

Accordance

Quick Reference Guide



The Accordance interface is designed around a few key concepts:

1. **The Bible is Central**

The text of the Bible, rather than a list of books or web-style browser, is the central interface element of Accordance

2. **Searching is Central**

Everything you need to do a search is available in the top part of the window.

3. **What You See is What You Get**

What you enter in the top part of the window is always reflected in the bottom part.

The only exception is when you change the search criteria but do not click the Search button to perform the search. At those times, the Search button becomes active to indicate that you need to update the search.



4. **Instant Access**

The Resource palette gives you instant access to every Bible, commentary, and study aid you own.

If you select some text before choosing a resource from the Resource palette, that resource will automatically be searched for the text you selected.

5. **Economy of Effort**

Triple-clicking a word or Scripture reference will automatically look it up in the first tool of the appropriate type. (See page 3)

The Instant Details box at the bottom of the screen gives you instant information about certain items your mouse passes over.

6. **Minimal Clutter**

Window panes and workspace tabs reduce the number of windows you have to manage and rearrange.

7. **Consistency**

Once you learn how to do something in Accordance, you'll utilize numerous other features in much the same way.

Using the Resource Palette

The Resource palette gives you instant access to all your Accordance resources.

Organization

Texts are primary resources: Bible texts and translations, as well as ancient writings like Josephus, Qumran, Mishna, etc. Texts are divided by language: **English, Greek, and Hebrew**. **Text Sets** let you group multiple texts together for one-step opening or searching.

Also in the Texts section are the **Parallels** and **Context** buttons. Parallels let you view parallel passages in the Gospels, Old Testament, etc. Context opens a window showing you the selected verse in context.

Tools are secondary resources which give you more information about the Texts, such as commentary on the Bible or index of Qumran scrolls. Tools are divided into five categories according to their *structure*:



Type of Tool	Structure	Look Here For
English Tool	English Alphabetical Order	Bible Dictionaries, Topical Resources, etc.
Greek Tool	Greek Alphabetical Order	Greek Lexicons
Hebrew Tool	Hebrew Alphabetical Order	Hebrew Lexicons
Reference Tool	Bible Verse Order	Commentaries, Cross-References, Translation and Study Bible Notes, Outlines
General Tool	Any Other Method (Chapter and Section, Calendar Date, etc.)	Historical Works, Systematic Theologies, Devotional Literature, Grammars, etc.

Tool Sets let you group multiple tools (of any type) together for one-step opening or searching.

The **Background** section of the palette includes the **Map** and **Timeline**.

The **My Stuff** section of the palette includes **User Tools** and **User Notes**.

The **Language** section of the palette gives you instant access to various language tools.

Finally, the **Search** button lets you search the current resource or groups of resources. The **Favorites** button gives you one convenient place to find any resource you put there.

Opening and Amplifying

The Resource palette can be used in two ways: to **open** resources or to **amplify** to them.

If you do not have any text selected in a text pane, selecting a resource from the Resource palette will simply open it. This is analogous to taking a book off the shelf and opening to the first page.

In the beginning God

If you select a word or verse reference in a text pane, and *then* choose a resource from the palette, your cursor will change to a magnifying glass to indicate that the resource you choose will automatically be searched for the selected word. We call this automatic search feature **amplifying**. 

Note: You can override the amplify feature by holding down the control key (or right-clicking) while selecting a resource from the palette. This will simply open the resource without searching, even if you have text selected.

Triple-Clicking

Triple-clicking is a shortcut to amplifying. When you triple-click a word or verse reference, Accordance will automatically look it up in the appropriate resource. The resource opened will depend on the kind of text you triple-click.

Triple-click a ...	To look it up in a ...
Greek word	Greek Tool
Hebrew word	Hebrew Tool
English word in a Bible with Strong's numbers	Greek or Hebrew Strong's Dictionary
English word in a text without Strong's numbers	English Tool
Verse Reference	Reference Tool

Note: The resource opened will be that tool which is at the *top* of your list of tools for that type. For example, if *Anchor Bible Dictionary* is at the top of your list of English tools, that will be the dictionary that opens when you triple-click an English word.

Tip: To change the tool which appears at the top of each category, choose **Arrange Modules...** from the Edit menu.

Contextual Menus

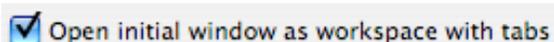
Contextual menus also provide an easy shortcut to amplifying. *Control-* or right-click a word to **Search for** that word (or its associated Key Number, Lexical form, etc.) in the current text, to **Search in** any Bible text, or to **Look Up** in a default dictionary, commentary, or other resource.

Working with Workspaces

The Tabbed Workspace window is a container window which keeps most other Accordance windows neatly organized as workspace “tabs.”

Getting Started with Workspaces

To turn on Workspaces, choose **Preferences...** from the Accordance menu, make sure **General** settings are selected, and check the following checkbox:



You can also choose **New Workspace** from the File menu to open a new blank workspace.

Maintaining the Status Quo

Whether Accordance opens a new resource as a tab within a Workspace window or as a separate window all depends on what window you have active (frontmost). If a Workspace window is active and you open a resource, it will open as a tab within that workspace. If a separate (non-workspace) window is active, any new resources you open will open as separate windows. You can mix and match workspaces and separate windows however you like.

Tip: If you're in a workspace and you want the next resource you open to open as a separate window, hold down the *command* key while selecting that resource from the Resource palette.

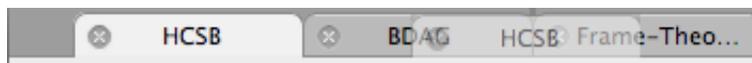
Detaching, Merging, and Moving Tabs

If you want to take a workspace tab and detach it so that it becomes a separate window, select **Detach Tab** from the window menu (command-option-T).

If you want to merge a separate window into an existing workspace, select **Merge Windows** from the window menu (command-option-M).

Note: **Merge Windows** will always merge the top two windows together into a workspace. If you have two separate windows, and no workspaces open, choosing this command will create a new workspace with tabs for those two windows. If you merge two workspaces, you'll end up with a single workspace containing all the tabs from the original two workspaces.

Within a workspace, you can rearrange the tabs by dragging them to the left or right.

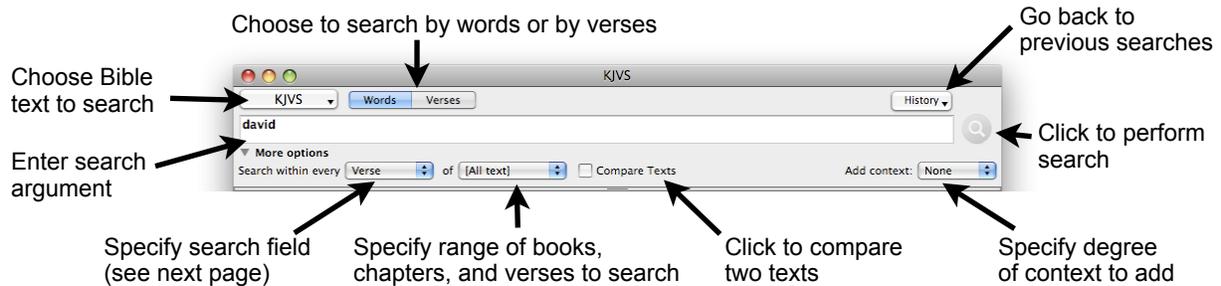


If you want to move a tab from one workspace into another workspace, simply drag its tab into the tab area of the second workspace. Holding the *option* key while moving a tab creates a new copy of it.

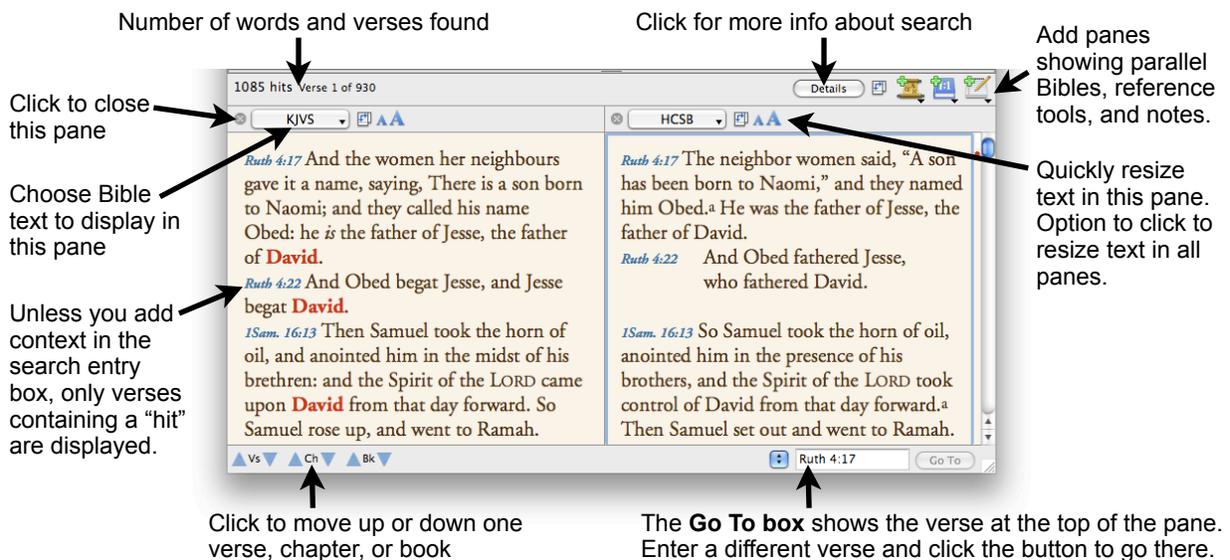
Working with the Search Window

The Search window is the main Bible window in Accordance. It is divided into two parts by a moveable divider bar.

The **search entry box** above the bar gives you everything you need to define a search:



The **text pane** below the bar lets you view and navigate your search results:



It is important to understand that the verses displayed in the text pane *always depend* on what you have entered in the search entry box.

When the **Verses** button is selected, only those verses you enter will be displayed. If you enter *Psalms*, only the book of Psalms will be displayed. If you try to scroll down to Proverbs, you'll find that the text stops at Psalm 150.

Tip: When you simply want to go to a particular passage, leave the search entry box set to the asterisk (*), which indicates that the entire Bible should be displayed in the text pane. Then use the **Go To box** to navigate to the verses you want to see.

When the **Words** button is selected, only those verses containing the search term will be displayed. The **Go To box** is then useful for navigating within the hit verses.

Entering Verse References

When entering verse references, you only need to enter enough of a book name to uniquely identify it. For example, **1j** is enough to identify 1 John, but **Joh** is the minimum necessary to distinguish John from Jonah. Certain standard abbreviations are also recognized, so you can also enter **Jn** for John.

The number immediately after a book name always indicates the chapter number (except in the case of books with only one chapter). Use a **colon** or **period** between chapter and verse numbers. **Gen 1:2** and **Gen 1.2** both indicate Genesis chapter 1 verse 2.

Ranges and Series

To enter a range of books, chapters, or verses, use a **hyphen**. **Gen-Deut** will display every book from Genesis to Deuteronomy. **Gen 5-7** will display Genesis chapters 5 through 7. **Gen 1:26-27** will display Genesis chapter 1, verses 26 through 27.

To enter a series of references, use a **semicolon** to separate unlike items, and a **comma** to separate like items. **Gen 2:5-6, 9-10; 3-4** will display verses 5 through 6 and 9 through 10 of Genesis chapter 2, along with *chapters* 3 through 4. The comma in this series indicates that 9-10 refers to verses in the previously listed chapter, while the semicolon indicates a move back up to the chapter level.

Adding **f** or **ff** after a reference will add one or more verses, chapters, or books *following* the reference. Thus, **Mal 2:4f** includes verses 4 and 5, while **Mal 2:4ff** includes all the verses to the end of chapter 2. **Mal 2ff** includes all the chapters until the end of the book, and **Mal ff** includes all the books to the end of the Bible.

Searching for Words and Phrases

To search for a word, click the **Words** button, type the word in the entry box, and click the **Search** button.

To search for a phrase, simply type the phrase and click OK (e.g.: *In the beginning*). There is no need to enclose the phrase in quotation marks.

Note: The search syntax in Accordance is different from that of web search engines such as Google or desktop search engines like Spotlight. Those search engines take any series of words as an **OR** search, and then rank the results. To search for an exact phrase, these search engines require you to enclose the phrase in quotes. While this is an excellent interface for broad searches of many pages/documents, it is a poor interface for searching text of the Bible.

To expand your search beyond simple words and phrases, use the Search **commands** and **symbols** listed in the Search menu (see the pages that follow).

Using Search Commands and Symbols

You can find a list of all the commands in the **Enter Command** submenu of the **Search** menu.

Connecting commands define relationships between two or more expressions. You can set the literary unit (or *field*) within which the elements must appear in the **Search within every** pop-up menu in the **More options** section of the Search window.

<AND>	Finds X and Y when both appear in the same field
<OR>	Finds X or Y when one, the other, or both appear in the same field.
<NOT>	Finds X only when it does not appear in the same field as Y .
<XOR>	Finds X or Y when one or the other, <i>but not both</i> appear in the field.
<FOLLOWED BY>	Finds X when followed by Y in the field.
<PRECEDED BY>	Finds X when preceded by Y in the field.
<WITHIN ? Words>	Finds X and Y when they appear within so many words of each other in the field. Replace the question mark (?) with a number to specify the number of words within which the second expression must appear.

Stand-alone commands define some kind of search expression rather than connecting other expressions. Use connecting commands to join stand-alone commands with other expressions.

[LINK ?]	Uses the search argument from another window or workspace tab. This lets you perform the same search simultaneously in different texts or with different search settings.
[CONTENTS ?]	Uses the list of verses from another window. Lets you constrain a search to the verses contained in another Search window or Reference List window.
[HITS ?]	Uses the list of hit words from another window as a search argument. This powerful command lets you compare the vocabulary of different passages, translations, or texts.
[INFER ?]	Powerful command which lets you search one text or passage for phrases which appear in another text or passage. See Accordance Help .
[FUZZY ?]	Lets you search for inexact phrases. Placed before a phrase, the number indicates how many words can be dropped from the phrase to find a match.
[MERGE ?]	Used for sophisticated searches in Reference Tools. See Accordance Help .
[RANGE ?]	Lets you create a temporary range. For example, love <AND> [RANGE 1j-3j] would find all occurrences of the word "love" in 1 John through 3 John.
[COUNT ?]	Finds words which only appear a certain number of times. [COUNT 1] finds all words occurring just one time.
[KEY ?]	Finds all words in a Key numbered text which have been tagged with a certain Key number.

[STYLE ?]	Finds all occurrences of a given highlight Style.
[FIELD ?]	Use with the <WITHIN> command to specify how close a word should be to the beginning or end of the Search field. For example, David <WITHIN 1 Words> [FIELD Begin] , would find every place where “David” is the first word in the field.

Search Symbols

Symbols (such as * and ?) are used to help define search arguments. The **Enter Symbol** submenu (*Search menu*) shows the available symbols with a brief description of their function.

* (wildcard)	Stands for multiple characters of any kind. lov* will find “love,” “lover,” “loves,” “lovingkindness,” etc.
? (character wildcard)	Stands for one character of any kind. love? will find “loves,” “lover,” and “loved,” but not “lovers” or “lovingkindness.” You can specify which characters the character wildcard can be by placing them in parentheses immediately after the question mark. b?(ae)t will find “bat,” and “bet,” but not “bit” or “but.”
- (not)	Use after a wildcard to specify things that should <i>not</i> be included: lov*-loving* will find all forms of the word “love” <i>except</i> “loving” and “lovingkindness.” Use within parentheses after a character wildcard to specify characters which that wildcard <i>cannot</i> be. b?(-ae)t will find all three-letter words beginning with “b” and ending with “t” <i>except</i> “bat,” and “bet.”
= (equals)	Use within parentheses after a character wildcard to find duplicate characters. ????(=3)?(=2)?(=1) finds all six-letter palindromes, such as “Hannah”
@	Used to join multiple search criteria which must apply to the <i>same word</i> . love@[KEY G26] will find “love” only when it has been tagged with Key number G26. αγαπαω@[VERB aorist] will find αγαπαω only when it appears in the aorist tense. [VERB] @ [COUNT 1] will find all verbs which only appear one time.
. (period)	Lets you search for specific characters such as punctuation marks, Greek accents, Hebrew vowel points, etc. For example, .? will find every question mark. said ., .“ will find the word “said” followed by a comma and an opening double quote.
+ (plus)	Use in tagged Greek and Hebrew texts to search for all words derived from a root form. For example, +αγαπη finds αγαπη, αγαπαω, and αγαπητος.

Searching Greek and Hebrew Texts

When you search grammatically tagged Greek and Hebrew texts, it is important to understand that Accordance defaults to finding the broadest possible results. You can narrow your search using certain specialized symbols.

If you enter...	Accordance will find...
A Greek or Hebrew word with no other symbols	All occurrences of that lexical form and will ignore vowel points and accents . Entering $\hat{\alpha}\rho\alpha$ will find the lexical forms $\hat{\alpha}\rho\alpha$, $\acute{\alpha}\rho\alpha$, and $\grave{\alpha}\rho\alpha$. Entering עֲרֹב will find every lexical form with the consonants <i>ayin, resh, beth</i> , regardless of how it is pointed .
A Greek or Hebrew word preceded by an equals sign (=)	All occurrences of that exact lexical form . In other words, accents and vowel points are taken into account. Entering $=\hat{\alpha}\rho\alpha$ will find only the lexical forms $\hat{\alpha}\rho\alpha$. Entering $\text{עֲרֹב}=\text{}$ will find only the lexical form עֲרֹב .
A Greek or Hebrew word enclosed in quotation marks (")	All occurrences of that inflected form and will ignore vowel points and accents . Entering " $\hat{\alpha}\rho\alpha$ " will find all inflected forms with the letters $\alpha\rho\alpha$, regardless of its breathing mark and accents . Entering " עֲרֹב " will find every inflected form with the consonants <i>ayin, resh, beth</i> , regardless of how it is pointed .
A Greek or Hebrew word enclosed in quotation marks (") and preceded by an equals sign (=)	All occurrences of that exact inflected form . In other words, accents and vowel points are taken into account. Entering " $=\hat{\alpha}\rho\alpha$ " will find all inflected forms with those exact letters and accents. Entering " $\text{עֲרֹב}=\text{"}$ " will find every inflected form with those exact consonants and vowel points.

Note: When searching Hebrew, it is also important to take **morphological separation** into account. Because Hebrew has words which are prefixed and suffixed to other words, Accordance treats those words separately, even though in the text they may *look like a single word*. For example בְּרֵאשִׁית is really a phrase made up of *two* words: בְּ and רֵאשִׁית . When you search for this phrase, be sure to enter a space between them in the entry box.

Tip: If you select a Hebrew phrase in the text, then click the Search button on the Resource palette, Accordance will automatically break it up into separate words and search for it.

Miscellaneous Tips

Use the **Details** button to get summary information about the results of a search. **This is one of the most powerful and under-used features of Accordance.**



The *one keyboard shortcut you absolutely must learn* is Command-T. Use it to change the appearance of text or graphics in the frontmost Accordance window or tab.

When you do a search in a Tools window, it is sometimes hard to know which article you're in. You can look at the **Go To box** for the name of the top level article and the immediate current subarticle. You can also open the **Browser** and option-click the arrow to open the top level of the hierarchy. This will expand the browser to show you every article and subarticle which contains the current article.

If you *option-click* a title in the Tools Browser, that article will be highlighted in red, and your next search will be limited to just that section of the tool.

If you select a word in a Bible with Key numbers, then hold down the *option* key while selecting a resource from the Resource palette, that resource will be searched for the **Greek** or **Hebrew** word which that word's Key number represents.

Where to Look for Help

Accordance Help is a thorough, up-to-date reference in the Help menu of Accordance.

The **Accordance Tutorial** will walk you through most of the features of the program. It is one of the first items in the Accordance Help.

The **Accordance Blog** gives you an inside look into the latest Accordance developments and newest releases. It's also a place where you'll find frequent tips. You'll find it online at <http://www.accordancebible.com/blog/>

The **Accordance Forums** are a great place to go for answers to your questions. You'll find it online at <http://www.accordancebible.com/forums/>

You'll find a great deal of documentation in the **Manuals & Documents** folder inside your Accordance folder.

You can view several free **Flash video demos** at <http://www.accordancebible.com/resources/downloads/demos.php>

The **Accordance Training Seminar DVD** has video tutorials of many of the program's features. These tutorials are also freely available online: <http://www.accordancefiles2.com/training/Start.html>

You can subscribe to our new *Lighting the Lamp* podcast through iTunes.