

How to use Verse Lookup – Quick Reference Guide

- n Lookup is done from the Notes/Lookup field. On each new question, pressing the 'n' key will take you directly to the Notes/Lookup field.
- xxx9.9 To look up a verse, type the 3-letter abbreviation for the book followed by chapter.verse and hit enter. If material for year is from one book, just use ch.verse
Ex: 1th2.16 eph2.22 1ti3.4 col1.9
- To look up a key word or phrase, type the key word or phrase and hit enter.
- [space] To look up all verses that contain two or more given words, separate each of the words with a space.
Ex: paul apostle would return all verses containing both Paul AND apostle
- / To look up two verses and/or phrases, type the first then '/' then the second (no spaces between them) and hit enter (use this for looking up cross references).
Ex: gal1.6/salute gal5.3/gal5.13/gal5.17
- So paul apostle would return all verses containing both paul AND apostle whereas paul/apostle would return all verses containing either paul OR apostle (not necessarily both in the same verse).
- ' To look up an exact phrase, include the phrase in single quotes.
Ex: 'children of God' would return all verses with that exact phrase
- You can advance to the previous or next verse by clicking the buttons in the Material Lookup window.
- You can move around and change the size/shape of the Material Lookup window.
- | You can add notes in the lookup field that will not be looked up in the material. After your lookup information in the notes field, use the character | (located on the same key as \) then type any notes that should not be looked up. This lets you look up material as well as add notes about the current question all in the same notes field.
Ex: 1th4.16|preresponse foul
- + Now can end a material lookup with one or more plus signs (+), such that each + will cushion 2 verses around the returned material. For example, 6.35+ will return verses 6.33 through 6.37. This is useful for questions relating to previous and following verses.
- ` switch back to the command field from the lookup field using the ` key