

# **The BibleTime handbook**

# Table of Contents

|  |          |
|--|----------|
| <b><u>The BibleTime handbook</u></b> .....             | <b>1</b> |
| <u>Fred Saalbach</u> .....                             | 1        |
| <u>Jeffrey Hoyt</u> .....                              | 1        |
| <u>Martin Gruner</u> .....                             | 1        |
| <u>Thomas Abthorpe</u> .....                           | 1        |
| <u>Chapter 1. Introduction</u> .....                   | 2        |
| <u>About BibleTime</u> .....                           | 2        |
| <u>Available works</u> .....                           | 2        |
| <u>Motivation</u> .....                                | 3        |
| <u>Chapter 2. Starting BibleTime</u> .....             | 3        |
| <u>How to start BibleTime</u> .....                    | 3        |
| <u>Starting BibleTime</u> .....                        | 3        |
| <u>Startup customization</u> .....                     | 4        |
| <u>Startup sequence</u> .....                          | 4        |
| <u>Chapter 3. Program operation</u> .....              | 4        |
| <u>Program overview</u> .....                          | 4        |
| <u>Parts of the BibleTime application window</u> ..... | 5        |
| <u>The Bookshelf</u> .....                             | 5        |
| <u>Tip</u> .....                                       | 6        |
| <u>Tip</u> .....                                       | 6        |
| <u>The Mag(nifying glass)</u> .....                    | 7        |
| <u>The Desk</u> .....                                  | 7        |
| <u>Tip</u> .....                                       | 7        |
| <u>Tip</u> .....                                       | 7        |
| <u>Searching in works</u> .....                        | 7        |
| <u>Searching text in an open read window</u> .....     | 8        |
| <u>Accessing the search dialog</u> .....               | 8        |
| <u>Search configuration</u> .....                      | 8        |
| <u>Tip</u> .....                                       | 9        |
| <u>Search results</u> .....                            | 9        |
| <u>Tip</u> .....                                       | 10       |
| <u>Tip</u> .....                                       | 10       |
| <u>Tip</u> .....                                       | 10       |
| <u>The Bookshelf Manager</u> .....                     | 11       |
| <u>Bookshelf path(s) setup</u> .....                   | 11       |
| <u>Tip</u> .....                                       | 11       |
| <u>Install/update work(s)</u> .....                    | 11       |
| <u>Remove work(s)</u> .....                            | 11       |
| <u>Search Indexes</u> .....                            | 11       |
| <u>Tip</u> .....                                       | 11       |
| <u>Exporting and Printing</u> .....                    | 11       |
| <u>Chapter 4. Configuring BibleTime</u> .....          | 12       |
| <u>Configure BibleTime Dialog</u> .....                | 12       |
| <u>Display</u> .....                                   | 12       |
| <u>Desk</u> .....                                      | 12       |
| <u>Languages</u> .....                                 | 12       |
| <u>Tip</u> .....                                       | 13       |
| <u>Shortcuts</u> .....                                 | 14       |

# Table of Contents

## **The BibleTime handbook**

|                                   |    |
|-----------------------------------|----|
| <u>Chapter 5. Reference</u> ..... | 15 |
| <u>Main menu reference</u> .....  | 15 |
| <u>File</u> .....                 | 16 |
| <u>View</u> .....                 | 16 |
| <u>Search</u> .....               | 16 |
| <u>Window</u> .....               | 16 |
| <u>Settings</u> .....             | 17 |
| <u>Help</u> .....                 | 17 |
| <u>Works reference</u> .....      | 17 |
| <u>Shortcuts index</u> .....      | 18 |

# The BibleTime handbook

Fred Saalbach

Jeffrey Hoyt

Martin Gruner

Thomas Abthorpe

2.4

Copyright © 1999-2009 the BibleTime team

The BibleTime handbook is part of BibleTime.

## Abstract

BibleTime is a Bible study tool based on the Sword framework.

---

## Table of Contents

### 1. Introduction

About BibleTime

Available works

Motivation

### 2. Starting BibleTime

How to start BibleTime

Starting BibleTime

Startup customization

Startup sequence

### 3. Program operation

Program overview

Parts of the BibleTime application window

The Bookshelf

The Mag(nifying glass)

The Desk

Searching in works

Searching text in an open read window

Accessing the search dialog

Search configuration

Search results

The Bookshelf Manager

Bookshelf path(s) setup

Install/update work(s)

Remove work(s)

Search Indexes

Exporting and Printing

#### 4. Configuring BibleTime

##### Configure BibleTime Dialog

Display

Desk

Languages

Shortcuts

#### 5. Reference

##### Main menu reference

File

View

Search

Window

Settings

Help

Works reference

Shortcuts index

#### **List of Tables**

3.1. Search Types

4.1. Unicode Fonts

## **Chapter 1. Introduction**

### **Table of Contents**

About BibleTime

Available works

Motivation

## **About BibleTime**

BibleTime is a Bible study tool with support for different types of texts and languages. Even large amounts of works modules are easy to install and manage. It is built on the Sword library, which provides the back-end functionality for BibleTime, such as viewing Bible text, searching etc. Sword is the flagship product of the Crosswire Bible Society.

BibleTime is designed to be used with works encoded in one of the formats supported by the Sword project. Complete information on the supported document formats can be found in the developers section of the Sword Project, Crosswire Bible Society.

### **Available works**

Over 200 documents in 50 languages are available from the Crosswire Bible Society. These include:

#### **Bibles**

The full Bible text, with optional things like Strong's Numbers, headings and/or footnotes in the text. Bibles are available in many languages, and include not only modern versions, but also ancient texts like the Codex Leningradensis ("WLC", Hebrew), and the Septuagint ("LXX", Greek). This is the

## The BibleTime handbook

most advanced section in the library of the Sword project.

### Books

Books available include "Imitation of Christ", "Enuma Elish", and "Josephus: The Complete Works"

### Commentaries

Commentaries available include classics like John Wesley's "Notes on the Bible", Matthew Henry's commentary and Luther's "Commentary on Galatians." With the *Personal* commentary you can record your own personal notes to sections of the Bible.

### Daily devotionals

Many people appreciate these daily portions from God's word. Available works include Daily Light on the Daily Path, and the Losungen.

### Lexicons/Dictionaries

Lexicons available include: Robinson's Morphological Analysis Codes, Brown-Driver-Briggs Hebrew Lexicon and the International Standard Bible Encyclopaedia. Dictionaries available include Strong's Hebrew Bible Dictionary, Strong's Greek Bible Dictionary, Webster's Revised Unabridged Dictionary of the English Language 1913, Nave's Topical Bible.

## Motivation

Our desire is to serve God, and to do our part to help others grow in their relationship with Him. We have striven to make this a powerful, quality program, and still make it simple and intuitive to operate. It is our desire that God be praised, as He is the source of all good things.

Every good thing given and every perfect gift is from above, coming down from the Father of lights, with whom there is no variation or shifting shadow.

--James 1:17, NASB

God bless you as you use this program.

## Chapter 2. Starting BibleTime

### Table of Contents

[How to start BibleTime](#)

[Starting BibleTime](#)

[Startup customization](#)

[Startup sequence](#)

## How to start BibleTime

### Starting BibleTime

BibleTime is an executable file that is integrated with the desktop. You can launch BibleTime from the Start Menu with this icon:



BibleTime can also be launched from a terminal command prompt. To launch BibleTime, open a terminal window and type:

```
bibletime
```

## Startup customization

From a terminal you can use BibleTime to open a random verse in the default bible:

```
bibletime --open-default-bible "<random>"
```

To open at a given passage like John 3:16, use:

```
bibletime --open-default-bible "John 3:16"
```

You can also use booknames in your current bookname language.

## Startup sequence

As BibleTime launches you may see the following screens before the main BibleTime window opens:

### Bookshelf Manager

Modifies your Bookshelf. This dialog lets you modify your Bookshelf, add or delete works from your system. It will only be shown if no default Bookshelf can be found. Please see [this section](#) for further details. If you start off with an empty Bookshelf, it will be helpful to install at least one Bible, Commentary, Lexicon and one Book to get to know BibleTime's basic features quickly.

### Configure BibleTime dialog

Customizes BibleTime. This dialog lets you adapt BibleTime to your needs. Please see [the detailed description](#) of this dialog.

## Chapter 3. Program operation

### Table of Contents

#### [Program overview](#)

#### [Parts of the BibleTime application window](#)

##### [The Bookshelf](#)

##### [The Mag\(nifying glass\)](#)

##### [The Desk](#)

#### [Searching in works](#)

##### [Searching text in an open read window](#)

##### [Accessing the search dialog](#)

##### [Search configuration](#)

##### [Search results](#)

#### [The Bookshelf Manager](#)

##### [Bookshelf path\(s\) setup](#)

##### [Install/update work\(s\)](#)

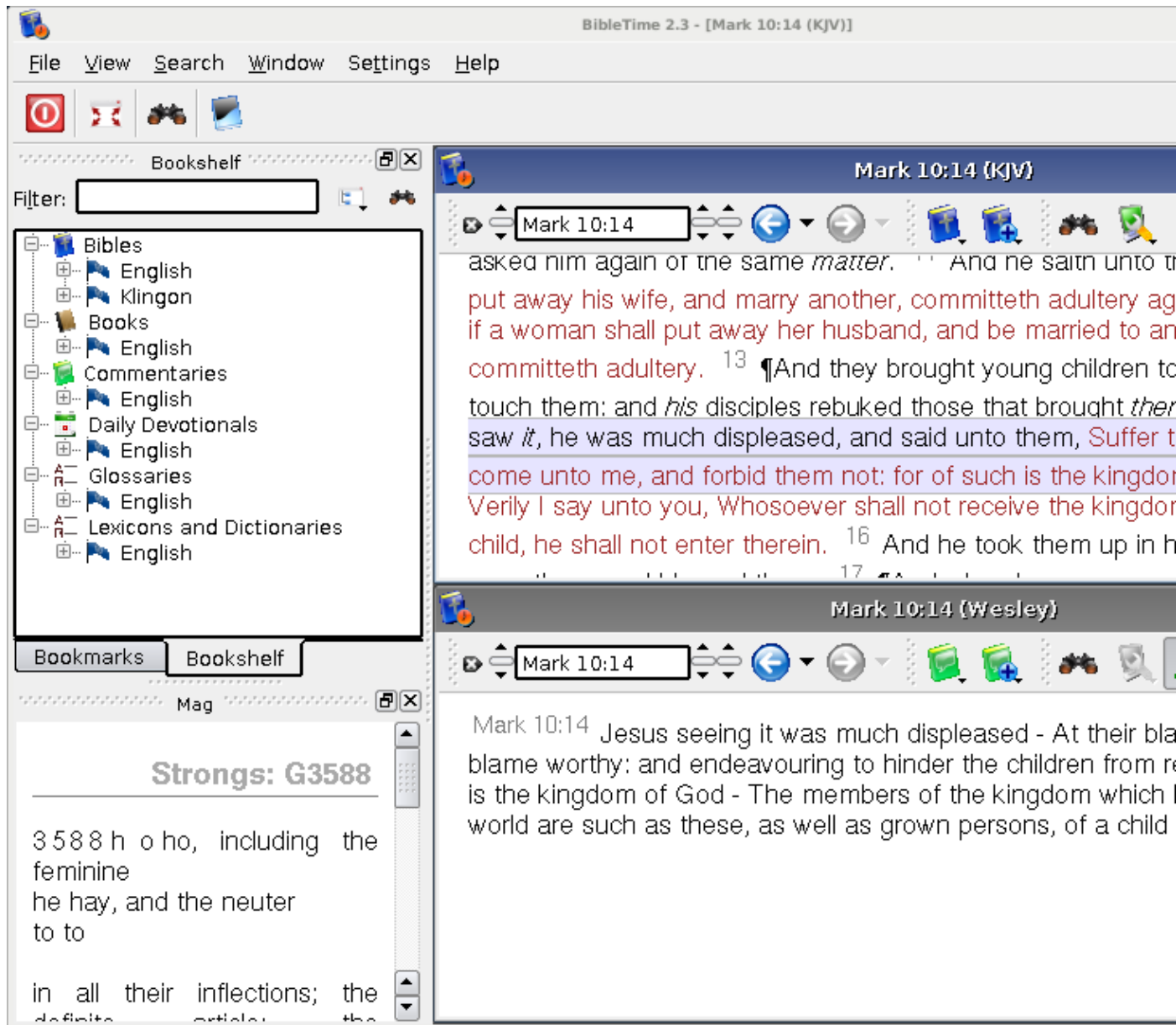
##### [Remove work\(s\)](#)

##### [Search Indexes](#)

#### [Exporting and Printing](#)

## Program overview

This is what a typical BibleTime session looks like:



You can easily see the different parts of the application. The top left window is used to open installed works in the Bookshelf tab, and with the Bookmarks tab you can manage your bookmarks. The little "Mag" window below the Bookshelf is used to display extra information that is embedded in documents. When you move your mouse over a footnote marker, for example, then the Mag will display the actual content of the footnote. The toolbar gives you quick access to important functions, and the Desk on the right side is where you do your real work.

Let us now proceed by looking at the different parts of the application individually.

## Parts of the BibleTime application window

### The Bookshelf

The Bookshelf lists all installed works, sorted by category and language. It also has a category called "Bookmarks". This is where you can store and access your own bookmarks.



## Reading works

To open a work from the bookshelf for reading, simply click with the left mouse button on the desired category (Bibles, Commentaries, Lexicons, Books, Devotionals or Glossaries) to display its contents. Then just click on one of the works to open it for reading. A read window will appear in the Desk area.

## Tip

Drag & Drop Works Here

If you are reading a certain work, and want to open another work at the passage you are reading, you can use a shortcut. Simply click with the left mouse button on the verse/passage reference (pointer changes to hand) and drag it to the Bookshelf. Drop it on the work you want to open, and it will be opened for reading at the specified location. You can also drag a verse reference into an existing read window, then it will jump to the specified location.

## Additional information about works

If you click with the right mouse button on the symbol of a work, you will see a menu with additional entries that are relevant for this work. "About this work" opens a window with lots of interesting information about the selected work. "Unlock this work" opens a small dialog for encrypted documents, where you can enter the unlock key to access the work. For additional information on locked works, please see [this page](#) on the Crosswire Bible Society web site.

## Searching in works

You can search in a work by clicking with the right mouse button on its symbol and selecting "Search in work(s)". By pressing Shift and clicking on other works you can select more than one. Then follow the same procedure to open the search dialog. You will be searching in all of these documents. A complete description of the operation of the search features can be found [here](#).

## Working with bookmarks

## Tip

Drag & Drop Works Here

Click with the right mouse button on the bookmark category of the bookshelf and select "Create new folder" to create a new bookmark subfolder. You can use normal drag & drop functions to drag verse references from read windows or search results to the bookmark folder, and to rearrange bookmarks between folders.

You can also import bookmarks from other people or export bookmarks to share them. To do this, open the context menu of the bookmark folder as described above, and select "Export bookmarks". This will bring up a dialog box for you to save the bookmark collection. You can import bookmarks in a similar way.

You can also click with the right on folders and bookmarks to change their names and descriptions.

## The Mag(nifying glass)

This little window in the lower left corner of the BibleTime window is purely passive. Whenever your mouse cursor is located over some text with additional information (e.g., Strong's numbers), then this additional information will be displayed in the Mag, and not in the text itself. Just try it out.

## The Desk

The Desk is where the real work with BibleTime takes place. Here you can open works from the Bookshelf, read them, search in them, and even save your annotations in the personal commentary module (see below).

### Reading works

As we have already seen, you can open works for reading simply by clicking on their symbol in the Bookshelf. A read window will open in the Desk's area. Every read window has a toolbar. There you can find tools to navigate in the work that this read window is connected to, as well as history buttons like the ones that you know from your browser.

### Read window placement

Of course, you can open multiple works at the same time. There are several possibilities for arranging the read windows on the desk. Please have a look at the entry Window in the main menu. There you can see that you can either control the placement of the read windows completely yourself, or have BibleTime handle the placement automatically. To achieve this, you have to select one of the automatic placement modes available at Window Arrangement mode. Just try it out, it's simple and works.

### Editing your own commentary

To be able to store your own comments about parts of the Bible, you have to install a certain work from the library of the Crosswire Bible Society. This work is called "Personal commentary".

If you open the personal commentary by clicking on its symbol in the Bookshelf with a left mouse button, it opens in read mode. You will not be able to edit it in this mode. Should you wish to write annotations into the personal commentary, you have to open it with the right mouse button and then select Edit this work and then either Plain text(source code editor) or HTML(basic gui wysiwyg editor).

### Tip

If Edit this work is deactivated, please check if you have write permission for the files of the personal commentary.

### Tip

Drag & drop works here. Drop a verse reference and the text of the verse will be inserted.

## Searching in works

## Searching text in an open read window

You can look for a word or phrase in the open read window (e.g. the chapter of a bible that you're reading) just like you are used to from other programs. This function can be reached either by clicking with the right mouse button and selecting Find..., or by using the shortcut **CtrlF**. Read on to learn how you can search in entire works.

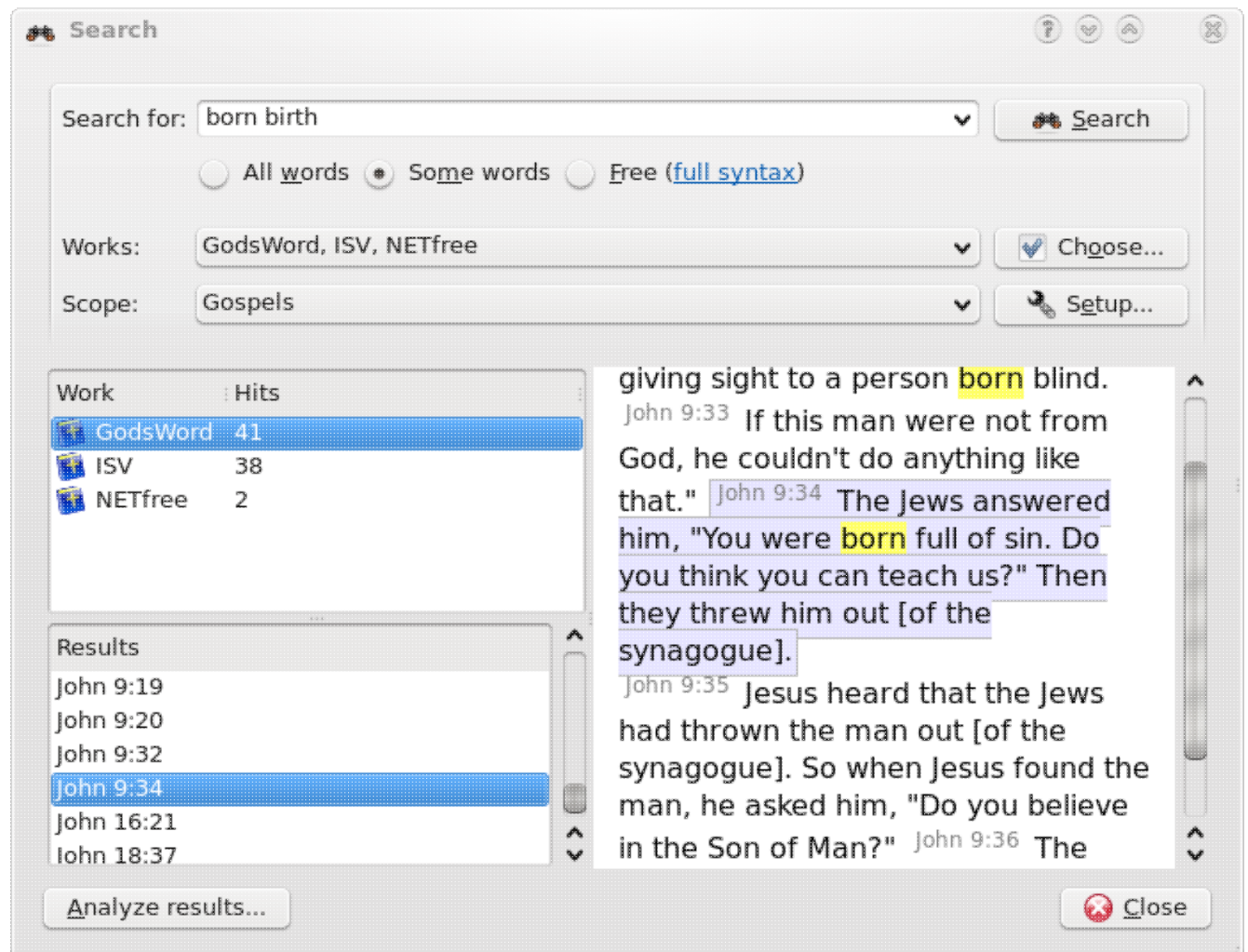
## Accessing the search dialog

You can search in a work by clicking with the right mouse button on its symbol in the Bookshelf and selecting Search in work(s). By holding Shift or Ctrl and clicking on other work's names you can select more than one. Then follow the same procedure to open the search dialog. You will be searching in all of these works at the same time.

You can also access the search dialog by clicking on Search from the main menu, and selecting the appropriate entry.

A third possibility to start searches is to click on the search symbol in an open read window.

## Search configuration



## Selecting works

At the top of the options tab you will find Choose(works). If you would like to search in multiple works, click on this button and you will be offered a menu where you can select the works you want to search in.

## Using Search Scopes

You can narrow the scope of your search to certain parts of the Bible by selecting one of the predefined scopes from the list in Search scope. You can define your own search ranges by clicking the Setup ranges button.

## Basic Search Syntax Introduction

Enter the search phrase separated by spaces. By default the search function will return results that match all the words. If you want to find any of the words entered, select the Some words button. If you want to perform a more complex search, select the Free button. You can see examples of searches by clicking on full syntax.

You can use wildcards: '\*' matches any number of characters, while '?' will match any single character. The use of brackets allows you to group your search terms, e.g. '(Jesus OR spirit) AND God'.

To search text other than the main text, enter the text type followed by ':', and then the search term. Refer to the table below for examples.

Available text types:

**Table 3.1. Search Types**

| Prefix    | Meaning                   | Example        |
|-----------|---------------------------|----------------|
| heading:  | searches headings         | heading:Jesus  |
| footnote: | searches footnotes        | footnote:Moses |
| strong:   | searches Strong's Numbers | strong:G535    |
| morph:    | searches morphology codes | morph:N-GSM    |

## Tip

You can right click on an installed work and select About to find which of the above search criteria may work for you. Not all works have the built in features for performing this type of search.

BibleTime uses the Lucene search engine to perform your searches. It has many advanced features, and you can read more about it here: <http://lucene.apache.org/java/docs/index.html>.

## Search results

Here you can see how many instances of the search string were found, sorted by works. Clicking on a work with the right mouse button allows you to copy, save, or print all verses that were found in a certain work at once. This also works when you click on one or more of the references to copy, save or print them. Clicking on a particular reference opens that verse up in context in the preview window below.

## Tip

Drag a reference and drop it on a work symbol on the Bookshelf to open the work at that verse in a new read window.

## Tip

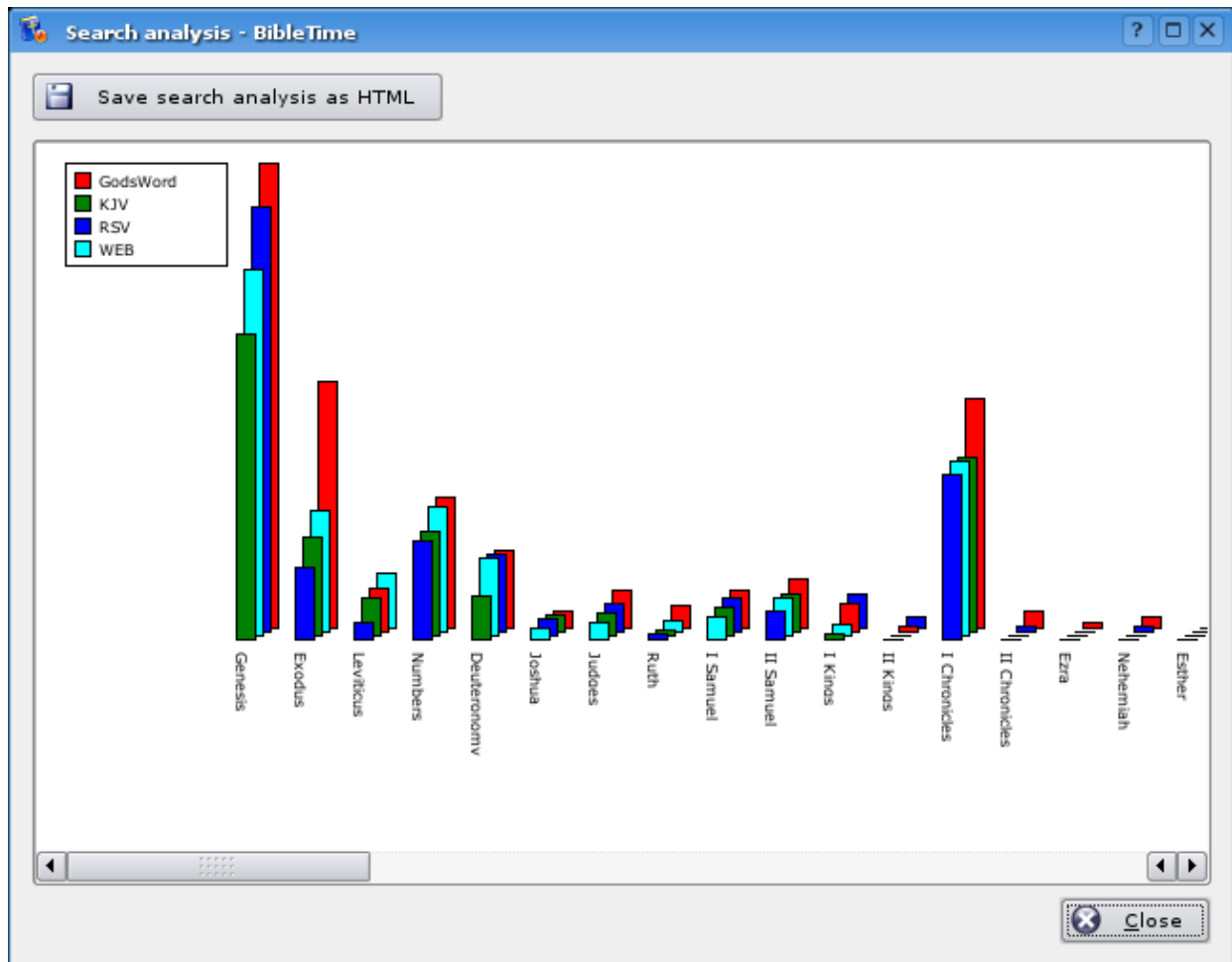
Drag a reference and drop it on an open read window, and it will jump to that verse.

## Tip

Select references and drag them to the Bookshelf to create bookmarks.

### Search result analysis

Click on Search analysis to open the search analysis display. This gives a simple graphic analysis of the number of instances the search string was found in each book of the Bible, and you can also save the analysis.



## The Bookshelf Manager

The Bookshelf Manager is a tool to manage your Bookshelf. You can install new works to your Bookshelf, and update or remove existing works from your Bookshelf. Access it by clicking Settings Bookshelf Manager in the main menu.

### Bookshelf path(s) setup

Here you can specify where BibleTime may store your Bookshelf on the hard drive. You can even store it in multiple directories. Default is "~/sword/".

### Tip

If you have a sword CD, but do not want to install all the works on the hard disk, but use them directly from the CD, then you can add the path to the CD as one of your bookshelf paths. When you start BibleTime, it will show all works on the CD if it is present.

### Install/update work(s)

With this facility, you can connect to a repository of works (called "library"), and transfer one or more works to your local Bookshelf. These libraries may be local (e.g. a Sword CD), or remote (e.g. Crosswire's online repository of Sword modules, or another site offering Sword modules). You can manage your libraries with Add library and Delete library.

To begin the installation or update process, select a library you want to connect to and a local Bookshelf path to install the work(s) to. Then click on Connect to library. BibleTime will scan the contents of the library and present you with a list of works that you can add to your Bookshelf, or that you already have installed but are available in a new version in the library, and thus can be updated. Then you can mark all works that you want to install or update, and click on Install works. They will then be transferred to your Bookshelf.

### Remove work(s)

This facility allows you to delete one or more of the works from your Bookshelf too free up disk space. Simply mark the items and click on Remove works.

### Search Indexes

This option allows you to create new search indexes and cleanup orphaned index files for removed works.

### Tip

If you are having problems with your search function, visit this feature.

## Exporting and Printing

In many places, you can open a context menu by clicking with the right mouse button. Depending on context, it will allow you to Select, Copy (to clipboard), Save or Print text. This works for example in the read windows, when you click on the normal text or the verse reference, or in the search result page when you click on a work or one or more verse references. It is pretty straightforward, so just try it out.

Printing from BibleTime is rather basic and is intended as a utility. If you are composing a document or presentation containing text from BibleTime works, we suggest that you use one of the presentation or editing tools on your system to format your document, rather than printing from BibleTime directly.

## Chapter 4. Configuring BibleTime

### Table of Contents

#### Configure BibleTime Dialog

##### Display

##### Desk

##### Languages

##### Shortcuts

In this section you find an overview to configure BibleTime, which can be found under Settings in the main menu.

## Configure BibleTime Dialog

The BibleTime user interface can be customized in many ways depending on your needs. You can access the configuration dialog by selecting Settings Configure BibleTime.

### Display

The startup behavior can be customized. Select from the following options:

- Show startup logo

Display templates define the rendering of text (colors, size etc.). Various built-in templates are available. If you select one, you will see a preview on the right pane.

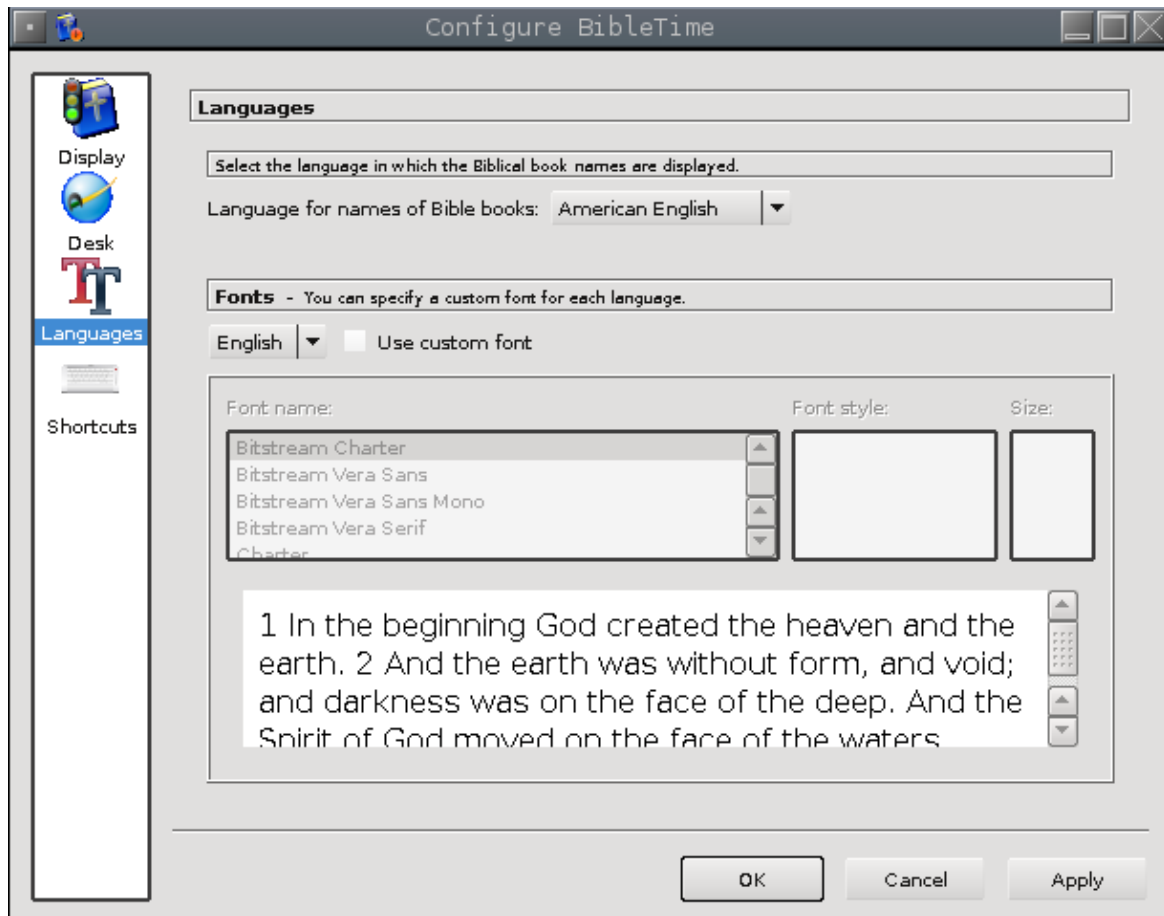
### Desk

Many features provided by the Sword backend can now be customized in BibleTime. These features are documented right in the dialog. You also have the possibility to specify standard works that should be used when no specific work is specified in a reference. An example: The standard Bible is used to display the content of cross references in the Bible. When you hover over them, the Mag will show the content of the verses referred to, according to the standard Bible you specified. With the use of text filters, you can control the appearance of the text.

### Languages

Here you can specify which language should be used for the biblical booknames. Set this to your native language, if it is available, and you'll feel at home.

By default, BibleTime uses the default system display font. You can override this font if necessary. Some languages require special fonts to be displayed correctly, and this dialog allows you to specify a custom font for each language.



The Options dialog - Fonts.

BibleTime can now use all supported fonts. As long as the works you are interested in display correctly nothing needs to be done here. If a work only displays as a series of question marks (?????) or empty boxes, then you know that the standard display font does not contain the characters used in this work.

To correct this, choose this work's language from the drop down menu. Select the use custom font checkbox. Now select a font. For example, a font that supports many languages is Code2000. If no installed font can display the work you are interested in, try installing the localization package for that language.

## Installing fonts

Detailed font installation instructions are outside the scope of this handbook. For further information you might want to refer to the [Unicode HOWTO](#).

## Tip

If you use a small font like Clearlyu (about 22kb), BibleTime will run faster than with a large font like Bitstream Cyberbit@ (about 12Mb).

## Obtaining Fonts

Fonts can be obtained from a number of sources:



- Your \*nix distribution.
- Your distribution's localization packages.
- An existing Microsoft Windows® installation on the same computer.
- A font collection, such as are available from Adobe or Bitstream.
- Online font collections.

Unicode fonts support more characters than other fonts, and some of these fonts are available at no charge. None of available fonts includes all characters defined in the Unicode standard, so you may want to use different fonts for different languages.

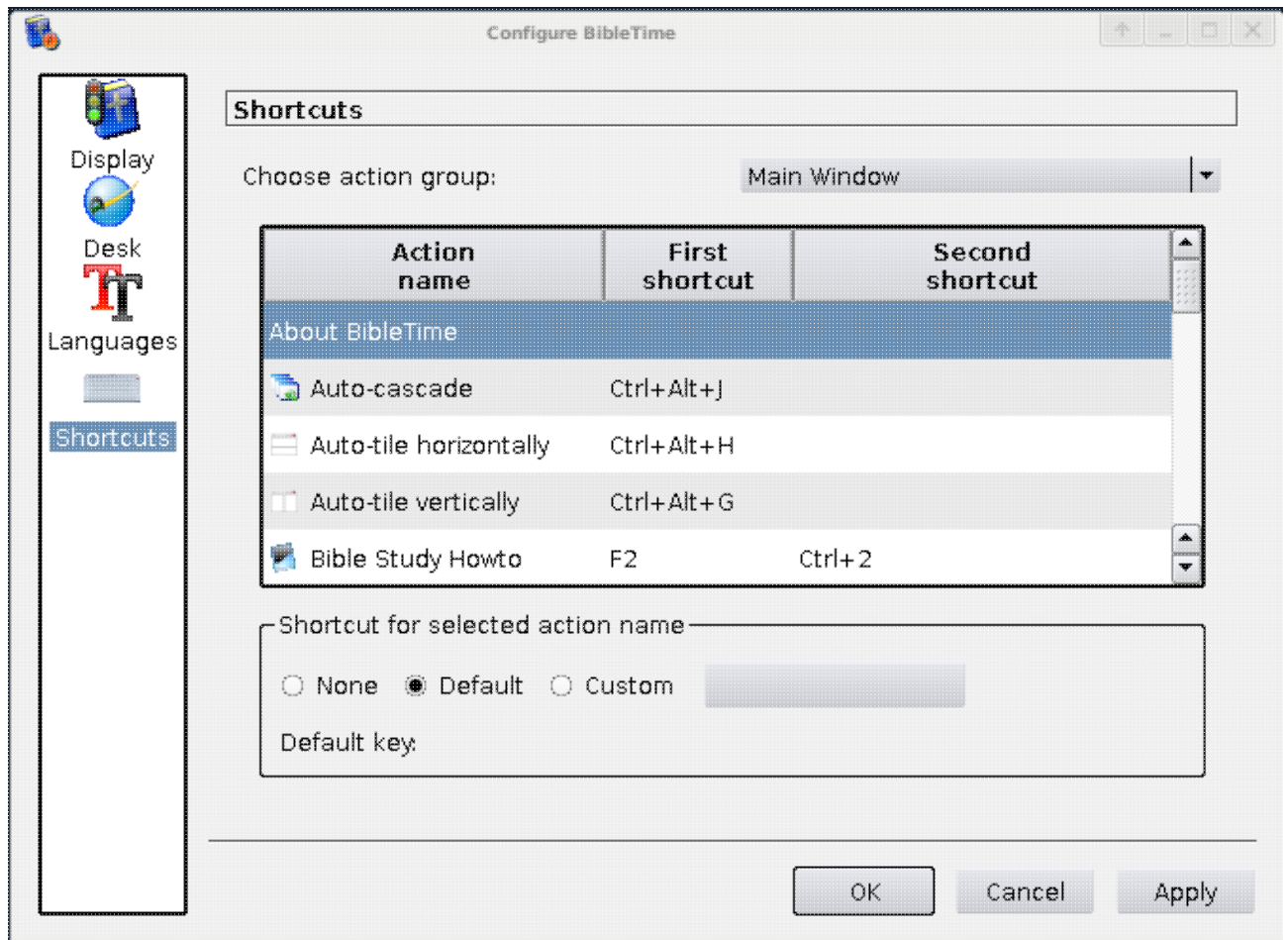
**Table 4.1. Unicode Fonts**

|   |   |
|---|---|
| <a href="#"><u>Code2000</u></a>                           | Perhaps the best free Unicode font, covering a wide range of characters.                      |
| <a href="#"><u>SIL unicode fonts</u></a>                  | Excellent Unicode fonts from the Summer Institute of Linguistics.                             |
| <a href="#"><u>FreeFont</u></a>                           | A new free Unicode font initiative.   |
| <a href="#"><u>Crosswire's font directory</u></a>         | Several fonts available from the Crosswire Bible Society FTP site.                            |
| <a href="#"><u>Bitstream CyberBit</u></a>                 | Covers almost the entire range of Unicode, but might slow BibleTime down because of its size. |
| <a href="#"><u>Clearlyu</u></a>                           | Included in some distributions. Contains European, Greek, Hebrew, Thai.                       |
| <a href="#"><u>Caslon, Monospace, Cupola, Caliban</u></a> | Partial coverage, see information on linked site.   |

There are good Unicode font lists on the net, as the one by Christoph Singer ( [Multilingual Unicode TrueType Fonts in the Internet](#)), or the one by Alan Wood ( [Unicode character ranges and the Unicode fonts that support them](#)).

## Shortcuts

Shortcuts (previously known as HotKeys) are special key commands that can be used in the place of the menu items and icons. A number of BibleTime's commands have predefined Shortcuts (see [this section](#) for a complete listing). Most of BibleTime's commands can be assigned Shortcuts. This is very helpful to quickly access the functions that you need the most.



In the preceding example, F2, Bible Study Howto has a secondary shortcut defined, CTRL+2.

## Chapter 5. Reference

### Table of Contents

#### Main menu reference

File

View

Search

Window

Settings

Help

#### Works reference

#### Shortcuts index

## Main menu reference

In this section you can find detailed descriptions of all entries in the main menu of BibleTime. They are ordered in just the way they appear in BibleTime, with all the sub-items listed under the major menu item they belong to. You can also see the shortcut of each item; a complete listing of all shortcuts can be found in [this section](#).

## File



**File Quit (CtrlQ)**

Closes BibleTime. BibleTime will ask you if you want to write unsaved changes to disk.

## View



**View Fullscreen mode (F5)**

Toggles full screen display. Toggle this setting to maximize the BibleTime window.

**View Show toolbar (F6)**

Toggles Toolbar display. Toggle this setting to turn the main toolbar on or off.

**View Show Bookshelf**

Toggles display of the Bookshelf. Toggle this setting to turn the Bookshelf on the left pane on or off. This can be handy if you need more space for the Mag.

**View Show Bookmarks**

Toggles display of the Bookmarks. Toggle this setting to turn the Bookmarks on the left pane on or off. This can be handy if you need more space for the Mag.

**View Show Mag**

Toggles display of the Mag(nifying glass). Toggle this setting to turn the Mag on the left pane on or off.

## Search



**Search Search in standard bible (CtrlAltF)**

Opens the Search Dialog to search in the standard Bible only. More works can be added in the Search Dialog. A more detailed search description can be found [here](#).



**Search Search in open work(s) (CtrlO)**

Opens the Search Dialog to search in all open works. Works can be added or removed in the Search Dialog. A more detailed search description can be found [here](#).

## Window

**Window Save session**

Directly saves the current session. This will open a context menu where you can select an existing session to save to. It will be overwritten with your current session. See the next item on how to save to a new session.

**Window Save as new session (CtrlAltS)**

Saves the current session under a new name. This will ask for a new name to save the session to.

**Window Load session**

Loads an existing session. This will open a context menu where you can select an existing session to load.

**Window Delete session**

Deletes an existing session. This will open a context menu where you can select an existing session that should be deleted.

**Window Arrangement mode**

Controls the basic window arrangement behaviour. In the opening context menu, you can either specify that you want to take care of the window arrangement yourself (Manual mode) or have

BibleTime handle it for you (Automatic modes, just try them out!).



Window Cascade (**CtrlJ**)  
Cascades all open windows.



Window Tile vertically (**CtrlG**)  
Automatically tiles all open windows vertically.



Window Tile horizontally (**CtrlH**)  
Automatically tiles all open windows horizontally.



Window Close all (**CtrlAltW**)  
Closes all open windows.

## Settings



Settings Configure BibleTime  
Opens BibleTime's main configuration dialog. You can configure all kinds of nice settings there to adapt BibleTime to your needs. Please see [this section](#) for details.



Settings Bookshelf Manager (**F4**)  
Opens a dialog where you can change your Sword configuration and manage your bookshelf. Please see [this section](#) for details.

## Help



Help Handbook (**F1**)  
Opens BibleTime's user guide You are reading it now.



Help Bible Study Howto (**F2**)  
Opens a guide on how to study the Bible It is the hope of the BibleTime team that this HowTo will provoke the readers to study the scriptures to see what they say. This particular study guide has been chosen as it takes care not to advocate any particular denominational doctrine. We expect you to read and study the scriptures to understand what they say. If you start with the attitude that you want to have the Lord sow his word in your heart He will not disappoint you.

Help About

Opens a window about BibleTime project information contains information about BibleTime software version, project contributors, Sword software version, Qt software version and the license agreement.

## Works reference

In this section you can find descriptions of the icons associated with open works.



Scrolls forward through history.



Scrolls back through history.



Select an installed bible.



Select an additional bible.



Search in selected works.



Display configuration.



Select an installed commentary.



Select additional commentary.



Synchronize displayed entry with active Bible window.



Select a book.



Select an installed glossary or devotional.



Select an additional glossary or devotional.

## Shortcuts index

This is index of all shortcuts and their corresponding description in the handbook. The shortcuts are sorted (roughly) alphabetical. If you want to directly find out which shortcuts a certain menu item has, you can either look at the entry itself in BibleTime (as it always shows the shortcut), or you can look it up in [this section](#).

| Shortcut        | Description  |
|-----------------|--|
| <b>AltLeft</b>  | Moves back in the history of read windows.   |
| <b>AltRight</b> | Moves forward in the history of read windows.  |
| <b>CtrlAltF</b> | <u>Search</u> <u>Search in default bible</u> equivalent; opens the search dialog to search in the default bible. |
| <b>CtrlAltG</b> | Window Arrangement mode Auto-tile vertically equivalent; toggle automatic window tiling.                         |
| <b>CtrlAltH</b> |  |

## The BibleTime handbook

|                 |   |
|-----------------|---|
|                 | Window Arrangement mode Auto-tile horizontally equivalent; toggle automatic window tiling.                        |
| <b>CtrlAltJ</b> | Window Arrangement mode Auto-cascade equivalent; toggle automatic window cascading.                               |
| <b>CtrlAltM</b> | Window Arrangement mode Manual mode equivalent; toggle manual window placement.                                   |
| <b>CtrlAltS</b> | <u>Window Save as new session</u> equivalent; saves current layout as new session.                                |
| <b>CtrlAltW</b> | <u>Window Close all</u> equivalent; closes all open windows.  |
| <b>Ctrl-</b>    | Zoom out. This decreases the font size of read windows.   |
| <b>Ctrl+</b>    | Zoom in. This increases the font size of read windows.  |
| <b>CtrlA</b>    | Select all. This selects all text in read windows.  |
| <b>CtrlC</b>    | Copy. This copies the selected text to the clipboard.   |
| <b>CtrlF</b>    | Search. This lets you search within the text of a read window.  |
| <b>CtrlG</b>    | <u>Window Tile vertically</u> equivalent.   |
| <b>CtrlH</b>    | <u>Window Tile horizontally</u> equivalent.   |
| <b>CtrlJ</b>    | <u>Window Cascade</u> windows equivalent.   |
| <b>CtrlL</b>    | Change location. Changes focus to the toolbar field for the selected work.  |
| <b>CtrlN</b>    | Search with works of this window.   |
| <b>CtrlO</b>    | <u>Search Search in open work(s)</u> equivalent; opens the search dialog to search in all currently opened works. |
| <b>CtrlQ</b>    | <u>File Quit</u> equivalent; closes BibleTime.  |
| <b>CtrlW</b>    | Closes the current window.  |
| <b>F1</b>       | Help Handbook equivalent; opens the handbook.   |
| <b>F2</b>       | Help BibleStudy Howto equivalent; opens the BibleStudy Howto.   |
| <b>F4</b>       | <u>Settings Bookshelf Manager</u> equivalent; opens the Bookshelf Manager.  |
| <b>F8</b>       | <u>View Show Bookshelf</u> equivalent; toggles display of the Bookshelf.  |
| <b>F9</b>       | <u>View Show mag</u> equivalent; toggles display of the mag(nifying glass).                                       |