

# 11 Awesome Tricks for Mastering Accordance 11



By Kevin Purcell

Last month we looked at a new tool available from Accordance Bible Software, the Virtual Bible. Read about it here: [www.bit.ly/1IMMBTg](http://www.bit.ly/1IMMBTg). This month, let's take another look at Accordance. I'm using the Mac version to show off these 11 awesome tricks for mastering Accordance 11, but they work in Windows the same way or similarly. Where different, I include the Windows examples as well.

## Learn to Use Library Window Settings Buttons

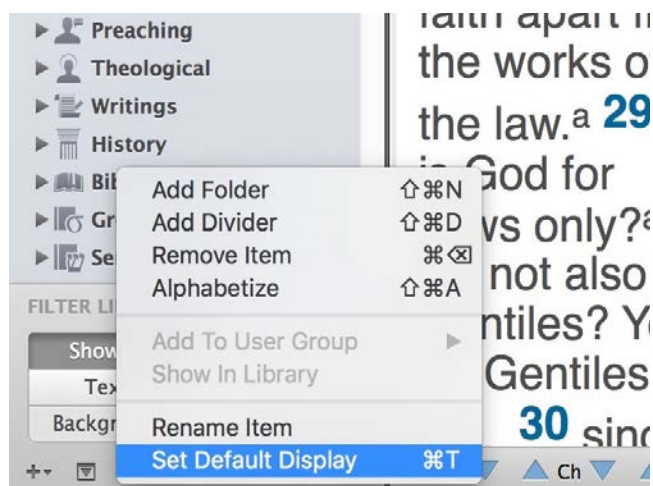
Open Accordance and open the Library using the icon on the toolbar second from the left, if you're using the default Accordance toolbar. It looks like three books standing up vertically, like they would in a bookshelf. This opens a window along the left edge of the screen, just like most Bible software.

At the very bottom of the Accordance Library tree window there are three tiny icons. A plus icon with an arrow next to it, a box with a down arrow inside it, and a settings gear icon with a down arrow next to it. Here's what they do...

- **Plus icon with down arrow next to it:** add new module or add new workspace. Adding a new module means adding a file to the library. If you backed up your files locally and want to add them instead of downloading, then you'd use this. The add workspace adds the current workspace to the favorite workspace list at the bottom of the Library list.
- **Box with down arrow inside it:** shows or hides the filter menu, which helps users sort or change their library list. Click the buttons to see what they do. One shows everything

while another shows only recent texts. There's a button to only show your Bible texts, Tools, Background (things like atlas and timeline information) and My Stuff (user created content).

- **Gear icon with down arrow next to it :** changes the library window in different ways as listed below.



## Customize the Library Tree

When I open the Gear pop up (the last of the three icons listed above) it shows a menu with the following features:

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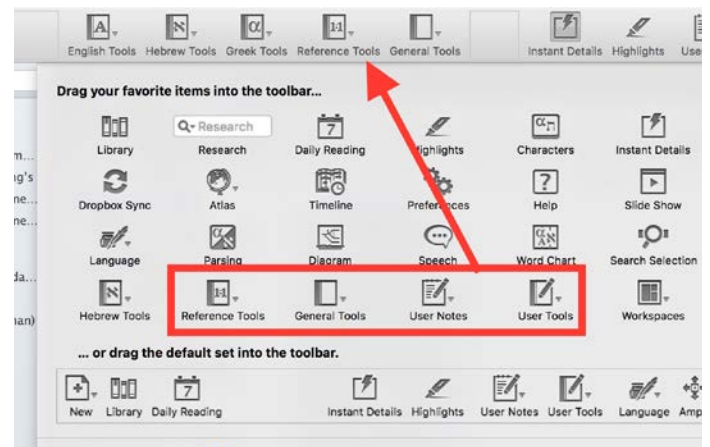
- **Add folder** – puts a new folder in the library list. This way you can organize books your own way inside the folder. For example, put a folder with My Favorites as the label and put your favorite books and Bibles in it at the top of the list.
- **Add divider** – creates a new divider in the library list. These are the horizontal lines between sections in the library window.
- **Remove item** – takes an item out of the library list.
- **Alphabetize** – orders the resources listed in a folder by alphabetical order.
- **Add To User Group** – select a resource and click on this to add it to a user group, which is a collection or group of resources that shows up in the My Groups section of the Library list at the bottom of the Library tree window.
- **Rename Item** – changes a selected item's name. This doesn't work on Accordance created books. Another way to do this is to slowly double click on the folder or user created resource name.
- **Set Default Display** – set the current library list look as the default display when opening the library.

Create groups of your favorite tools and then use the middle button at the bottom of the library list to choose only **My Stuff**. This makes it easy to find the most used books in your library. You can quickly get back to all your stuff by clicking the **Show All** button in the grid of six buttons that shows up when you use the middle icon on the bottom of the Library window. The middle button toggles this grid of six buttons on or off.

### Customize the Toolbar to Put Library Categories on the Toolbar

For those with a small or low resolution screen, put buttons on the toolbar to show library content with a click. There's a button for each kind of major types of library books. This way you will always have a drop down box for that kind of resource. The user can put one of the following types of buttons for an instant drop down box on their toolbar:

- English Tools
- Greek Tools
- Hebrew Tools
- Reference Tools
- General Tools



To add drop down boxes, right-click on the toolbar and choose **Customize Toolbar** from the pop up menu. Now drag and drop buttons to the toolbar or drag them off the toolbar. For example, I never use Accordance to read daily devotions, so I drag the Daily

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- Credit and/or Debit card contributions
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- Text message gifts
- Send text messages to on-line contributors
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Reading button off the toolbar and it disappears. I dragged the tools buttons for each kind of library content to the toolbar to create the drop down button.

### Set Up Workspaces for Different Kinds of Studies

People use their Bible software differently, so Accordance, and other Bible software makers, created a way to save your screen layout into workspaces or desktops, depending on the software. Accordance uses sessions and workspaces. A workspace is a collection books arranged on screen and saved using the Workspace button on the toolbar. See below for how to do it. A session is all of the open workspaces, whether that's one or more of them. Save that using the File menu as described below.

Here's a few purposes someone might want to create a different workspaces or sessions:

- Read daily Bible readings and devotions
- Study commentaries
- Word studies
- Create Bible studies
- Write sermons
- Teach a live class using screen mirroring

Accordance includes some nice workspace and session features, but it's not as intuitive as others to create a workspace. Here's how to create a workspace. First, create a new workspace using **File** and **New Workspace**. This opens your default Bible. Now, open all of the resources you use want to use and then arrange them on the screen the way you want them



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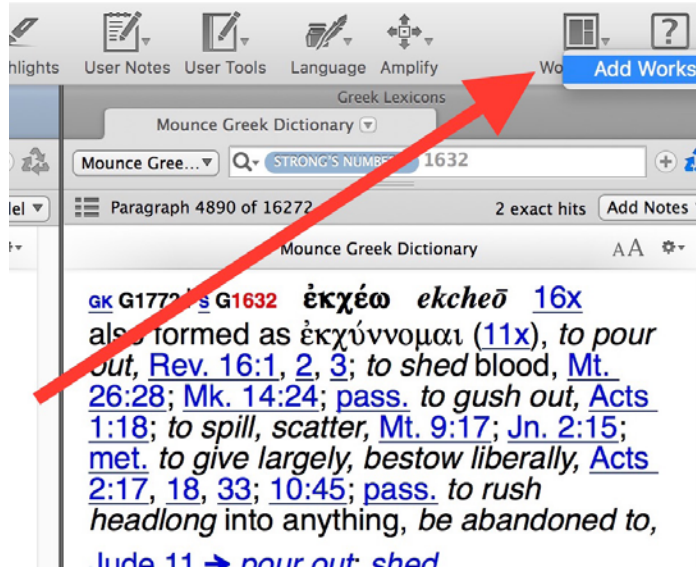
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arranged. When it looks the way you want, click on the **Workspaces** button on the toolbar and choose **Add Workspace**. (see the image below) This offers to save the workspace in the default Accordance user files folder. Give it a short describe name and click on **OK**.



You can create and save a new session in a similar fashion. Open all the workspaces you like and then choose **File** and **Save Session**. You might do this if you want to open one workspace called Commentary Study and another called Word Study and then save them as a Session called Sermon Prep. That way you can open just the Commentary workspace or Word Study workspace, but at some other time you could open both quickly by opening the Sermon Prep Session.

By the way, the **Save** or **Save As** items under the File menu will just save the current workspace, but won't put it on the Workspace button on the toolbar unless it's already there.

### Set a Default Workspace

To set a workspace as the default workspace to open each time you open Accordance, make sure the workspace is open and then go to **Accordance** and **Preferences** (on Mac) or **Edit** and **Preferences** (Windows).

On the **General** tab look for the **Startup** section. A drop down box shows a list of options. Click it and choose **Default Session**. Now Click on Set **Default Session**. A warning box pops up asking if you're sure you want to save all the open windows as the default

start session. Click Save. From now on Accordance will open to that workspace.

### Quickly Switch Between Workspaces

Users can quickly switch between saved workspaces using the **Workspaces** button near the right end of the toolbar (see image above) or by opening the **Library** tree as described above in the Library tricks.

At the bottom of the list in the Library window there's a section called **MY STUFF** with **My Workspaces** below it. Expand it and double click on the workspaces to open them. This opens it but doesn't close the current open session, so you may end up with many workspaces open at once. That's fine, especially if you want to save them as a Session. You want to quickly switch between multiple open workspaces using the **Window** menu. If you have two monitors hooked up, put one on one monitor and the other on the second monitor.

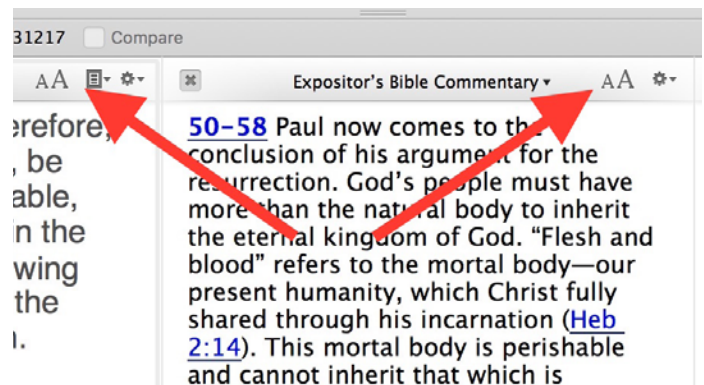
### Quickly Add a Note to a Verse

Every Bible software should make adding a note to a verse as fast as Accordance. Select the verse or click on a verse and use the **CONTROL+U** or **COMMAND+U** keystroke.

### Change Font Size Quickly

Sometimes we can't read the text on our screen or it's too big to fit the window. Use the **CONTROL++** or **CONTROL+-** buttons to increase or decrease the font size in Windows. Substitute CONTROL with COMMAND on a Mac.

There's also a set of buttons on the toolbar just above the text of your open book. They look like a small A with a larger A next to it. The left smaller A decreases font size while the right side larger A increases font size.



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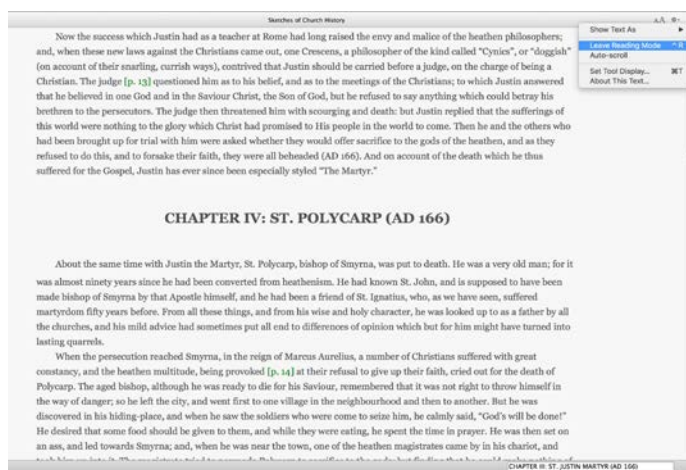
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### Triple Click a Word to Open Strong's

The most useful tip I ever learned attending an Accordance Bible Software training seminar was the triple click trick. Open a Bible with Strong's tags, like the ESV with Strong's. When you want a word definition, click on the word three times quickly. This opens up the default Strong's dictionary to that word's entry.

Select the default dictionary in **Preferences**. Find the **Amplify** section and click on the drop down box next to **Greek, Hebrew** and **Latin**. Select the preferred dictionary for each language. Click **OK**. From this point forward the triple click trick opens the dictionary you chose for each language.



### Use Reading Mode for Uncluttered Bible Reading

While reading a book for pleasure, devotion or other reasons, the extra formatting and links may get in the way. Use the Reading View to display only the text without all the toolbars and extraneous stuff.

Open it using the Gear icon in a book pane. It's the right most button on the toolbar just above the Bible or book text on a Mac. In Windows it's the third button

from the left just above the text of the Bible or book. It has a drop down menu that opens when a user clicks on it. Select **Enter Reading Mode**. Use the same method to leave Reading Mode.

On a Mac use a keyboard shortcut to enter or leave Reading Mode. This only works on a Mac using **CONTROL+R**. That's not a mistake. Use **CONTROL+R**, not **COMMAND+R**.

### Watch Great Accordance Training Videos

Most Bible software makers want their users to learn to use the software with some expertise. Accordance does this as well as or better than most. Here are a few links to some great online training.

- Accordance Webinar Archives - [www.accordancebible.com/Webinar-Archives](http://www.accordancebible.com/Webinar-Archives) which includes...
  - Preparing Topical Sermons
  - Sermon Preparation With Accordance
  - Searching In Accordance
  - What's New In Accordance 11
  - Advanced Hebrew Part 1 and 2
  - Accordance 10 and IOS Videos as well
- Accordance Vimeo Channel - [www.vimeo.com/accordancebible](http://www.vimeo.com/accordancebible)
- Accordance YouTube Channel - [www.youtube.com/user/AccordanceBible/playlists](http://www.youtube.com/user/AccordanceBible/playlists)
- Accordance Lighting the Lamp Podcast - [www.accordancebible.com/Lighting-The-Lamp-Podcasts](http://www.accordancebible.com/Lighting-The-Lamp-Podcasts)
- Theotek Podcast – we often talk about Accordance on the Theotek Podcast, which you can find at [www.Theotek.com](http://www.Theotek.com).

Kudos to Rick Mansfield ([www.thislamp.com](http://www.thislamp.com)) of Accordance Bible Software and Wes Allen ([www.painfullyhopeful.me](http://www.painfullyhopeful.me)) who both helped a lot with the tips in this article. They are my fellow Theotek Podcast hosts.