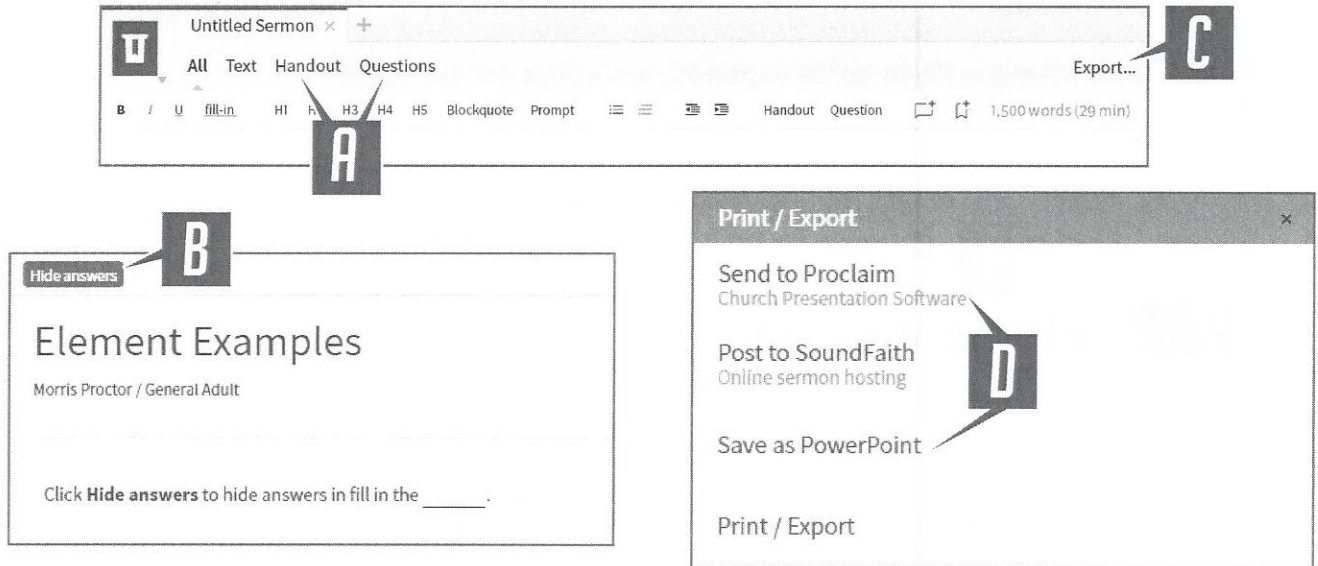


## VIEW HANDOUTS AND QUESTIONS

# PRINT/EXPORT HANDOUT OR QUESTIONS UNIT

To print or export just the **Handout** or **Questions** unit:

- Click the **Handout** or **Questions** view icon on the **Sermon** toolbar **(A)**
- Click the **Hide answers** icon to remove the answers from the fill in the blanks **(B)**
- Click **Export (C)**
- Select desired option on the **Print/Export** window **(D)**



# SLIDES

Another unit created within the **Sermon** document is **Slides**, which can then be exported to Proclaim or PowerPoint.

Individual slides can be created for any element or portion of an element, but some are automatically created when the element is created.

**Slides** are automatically created for these elements:

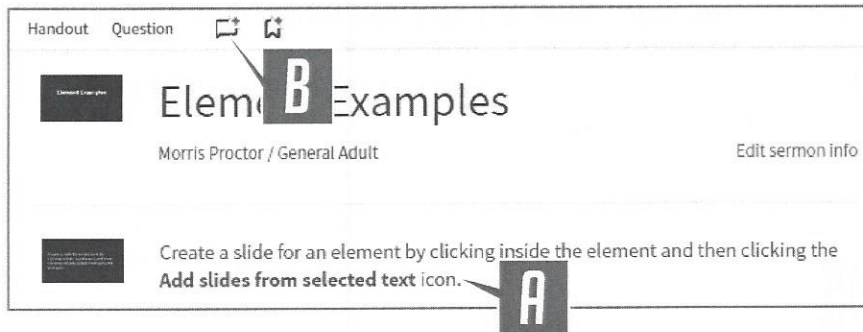
- Sermon Title
- Headings 1-5
- Scripture Verse
- Resource Quote

**Slides** are NOT automatically created for these elements:

- Text Box
- Blockquote
- Prompt

To create a slide for an entire element:

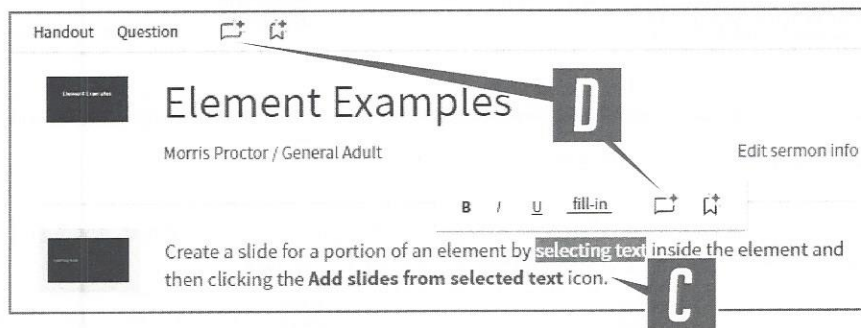
- Click inside the element box **(A)**
- Click the **Add slides from selected text** icon **(B)**



## CREATE SLIDES FOR AN ELEMENT

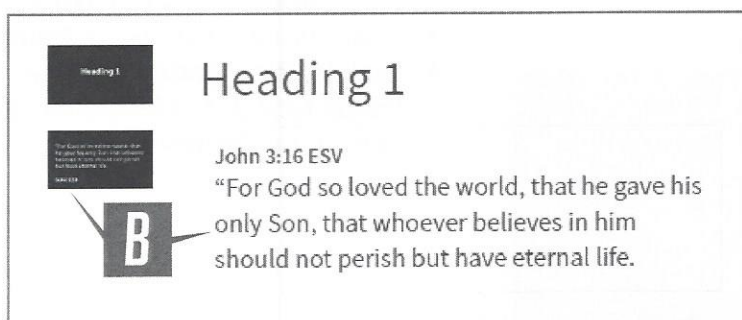
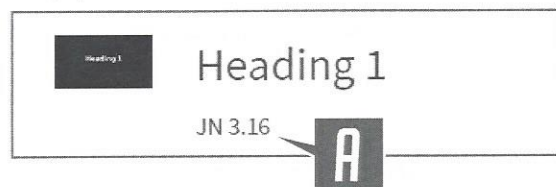
To create a slide for a portion of an element:

- Select text in an element box **(C)**
- Click the **Add slides from selected text** icon on the toolbar or pop-up **(D)**



To make a slide for one biblical reference at a time:

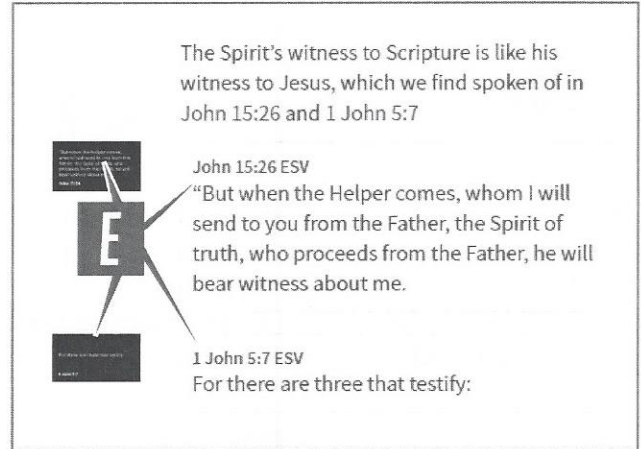
- Type a biblical reference without lower case abbreviations in a normal text box such as: **(A)**
  - John 3:16**
  - JN 3.16**
- NOT
- Jn 3.16**
- jn 3.16**
- Press the **Enter** key
- Notice Logos creates both a verse element and slide **(B)**



## CREATE VERSE SLIDES

To make slides for multiple biblical references from copied text:

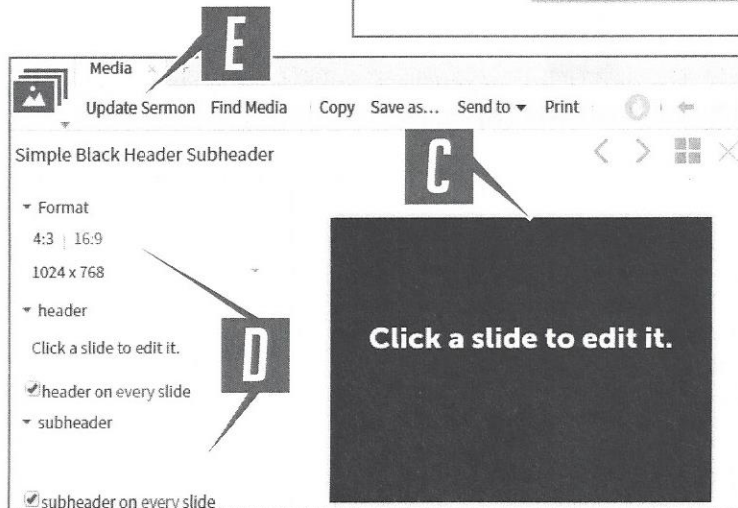
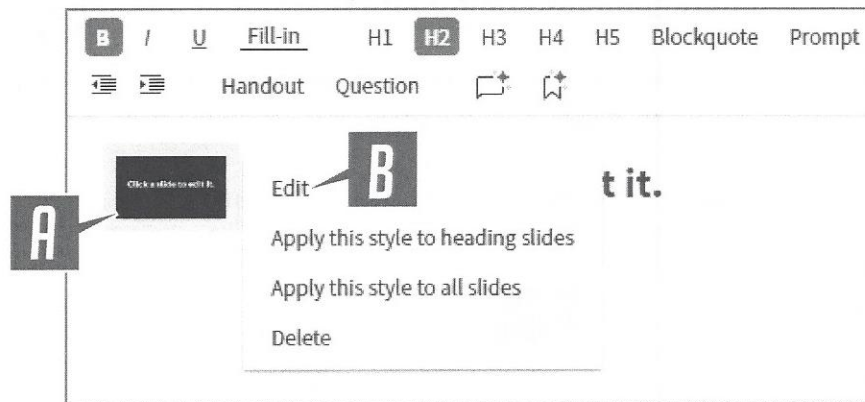
- Copy text, containing multiple biblical references, from a Logos resource
- Select text containing the biblical references **(C)**
- Click the **Add slides from the selected references** icon on the toolbar or pop-up **(D)**
- Notice Logos creates verses elements and slides for all the selected references **(E)**



## EDIT A SLIDE

To edit a slide:

- Click a slide thumbnail in the content area **(A)**
- Click **Edit** in the pop-up **(B)**



- Notice Logos opens **Media** with the slide already loaded for editing **(C)**
- Make desired changes in **Media (D)**
- Click **Update Sermon** on the **Media** toolbar to place the edited slide in the **Sermon** file **(E)**

After you've created slides, you can easily restyle them so all of the slides of the same specific element (Heading 1, Blockquote, etc.) in the document or the entire document itself share the same slide theme.

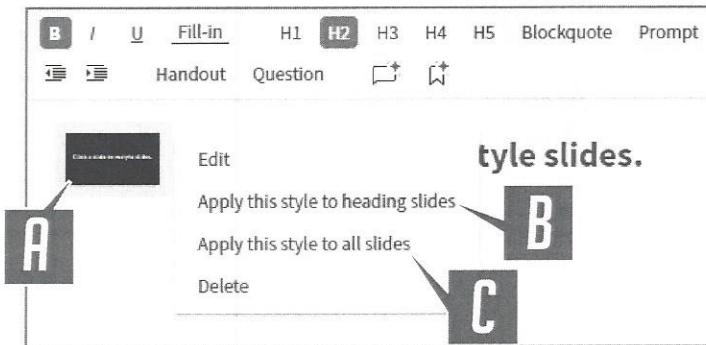
## RESTYLE SLIDES

To restyle all the slides for a specific element:

- Click a slide thumbnail of the element with the desired slide theme **(A)**
- Click **Apply this style to "element" slides** in the pop-up **(B)**
- Notice Logos automatically assigns the same slide theme to all of the slides of that specific element

To restyle all the slides in the document:

- Click a slide thumbnail with the desired slide theme **(A)**
- Click **Apply this style to all slides** in the pop-up **(C)**
- Notice Logos automatically assigns the same slide theme to all of the slides in the document



To delete a slide:

- Click a slide thumbnail in the content area **(A)**
- Click **Delete** in the pop-up **(B)**
- Notice Logos automatically deletes the slide without asking you to confirm the deletion

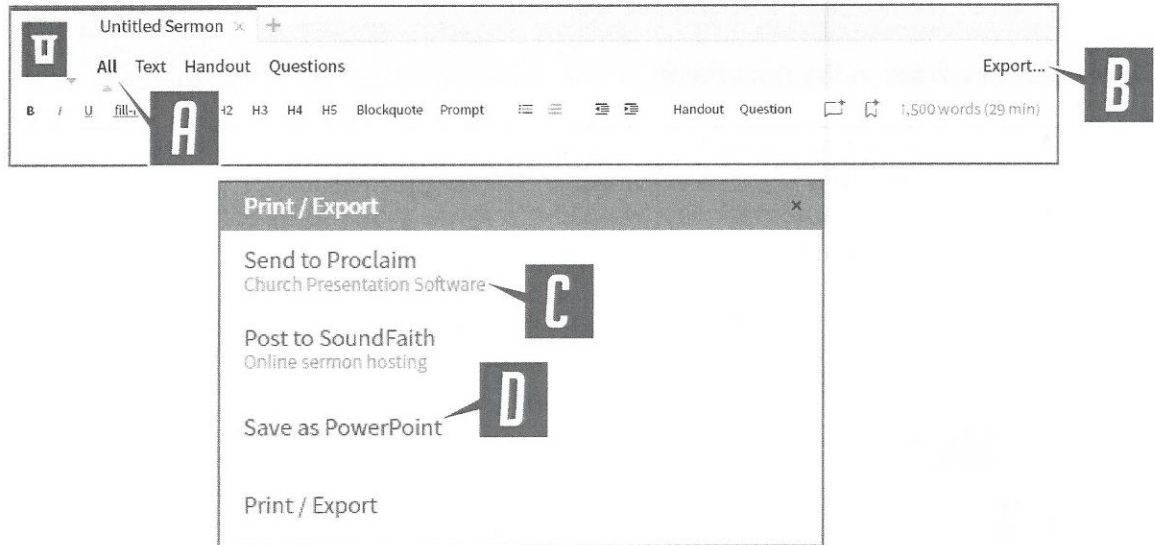
## DELETE A SLIDE



# EXPORT SLIDES

To export slides to Proclaim or PowerPoint:

- Click the **All** view icon (**A**)
- Click the **Export** icon (**B**)
- Select:
  - Send to Proclaim** to create a new presentation which can be accessed from the Open menu in Proclaim (**C**)
  - Save as PowerPoint** to save the slides in a PowerPoint file which can then be opened in PowerPoint (**D**)





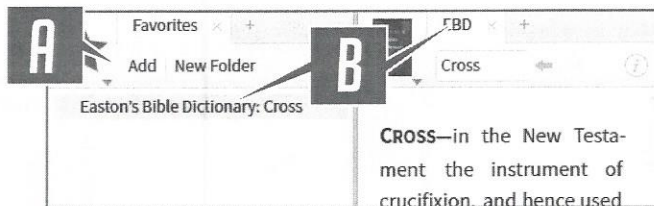
# 14 FAVORITES

**F**iling cabinets, with drawers and folders, store important papers for future use. In Logos we have Favorites, with folders and sub-folders, in which we place links to important places both inside and outside of the software. Then with a click we return to the desired place any time in the future. Let's explore this helpful storage feature in Logos.

This **Favorites** organizational structure will then be synchronized so you can access it from any device with your Logos account.

To save the location of the active tab in the "general favorites folder":

- Choose **Tools | Favorites**
  - Click **Add** on the **Favorites** panel (A)
- or
- Drag and drop a tab to the **Favorites** pane (B)



## SAVE LOCATION TO FAVORITES

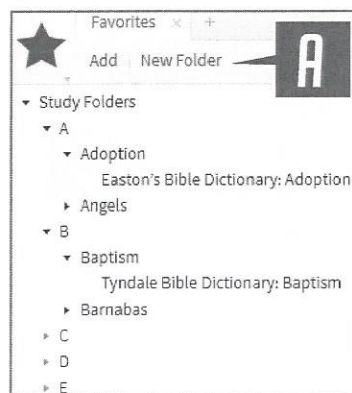
**Add to Favorites**

PC: **Ctrl+D**

Mac: **Cmd+D**

To create a custom **Favorites** folder:

- Choose **Tools | Favorites**
- Click **New Folder (A)**
- Name the folder
- Press **Enter** to save the name

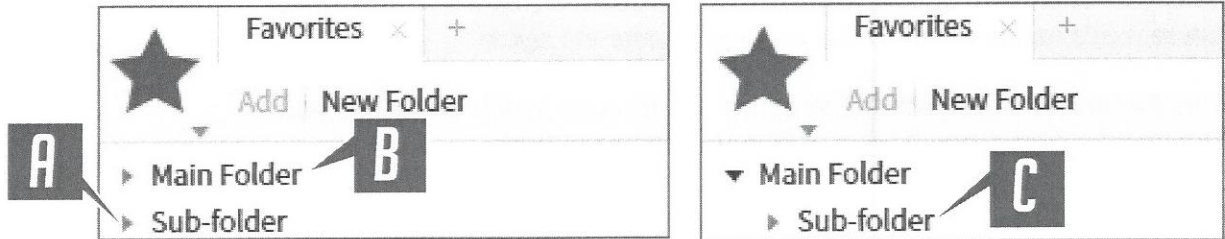


## CREATE A FOLDER

# CREATE SUB FOLDER

To create folders within folders:

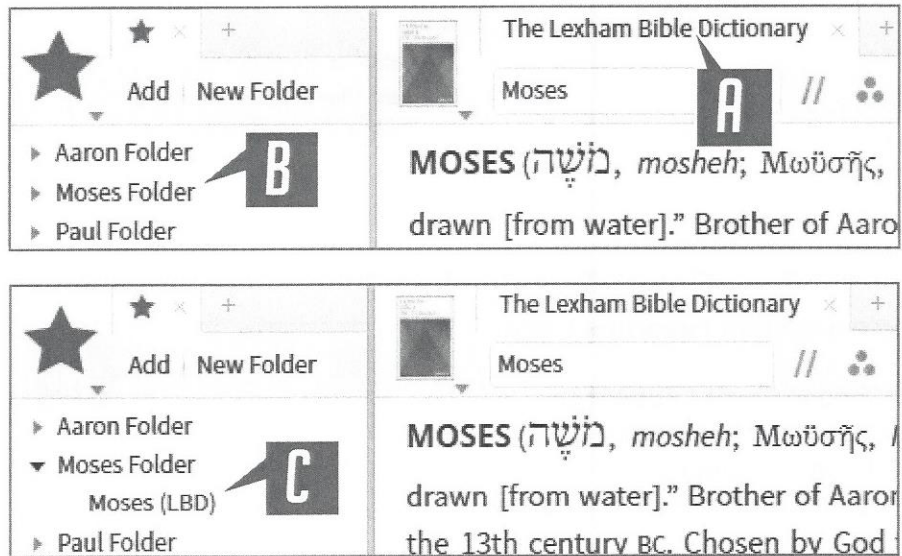
- Choose **Tools | Favorites**
- Drag one folder **(A)** on top of another folder **(B)**
- Notice Logos places that folder in the other creating a sub-folder system **(C)**
- Repeat the process to create additional sub-folders



# SAVE LOCATION TO FOLDER

To save the location of the active tab to a specific folder:

- Drag and drop the tab **(A)** onto the desired folder **(B)** or to a specific location within the folder (the gray line shows where the favorite is being dropped)
- Notice Logos places a link to the location or the folder **(C)**

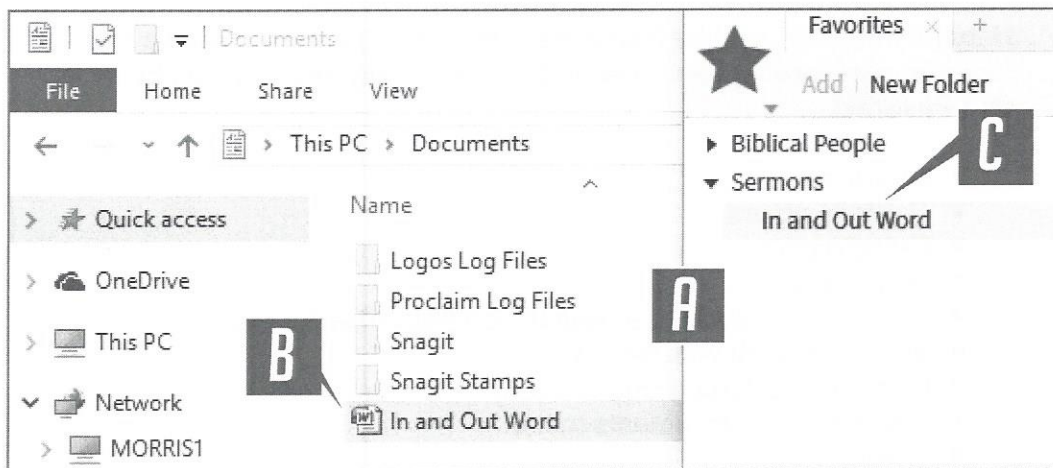




To create a **Favorite** link to a file outside of Logos such as a Word doc, PowerPoint slide show, etc.:

## ADD A FILE

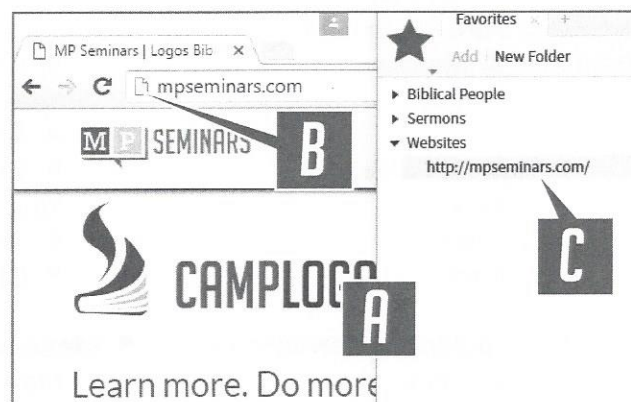
- Open **Favorites**
- Open the location of the file you wish to bookmark (such as in Windows Explorer or Finder or your program's Desktop)
- Position the windows, housing both the Logos program and the location of the file you wish to bookmark, so you can see them both **(A)**
- Drag and drop the file link **(B)** to the desired location within the **Favorites** panel **(C)**
- Click the **Favorite** link to open it in its own program



To create a **Favorite** link to a website:

## ADD A WEBSITE

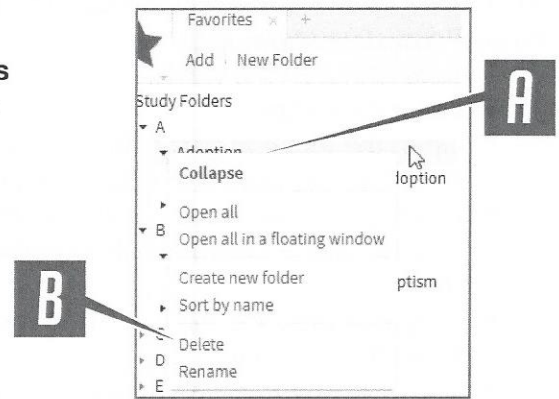
- Open **Favorites**
- Open a web browser to the specific website you wish to bookmark
- Position the Logos program and web browser so you can see them both **(A)**
- Drag and drop the website from the address bar **(B)** to the desired location within the **Favorites** panel **(C)**
- Click the **Favorite** link to open the website in a web browser



## DELETE

To delete a **Favorite** or folder:

- Choose **Tools | Favorites**
- Right click on a **Favorite** or folder (**A**)
- Select **Delete** (**B**)



## IN ACTION

Hopefully you can see the **Favorites** feature is a great way to save and organize your research and preparation. Practically anything can be saved as a **Favorite**:

- Resource
- Guide template
- Guide report
- Search panel
- Search panel open to a search type (Bible, Basic, etc.)
- Specific search with results
- Items on the Tools menu
- Files from the Documents menu
- Layouts
- Files outside of Logos
- Websites

In light of that fact here are some suggestions for **Favorites** folders in which you'll place individual **Favorite** links to the desired locations:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>■ <b>Biblical Books</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Old Testament           <ul style="list-style-type: none"> <li>■ Genesis</li> <li>■ Exodus</li> </ul> </li> <li><input type="checkbox"/> New Testament           <ul style="list-style-type: none"> <li>■ Matthew</li> <li>■ Mark</li> </ul> </li> </ul> </li> <li>■ <b>Topical Folders</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption</li> <li><input type="checkbox"/> Grace</li> <li><input type="checkbox"/> Mercy</li> </ul> </li> <li>■ <b>Preaching Calendar</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> January           <ul style="list-style-type: none"> <li>■ Week 1</li> <li>■ Week 2</li> </ul> </li> <li><input type="checkbox"/> February           <ul style="list-style-type: none"> <li>■ Week 1</li> <li>■ Week 2</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>■ <b>Lectionary</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Year A           <ul style="list-style-type: none"> <li>■ Advent               <ul style="list-style-type: none"> <li><input type="checkbox"/> First Sunday</li> <li><input type="checkbox"/> Second Sunday</li> </ul> </li> <li>■ Christmas</li> </ul> </li> <li><input type="checkbox"/> Year B           <ul style="list-style-type: none"> <li>■ Advent</li> <li>■ Christmas</li> </ul> </li> <li><input type="checkbox"/> Year C           <ul style="list-style-type: none"> <li>■ Advent</li> <li>■ Christmas</li> </ul> </li> </ul> </li> <li>■ <b>Messages in Progress</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Message 1</li> <li><input type="checkbox"/> Message 2</li> </ul> </li> </ul> |
|--|---|