

## Inspirations

### Instructions for using the program.

#### *Adjusting the Display*

**Size:** This program was written to suit a flat-screen monitor with “Screen Resolution” set to 1024 x 768 pixels per square inch. If the preset Typefonts appear too large, or too small, for comfortable reading on your monitor, use the ZOOM function to adjust the view. From the menu-bar, select View, Zoom – and reduce or increase the screen magnification, (e.g. to 75% or 150% or whatever suits your preferences), then save that new setting (Ctrl\_S).

**Font:** The default font for general text ("Normal Level") is here set to Bookman Old Style. If this font is not on your Fonts folder, you might want to install it; otherwise, this infobase will default to another font.

**Line-width:** For purposes of reading or projection onto a larger screen, you may also prefer a shorter line-width than the full width as seen here. To achieve this, click on the "Scale-Down" icon at the top right-hand corner of the screen, and then, with cursor at the shaping point (bottom right corner, ) re-dimension the reading area to suit your requirements.

Some text, such as the Tutorial, is set in tabular form; the bulk of this infobase, however, is not in a table.

#### *Jump-Links & “Footprints”*

**Jump-Links:** Added to the indexed ToC, another way to jump to a text you want is via Links. Some larger texts (like the Bible, the Lectionary; Eusebius' Church History; the works of Josephus; Augustine's City of God; the Summa Theologica and the Catechism of the Catholic Church, are furnished with detailed linkage, for quick access to their many sub-sections. Why not try one and see?

**Cursor:** when you bring it over a link text, the cursor appears like a hand with a pointing index finger; then a left-click should bring you to the Link's Destination. Sometimes the Link will be an icon (a small graphic), as for the Outlines in the Bible section.

To set a destination for a link, place cursor at the desired point; press Ctrl\_D and in the dialog-box that appears, name the destination and click on OK.

**A very useful key is F6** – which has same function as the thick, left-facing arrow on menu-bar – and brings you back to the last Jump-Link you've pressed.

**Footprints:** As with the Internet, you can re-trace your steps over the jump-moves made in the current session. Access it via “Search” > “Show History”, or click the icon Footprints on

the toolbar. You will see a list of places from which you have moved via jump-links. Click on any of them, to return to that place.

### *Display Windows, or "Screens"*

Different ways to display the Document or Table of Contents, or a combination of the two. Click on the tabs at bottom of screen, to see the function of each.

**Document Window** gives the full width of the screen to the document you are reading.

**Contents Window** reveals the Table of Contents (ToC), which may be expanded to any of its multiple levels. "1" displays the ToC at its lowest level (Categories); "2" expands it by one level (Categories & Authors), and so on. The key "a" expands the ToC to "all", showing all the headings indexed in the Infobase.

**Browse Window** combines both modes: ToC is open in the left column, with the Document open on the right. If ToC is set to show all indexed levels, it shows what chapters comes next within any given text.

**Reference Window** above the horizontal bar on the document window, shows the index in outline form, so at any point you can see exactly where you are located within the infobase.

**HitList Window** will contain a list of all instances found, when you have done a Search for a particular word or phrase. It is an instant concordance.

### *Cursor Commands*

The usual cursor keystrokes in Windows programs also operate here:

PgDn = Go one Page Down

PgUp = Go one Page Up

Home = Go to Start of Line

End = Go to End of Line

Ctrl-Home = Go to Top of File (main table of Links)

Ctrl-End = Go to End of File (repeats table of Links)

Back: The left-pointing black arrow on the icons-line will return you to the previous screen you have just left, via a jump-link, as when browsing the Web. The function-key F6 does the same thing.

**Reference Window** (above the bar, at top of Screen), shows where you are in the infobase. Click any heading shown there, to access that item, with its sub-menu.

**Browse-mode**, level 1, only the Categories are displayed. Click the + (plus-sign) alongside the relevant Category to expand it to the next index-level. Or, with the cursor in the Browser

portion of the screen, typing the numbers 2 or higher will expand the index to that index-level. Typing A expands to “all levels”.

### *Copying text to your Word-processor*

Just as you would with a standard word processing programme, like MS-Word. With the mouse, and pressing on the left button (or with keyboard, using PgDn and Shift key, together) select the passage you wish to copy.

Copy it into memory (right-click & copy; or keyboard: Ctrl-C); and paste it to your word-processor (Ctrl-V). Then apply whatever formatting features you wish, and save the file.

### *Searching for words and themes*

**The search key (F2)** opens the search panel and offers quick access to whatever the infobase contains.

**Word-search:** In the search panel, type the word you want and click OK. The first instance of your word is highlighted, in its context; click the “Next” icon (or F4), to see the next occurrence of your word, and so on.

**Hit-List:** To see all instances of your word in a single list, click the Hit List tab, for an instant Concordance of where (Author, Book, Chapter) each “hit” occurs.

**Phrase-search:** To find words in a set sequence, type them within quotes (e.g. “to be or not to be”). Without the quotation-marks, it finds each record with any of the listed words.

**Thesaurical search:** put the dollar-sign (\$) after your search-word, to find cognate words as listed in the inbuilt thesaurus (e.g. the search-string spouse\$ should find “Husband”, “Wife”, “Partner”, “Concubine” etc.)

**Proximity search:** "scribes pharisees"@3 finds "scribes" and "pharisees" within three words of each other. (The search "scribes pharisees"@6 will give more hits, because it allows for more intervening words.)

**To limit a search** to a segment of the infobase, tick the relevant check-box in the ToC. To find “law” in the Pentateuch, expand the Bible Text/NRSV index, and click the Pentateuch check-box before doing the search.

**Bookmarks:** a bookmark may be set at one or several places that you wish to easily find. To insert a BM choose Tools + Bookmark (or Ctrl-M) and either accept the BM proposed, or name it yourself; later, Ctrl-M allows instant return to any tag you have set. Some are pre-set, to major works; test them, using Ctrl-M.

### *Edit your own "Shadow File"*

Installing this program places the main infobase on your Hard Disk in Read-Only format, but also creates your own editable shadow file related to it. Within limits, your shadow file may be edited to suit your preferences. If you modify the shadow file and save it when leaving the programme, it is the modified file that comes up, next time you restart Inspirations.

You may also insert personal notes to the text, insert bookmarks, and mark chosen text with highlighters. Using the View/Zoom function, you may change the on-screen text size for your own comfort. Having made such changes, you can save them for future use.

*Experiment with the program, to find out how it can best serve your needs. Then you will really have this library "at your fingertips."*