

Logos 8 Basic: Training for HBU

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Topics to cover:

(Don't forget "Free Book of the Month" with Logos! See Home Page for offers each mo.)

I. Library

A. How to view your resources in your "Library":

1. Main Library icon (temporary Lib panel, disappears when click elsewhere)
2. R-click on Library → open in a new tab (permanent Lib tab in your tile) or "open in a floating window"

B. Library "view" and filtering resources

1. Filter by searching for keyword
2. Sorting results
3. Column information
 - a. R-click any column: choose info you want to show up (or uncheck to make invisible)
 - b. L-click-hold any column and drag R or L to move columns around.
 - c. L-click any column heading to sort by that column in alpha/numeric order.

II. Layouts

A. Interface: Windows (largest view) –Tiles (subdivides windows) –Panels/Tabs (books that subdivide tiles). Analogy (from Morris Proctor):

Window	Bookshelf
Tiles	Shelves
Panels/Tabs	Books

B. Layouts/Workspace: top-R-hand corner of main window. L-click to select any number of options for laying out your Logos screen/workspace.

1. Preset layouts (grey tile layouts next to search bar): select how many "tiles" to use for your personal layout.
2. Suggested layouts based on task (orig lang word studies, journaling, etc.): L-click on any of these to explore the layouts.
3. Save your specific layout with resources preloaded: L-click "layouts" icon; under the "now" snapshot click "Save as named layout"; type a name; click "enter" or the arrow. This name will now be visible under "Saved layouts" in the Layouts menu.
4. Instruct Logos to open to your last workspace layout when starting:
 - a. Logos by default opens to the "Homepage" (which is a curated screen of random things). You will probably want to go straight to your workspace. You can click on the layouts menu to get there, or you can have Logos automatically go there on startup.

b. Click: Tools → Utilities → Program Settings → General → At Startup Open to → [pick your option; I use “most recent layout-local”]

III. Linked scrolling

- A. Open resources/books that are similar. Place side by side in order to see both at same time (or juxtapose vertically).
- B. Click Panel Menu (3 vertical dots in top R of resource) → Link set → [pick a letter like A]
- C. Repeat the process for other resources, choosing the same letter for the Link set.
- D. Now all resources with same Link set letter will scroll together as you navigate.

IV. English Bible Searching:

- A. Search for all occurrences of a word in an English Bible
 1. Open the Search window: (1) Tools → Search, OR (2) press Ctrl+Shift+S.
 2. Upper L-corner of the search window: click on Bible. Now you're faced with 3 options for search parameters.
 3. Specify the Bible you want to search (like KJV). Start typing to call up the option you want from your resources.
 4. To limit search to portion of the Bible: → All Passages and specify the portion of the Bible you want to search from preselected division, or type your own.
 5. Leave “All Bible Text” selected since you're searching for a word in the text of the Bible.
 6. In Search box: Enter the word → “Enter” (or click on the arrow)
 7. You have 4 options for viewing your search results: Grid, Verses, Aligned, or Analysis.

- B. Search for entire phrase: Put quotation marks around the phrase in the search box: (e.g., “Son of Man” or “God Almighty”). Without quotation marks, all words will be found in any order. You can find more info on searching here:
<http://www.logos.com/support/instruction/searching.asp>.

V. Greek Searching

- A. Using English Bibles with Reverse Interlinears, you can R-click on words to get to the Greek behind the English text.

- B. Use Exegetical Guide under Tools

- C. Use Bible Word Study under Guides