

Logos 10 Basic Training

Getting Started Efficiently

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Logos 10 Basic Training Manual

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Introduction

This Manual was created as a collection of handouts to accompany an online Logos 9 Basic Training workshop for new users of Logos Bible Software, and then updated to Logos 10. It provides a guide to personalizing and using the software efficiently.

The manual includes power tips, screenshots explaining how to perform specific tasks, and provides links to more information available on the Internet.

This service is brought to you by Michel Pauw. Michel is a Dutch missionary who works for Wycliffe Bible Translators with SIL International in Papua New Guinea (PNG). He serves as a translation advisor for the Aramba Bible Translation Project in the Southwest jungle of PNG, and also serves as the Academic Dean of the Pacific Institute of Languages, Arts and Translation, which is the Bible Translation school for Papua New Guinean Bible Translators.

Michel lives with his family in Ukarumpa, in the Eastern Highlands of PNG, and as a volunteer missionary does not receive a salary. They live from gifts from churches, family and friends, as well as from any revenue that Michel receives through his affiliate partnership with Faithlife.

You can support the Pauw family in their ministry:

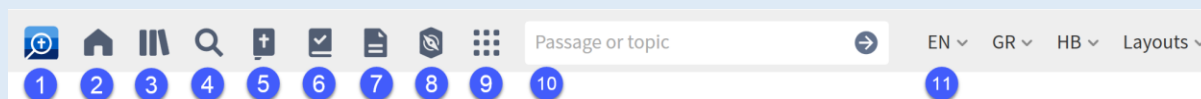
- by purchasing Logos resources through Michel's affiliate links and online events. If you are interested, you can also [sign up for his monthly Logos newsletter](#), which gives you an up to date overview of all actual deals, and promises you the biggest discount possible;
- by donating a gift through PayPal (use michel_pauw@sil.org as addressee).

Thank you for your support, and it is our prayer that you will be blessed in your ministry through Logos 10 Bible Software!

Michel Pauw


Ukarumpa, October 2022

Component 1: The Toolbar




The image above shows you the left half of the Toolbar. In my case, it is displayed horizontally. In your case, it might be displayed vertically (which is default in L10). In order to change this, click icon #9 (the 9 dots) and look for Program Settings. In Program Settings, you can tell Logos to set the Application Toolbar Location to 'Top' or to 'Left', as you like.

Explanation of the Toolbar

1. **Logos Logo** – Clicking this icon will locate the cursor in the Command Bar.
2. **Home** – Clicking this icon will take you to the homepage of the software, which displays:
 - a dashboard that you can customize with cards link to features like layouts, reading plans, prayer lists, courses, and sermons. From here, you can jump right into your study.
 - an explore section, with a lot of both internal and external Faithlife related information. Click the  icon to customize what will be displayed in this section.
3. **Library** – The Library can be opened in several ways. Obviously, one way is clicking this icon. My favorite way of opening the library in most cases is to press the shortcut key CTRL+L, which will open up your library in a floating window. Thirdly, if you want to open your library in a particular section of your screen, simply drag the library icon to that section and drop it there.
4. **Search Tool** – Clicking this icon opens a search window, where you can perform a wide range of searches, including:
 - *All Search*: formerly called 'Everything Search'. This search type will search through all content in your Logos Bible Software, including resources, tools, and documents. Some types of information are presented in cards, e.g. Factbook-info, info from Your Documents, Questions & Answers, etc.
 - *Bible Search*: any search within a resource of type = Bible.
 - *Books Search*: this opens a search panel for a search in your library, which by default includes All Resources, but here you can also specify the resources you would like to search.

- *Media Search*: allows you to search for images, videos, infographics, and other media.
 - *Clause Search*: allows you to perform some more advanced searches at clause level; some basic linguistic knowledge will greatly help you use this tool.
 - *Morph Search*: allows you to search for any morphological form of Greek, Hebrew or Aramaic words, found in the original texts of the Bible. Requires at least a basic level of understanding the biblical languages.
 - *Other Search*: allows you to search specifically in the Atlas, in the Book Store, in Your Documents, in the Factbook, and in the Factbook Tags. After a few months of using Logos, you may likely primarily use the Other Search for searching your Documents (e.g. Notebooks, Sermons, Clippings, and your Personal Books).
5. **Preferred Bible** – This is a new icon in L10 which allows you to quickly open your favorite or preferred Bible. Your preferred Bible is set by prioritizing it (see Component 5: Prioritization).
6. **Factbook** – For many people, the factbook is the first go-to for finding any information. And indeed, Logos keeps improving this powerful tool to provide you with all sorts of information that pertains to a particular topic, person, theme, or biblical word.
7. **Documents** – This is the place where Logos gathers all your own creations:
- notebooks
 - notes / annotations
 - visual filters
 - passage lists
 - clippings
 - sermons
 - reading plan
 - prayer list
 - syntax searches
 - etc.

Notice, that allows you to keep your documents for yourself, or share them in groups or make them completely public. Vice versa, through Groups and Public, you may also access and download documents that are created by others.

✈ **Power Tip 1:** Click Groups,  click the hamburger icon, and under Groups, use the filter 'Michel Pauw Logos Bible Software Coaching', to see all documents that I share with my supporters. If, in the future, I add documents for you to use, you will find them in this group.

8. **Guides** – Collection point for all reports generated by Logos. This is the place to find your workflows and your study guides.
9. **Tools Menu** – gathering place for all other tools that Logos provides. It is absolutely worth taking an hour or two, to simply open each of these tools to see what the tool does and how it can help you in your studies.

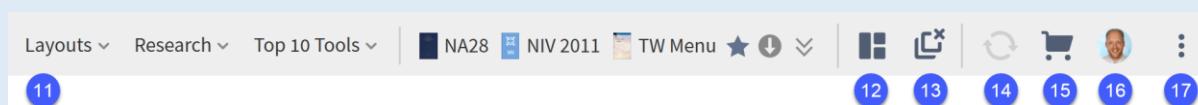
✂ **Power Tip 2:** As you explore these tools and find some tools that you think will be really useful, right-click on the tool and pin it to the top. That way, Logos organizes all your favorite tools in the section at the top of the tools menu.

10. **Command Bar** – Previously called the Go-box. [See this Logos-wiki](#) for examples of commands you can perform with the Command Bar.

11. **Shortcut Bar** – A large part of the Toolbar is reserved for personal shortcuts to:

- individual resources
- groups of resources (manually grouped together in a folder)
- documents on your computer
- online websites
- Logos-commands
- to layouts or tools in Logos

✂ **Power Tip 3:** right-click a resource in the shortcut bar and enter a Folder Name to group the resource together with other resources.



12. **Layouts** – This icon allows you to save any layout that you make and return to any layout that you have saved before.

13. **Close All Panels** – This button makes life so much easier, if you want to create a new layout when you have 40+ resources open. Just press this wonderful icon and Logos will close all panels.

✂ **Power Tip 4:** if you accidentally click this icon and unintentionally close all panels, no worries! Go to Layouts (icon #12) and open the latest Snapshot.

14. **Sync** – This icon lets you synchronize all your notes, highlights, etc. with the cloud, so you can access your them on any other devices.

15. **Store** – You don't need to leave your Logos Bible Software in order to go to the website and purchase a book you need. You can do that from within the software! Notice, that this feature basically opens your library, filtered by availability. Use your filters on the left side to narrow the available resources down to a selection you want to browse.

✂ **Power Tip 5:** L10 allows you to add *any* book from the Logos catalogue to your so-called 'Print Library'. This does not make you an owner of the book, but it allows you to search those books, even though you don't have access to them. Logos will provide a decent snippet of context around the search results, and a reference to where the information is found.

16. **Profile** – Your profile picture provides some shortcuts related to your account.

17. **Triple dots** – This is a trash icon for anything that Logos couldn't store elsewhere or that is just handy to have in place. You'll find a variety of links and tools, including:

- Program Settings
- Program Scaling
- Favorites
- Dark / Light Theme

Component 2: Program Settings

Program Settings x +

Reset Defaults

General

Application Theme	Light ▾
Application Toolbar Location	Top ▾ 1
At Startup Open to	Most recent layout - local ▾ 2
Check Spelling While Typing	YES NO
Citation Style	SBL Handbook of Style (2nd ed.) ▾
Copy Citations	YES NO
Hyperlink Copied Citations	YES NO
Copy Footnotes	YES NO
Copy Footnotes as	Footnote ▾
Language	English ▾ 3
Play Sounds	YES NO
Show Alerts	YES NO
Show Auto and Favorite Bookmarks	YES NO 4
Show Information Tool Tips	YES NO
Show Search Bookmarks	YES NO 5
Show Store Button	YES NO
Show the Notification Bar	YES NO
Show Visual Cues	YES NO
Show Keyboard Selector	YES NO
Show Help Cards	YES NO Reset
Suggest Latin Lemmas	YES NO
Suggest Transliterated Lemmas	YES NO

Accessibility

Content Scaling	100% ▾
Program Scaling	120% ▾
Resource Panel Background	Very Light Gray ▾

Internet

Use Internet	YES NO
Automatically Start Downloads	YES NO
Download Between	Midnight ▾ and Midnight ▾

Explanation of Important Program Settings

You access the Program Settings from the Tools Menu or from the Program Menu (triple dots) at the top right. The settings shown in the screenshot are those required for Basic Training. You can always change them later.

Numbered settings are settings that are discussed in this Training Manual. Some of them are necessary in order to follow instructions later, so please copy them at least for the duration of your study of this Manual. Settings that are not numbered can be set according to your own preference.

The numbered settings are explained below:

1. **Application Toolbar Location** – you have to options for the toolbar to appear: at the top, or at the left side of your screen.
2. **At Startup Open to** – if you use Logos on multiple devices, the best setting is likely ‘Most recent layout – local’. In case you want to continue your research on another computer, then you should choose ‘Most recent layout – any’. Most Logos users will benefit from the former setting.
3. **Language** – Logos allows you to set the language of the interface to several modern languages. Not all languages, however, are completely and accurately translated. I recommend using English.
4. **Show Auto and Favorite Bookmarks** – automatic bookmarks are bookmarks Logos creates when you use a certain resource. It sounds like a very practical feature, but in practice they usually are not. They are created on the scroll area. Users complain about the content of windows jumping when accidentally clicking those bookmarks. For that reason, I recommend to set this setting to NO.
5. **Show Search Bookmarks** – the same applies to Search Bookmarks, although they are a bit more practical than the previous bookmarks.

- Download New Resources YES NO
- Show Community Ratings YES NO
- Show Community Tags YES NO 6
- Send Feedback ▾

Text Display

- Default Resource Font ▾ 7
- Show Red Letter in Bibles YES NO 8
- Default Notes Font ▾ 9
- Default Notes Text Size ▾
- Chinese (Simplified) Font ▾
- Chinese (Traditional) Font ▾
- Greek Font ▾
- Hebrew Font ▾
- Korean Font ▾
- Syriac Font ▾
- Justify Resource Text YES NO
- Line Spacing ▾
- Double-Click Action ▾ 10
- Triple-Click Action ▾ 11
- Text Selection ▾ 12
- Show Selection Menu YES NO
- Prefer Lemmas YES NO

Transliteration Format

- Greek Transliteration Format ▾
- Hebrew Transliteration Format ▾
- Syriac Transliteration Format ▾

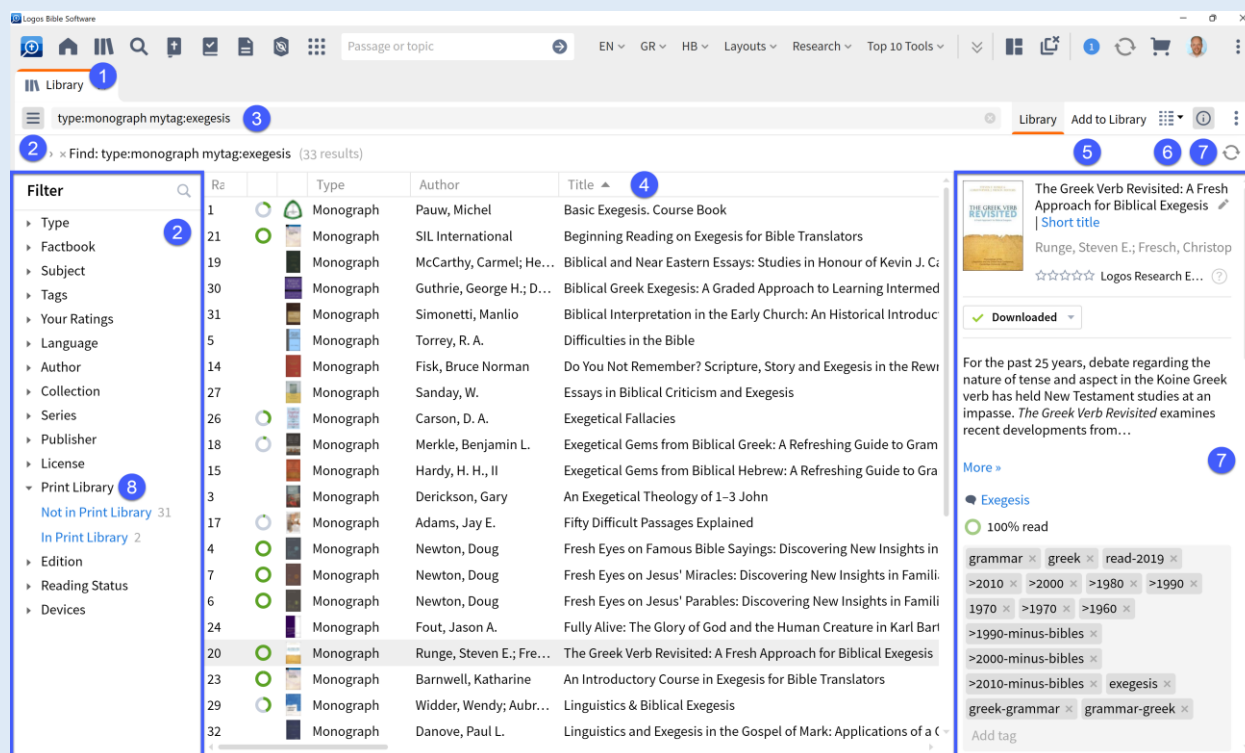
Advanced

- Enable Hardware Acceleration YES NO

▶ Hidden Resources 13

6. **Show Community Tags** – community tags appear to be *very* useful for tagging your books and creating collections.
7. **Default Resource Font** – allows you to determine the font of your books! Do you want to read your books in a Times font, or in an Arial/Calibri style font? Or another font?
8. **Show Red Letter in Bibles** – with this option, you decide whether or not the words of Jesus are displayed in red letters.
9. **Default Notes Font / Text Size** – This allows you to determine the font of your notes.
10. **Double-Click Action** – in this Training, we use the Double-Click Action: Look Up. When you double-click on a word, your favorite dictionary / lexicon opens to give you the meaning of that word.
11. **Triple-Click Action** – set this to Search. If you quickly click a word three times in a row, a search window will open, allowing you to search for that word.
12. **Text Selection** – the most practical preciseness for text selection is at the word level. You cannot, then, select individual characters, but in fact that is hardly ever needed.
13. **Hidden Resources** – this is a section where you can drag and drop resources from your library that you want to remove from your library. You will still own the resources, but they will disappear from your library and from your hard drive. While it is possible to ‘unhide’ hidden resources, it is wise to think carefully which books to hide.

Component 3: Library Management





Explanation of Library Management

The Library is – of course – the place where all your resources are stored. It is not only the place where you can find your books, but you can also rate them, tag them and do many more things with your resources.

The description of the numbered items in the screenshot will guide you through the most important elements of your library.

The Library / Library can be opened in several ways:

1. **Library Icon** – clicking the  Library Icon is the easiest way to open your library. However, there are several other ways to open your library:
 - a. Click & drag: click and drag the Library Icon from the Toolbar to any place where you want to open the library;
 - b. Right-click: right-click on the Library Icon, and make your selection
 - c. Hotkey: use CTRL+L to open the library in a floating window which you then can maximize or size the way you like. For many Logos-users, having the library open in a floating, maximized window, is the most practical set up to manage their library.
2. **Filter** – you can filter your books by clicking on the  'hamburger icon' at the top left. A filter menu will appear, allowing you to filter your books in a variety of ways.

3. **Filter Commands** – you can also filter your library manually with filter commands. Some examples are:
 - a. type:bible type:commentary type:grammar type:journal
 - b. author:carson author:spurgeon
 - c. lang:english lang:spanish lang:Greek
 - d. subj:ethics subj:eschatology subj:culture subj:counseling

4. **Sorting** – the library is a large database with a wide range of book-related data fields. These data fields are displayed in columns.
 - a. Select columns: if you right-click on a column label, you can select which columns to display and which to omit.
 - b. Moving columns: you can move the columns by dragging them from one place to another.

Sorting columns: you can sort the columns in two ways:

 - i. primary sorting by left-clicking a column label;
 - ii. secondary sorting by left-clicking a column label *while holding down the SHIFT key*.

5. **Add to Library** – you can add books to your library without leaving your Logos Bible Software! There are two options:
 - a. Purchase: you can purchase resources from the Logos store and use the filters and/or filter commands to browse through the store.
 - b. Add to Print Library: you can freely add books to your so-called Print Library. This is a new, very powerful feature in L10, which allows you to *search* in your print books! Logos gives you a decent snippet of context, as well as a reference where you can find the quote. See (8) for more information on how to add books to your Print Library.

6. **Library View** – through this icon you can switch the way how your books are displayed in your library. You have the choice between
 - a. **Cover View** – displays your books as on a bookshelf
 - b. **Tile View** – displays the cover of the book, along with the author, title, rating, and reading status of the book
 - c. **Details View** – displays most details of your resources as in a spreadsheet. This view is for many Logos users the most practical one.

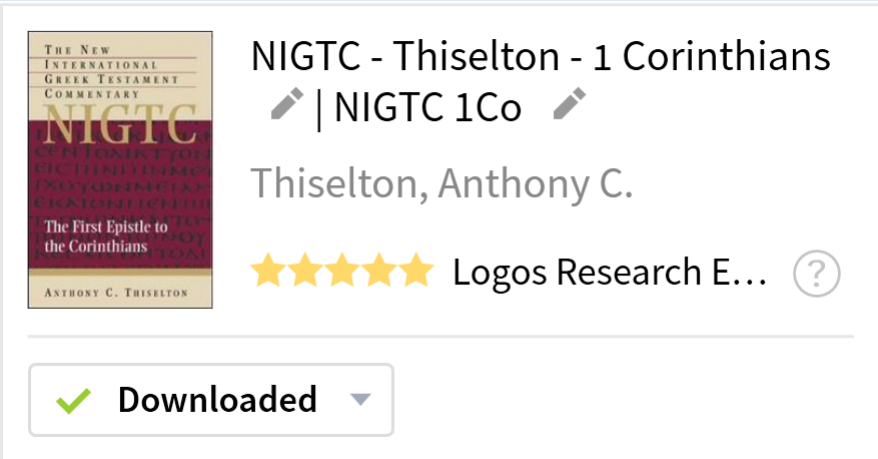
7. **Information Pane** – the i-icon opens an information pane about (a) selected resource(s). This is the place where you can
 - a. rate and tag your books
 - b. copy the citation of your book
 - c. allocate your resources to different devices

- d. create your own series
- e. see which collections your resource is a part of
- f. and more...

✈ **Power Tip 6:** make your own 1-volume Hebrew/Greek Bible! If you type in Genesis 5 in your Greek NT, it will get you nowhere: your Greek NT contains no text of Genesis. However, if you link your Hebrew OT and your Greek NT as a series, you can switch seamlessly between the two Bibles. So you can then go from Romans in Greek to Psalms in Hebrew and vice versa:

- a. In the find box of your library type: "type:bible AND bhs OR na28" (without "")
- b. Are these books lacking in your library, then you can take e.g. the free versions, type: type:bible AND lhb OR "The Greek New Testament: SBL Edition"
- c. Select your Hebrew and Greek Bible
- d. Click on the i-icon in the upper right corner. Now a window will open with information about the two books you selected in 4c.
- e. Scroll down until you get to Series. Click 'Set Series' and type: 'Hebrew & Greek Bible' or something similar. Your Hebrew OT and your Greek NT are now linked. For OT references, your Hebrew Bible will be opened, for NT references, your Greek Bible!

✈ **Power Tip 7:** in the information pane, you can also change the title of your resource to a title that is more convenient for you to recognize. Especially commentaries can be titled very differently. I prefer to add the abbreviation of the commentary series in front of the title, followed by the author, then the title. So the title looks like NIGTC – Thiselton – 1 Corinthians. If you retitle your commentaries this way, then they will be much better recognizable, for example in your Passage Guide!



The screenshot shows a library entry for a book. On the left is a book cover with the text: 'THE NEW INTERNATIONAL GREEK TESTAMENT COMMENTARY', 'NIGTC', 'The First Epistle to the Corinthians', and 'ANTHONY C. THISELTON'. To the right of the cover, the title 'NIGTC - Thiselton - 1 Corinthians' is displayed, followed by a pencil icon, '| NIGTC 1Co', another pencil icon, and the author 'Thiselton, Anthony C.'. Below the author is a five-star rating and the text 'Logos Research E...' with a question mark icon. At the bottom of the entry is a green checkmark icon and the word 'Downloaded' with a dropdown arrow.

8. **Print Library** – as explained above, you can add books from the Logos store to your so-called Print Library. However, you can also add your real, physical books to your library as long as they 1) have an ISBN bar code on the back, and 2) are included in the Logos book catalogue. You can use your mobile device to scan the ISBN bar code of your book, and Logos will try to match it with the correct resource in their Catalogue. If the resource is in their catalogue, Logos

will add the book to your Print Library. This does not mean that you can read the book, but it does mean that you can search that book!

✈ **Power Tip 8:** Finally, a power tip regarding **hiding/deleting** those books that you are sure you will *never* use. Don't use this for books whose title doesn't appeal to you, or for books whose language is Greek or Hebrew (even if you don't know those languages). In those cases, Logos can still give you a surprising amount of information without you having to master those languages.

With hiding your books, you keep your license for the book, but remove the book from your computer. This saves space and you don't have unnecessary books in your library.

Normally, you would drag and drop one book at a time into the Hide Resources pane in Program Settings. However, the Library panel allows you to **hide multiple books** at the same time:

- filter your library by the books you want to hide. E.g. lang:spanish or lang:coptic
- Select the books you want to hide
- Hold down the CTRL key and click the right mouse button
- Select 'Hide these resources'

As you can see, this feature is very hidden, as the Hide these resources option does not appear if you do not hold down the CTRL key.

✈ **Power Tip 9:** From your library, you can create a **bibliography** of a selection of your resources. To do so,

The screenshot shows the Logos Bible Software interface. The main window displays a search for 'mytag:read-2022' with 11 results. A table lists the results with columns for 'Re', 'Type', 'Author', and 'Title'. A blue box highlights the first 11 rows of the table, with a circled '1' next to the table header. To the right, a 'Bibliography of Read Books 2022' window is open, showing a list of 11 citations. A blue box highlights the 'Save as Bibliography' button in the 'Library' panel, with a circled '3' next to it. Another blue box highlights the 'Bibliography of Read Books 2022' window title bar, with a circled '4' next to it. The 'Bibliography of Read Books 2022' window shows 11 citations, including: Gutt, Ernst-August. *Relevance Theory: A Guide to Successful Communication in Translation*. SIL International; United Bible Societies: Dallas; New York, 1992. Barr, James. *The Semantics of Biblical Language*. London: SCM Press Ltd, 1983. Sproul, R. C. *Are These the Last Days?*. First edition. Vol. 20 of *The Crucial Questions Series*. Orlando, FL; Sanford, FL: Reformation Trust; Ligonier Ministries, 2014. Black, David Alan. *Linguistics for Students of New Testament Greek: A Survey of Basic Concepts and Applications*. Second Edition. Grand Rapids, MI: Baker Books, 1995. Newton, Doug. *Fresh Eyes on Famous Bible Sayings: Discovering New Insights in Familiar Passages*.

1. In your library, select at least two resources
2. Click the i-icon
3. Scroll down and click 'Save as Bibliography'
4. Now the Bibliography will open and you can choose your preferred bibliography style and formatting.

Learn more

You can find more information about managing your Logos library on the [Logos Wiki](#).

Component 4: Using Logos Efficiently

Logos users can be divided into two extremes: either they are super-enthusiastic, or they are incredibly frustrated with the program. And then, there are some people that fall in between. What makes the difference, is the time they invest in configuring their software.

Need for organizing your library

You should think of your purchase of your Logos library as a truck carrying 2,000 books or more, all delivered to your front door in one big pile. This is bound to cause you frustration, because you can't do anything with it. You will first have to bring order to this collection of books. You will have to let them all go through your hands, sort them, put them on the right shelf, etc. etc. You might even label the books for easy retrieval.

With your Logos library it is not really that different: you get a huge collection of books and Logos knows a lot, but it doesn't know, for example, what your favorite books are. Nor does Logos know how you would like to label your books. Maybe you want to make a collection of books about "Flora and Fauna in the Bible," but Logos doesn't know that the book "Plants of the Bible" also belongs to that collection. In short, once you purchase a Logos library, you should take some time to *organize all your books*.

- Every hour you spend doing this will be paid back many times over in your future use of Logos.
- Every hour you *don't* spend on this adds to your frustration with the software.

Components of organizing your library

Organizing your library increases the effectiveness of your program exponentially. The main ways to achieve high effectiveness are:

- prioritizing your favorite books
- tagging *all* (!) your books
- making collections
- creating parallel resource sets (PRS)

Component 5: Prioritization

General

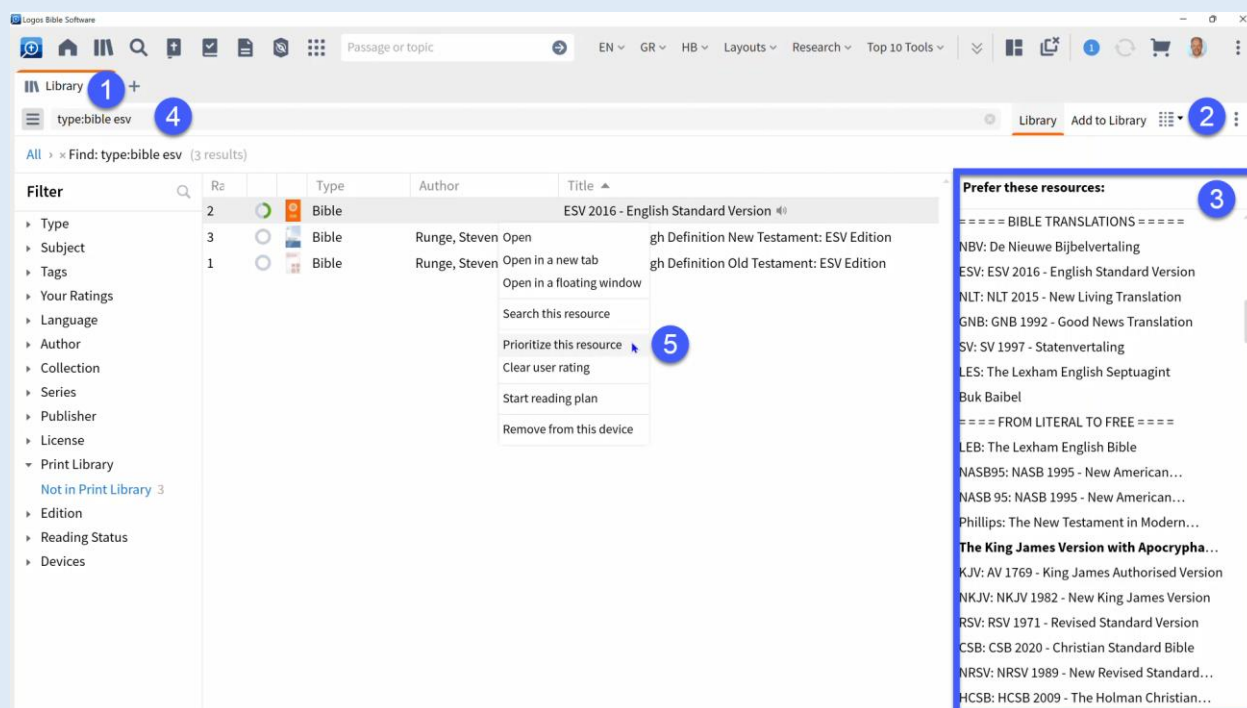
Prioritization is one of the most important ways to make Logos work *the way you want it to*. If you don't prioritize your books, you will find that Logos sometimes opens certain books completely at random, and that is indeed very frustrating. Instead, you want Logos to open your *favorite* translation, your *favorite* commentary, your *favorite* dictionary, etc. That can be set with Prioritization.

Prioritizing your books is especially important for:

- Bible translations and Bibles in the original language
- Bible Commentaries
- Dictionaries and Lexicons ¹

What Logos does with prioritized books is the following. From some places in the program, you can open your *favorite translation*. Logos then looks in the prioritization list to see which translation is *highest* on the list and opens the first best translation it comes across on that list (from top to bottom).

In other places in the program, you want your top five (or more) translations, commentaries, or dictionaries to be displayed *first*, rather than a random choice by the software. Logos then looks again in the prioritization list and displays the first number of translations, commentaries, or dictionaries it encounters in this list.



¹ **Note:** prioritize your books also in this order: so first a block of translations, then the commentaries and finally the dictionaries / lexicons.

Explanation

In the following, the screenshot above is explained step-by-step:

1. To prioritize your books, go to your Library (e.g. CTRL+L).
2. Next, click the three dots at the top right for the window menu. In that menu, you can choose "Prioritize Resources".
3. A Prioritization Pane should appear.
4. In the search box or through the filters, you can look up the books you want to prioritize. In this example, it is the ESV
5. Actual prioritization can be done in two ways:
 - a. you can drag individual titles from the library to the prioritization window;
 - b. you can right-click on a title and then choose 'Prioritize this resource'.
(**Note** that if you select a title from a *series*, you also have the option to prioritize the series as a whole).

After prioritizing, the title of the prioritized book appears in the prioritization window.

- if you *drag* the books there, you can decide how high the title is prioritized;
- if you prioritize the books via the right mouse button, the title will appear at the bottom and you have to move it yourself to the position where you want the book to be.

Headings in your Prioritization List

✂ **Power Tip 10:** the prioritization list is one big long list of prioritized books. If you have a lot of books prioritized, it pays to organize the list with headings. Unfortunately, Logos does not yet have an official feature that allows you to do this, but there is a solution (workaround)!

1. Open a new document in Word and type a space (**note:** do not forget this space, to avoid errors in the process).
2. Save the document as an "empty.docx" file (**note that** the extension .doc does not work for this process).
3. In Logos: go to Tools → Personal Books (under Utilities).
4. Click 'Add book'
5. For the title, type " = = 1. BIBLE TRANSLATIONS = = =" (without quotation marks)
6. Make sure the following is selected:
 - a. Type: Monograph
 - b. Language: English
7. Click 'Add file' and select the document "empty.docx" you created in step 1-2.

8. Click 'Build Book' (if this option does not appear, click somewhere in the gray area first).
9. Hopefully you will now get a message without errors (warnings are not a problem).
10. Click "Finish.

Repeat these steps for each of the following categories:

- === 2. HEBREW & GREEK BIBLES ===
- === 3. COMMENTARIES ===
- === 4. BIBLICAL DICTIONARIES ===
- === 5. HEBREW DICTIONARIES ===
- === 6. GREEK DICTIONARIES ===

Finally, after creating these Personal Books you can find these "books" in your library:

- For example, use the line: 'edition:user'.
- Drag the title to the appropriate place in your prioritization list.

Your prioritization list looks much more organized now!

🔪 **Power Tip 11:** in the same way you can also convert all your real Word documents, for example with your lecture notes, to Logos documents. **Note** that Logos only accepts Word files with the .docx extension.

Learn more

More useful information about (advanced) book prioritization can be found on [Logos' Wiki](#).

Component 6: Tagging your books

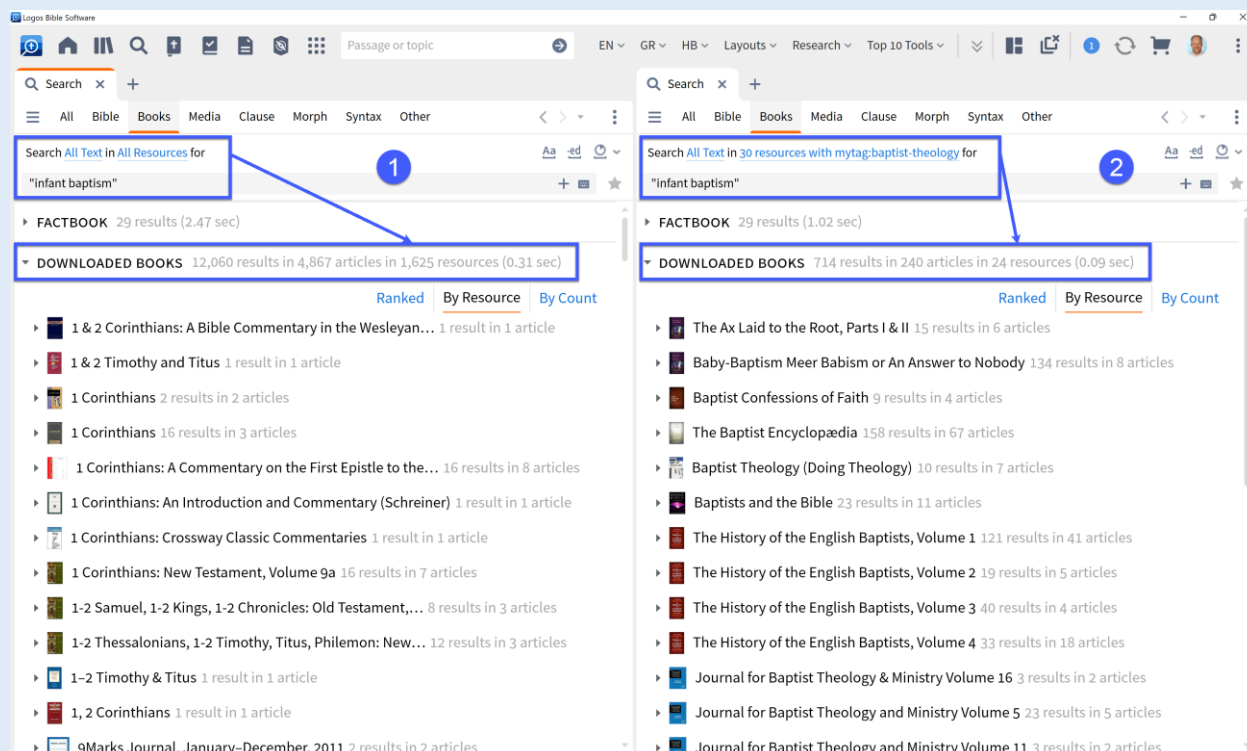
In addition to prioritizing your books, *tagging* your books is also an effective way to make Logos your own. However, this method is quite time-consuming. And the more time you invest in this, the more it will pay off in your future use of Logos.

An analogy

Rudolf is a theology student who inherits a large amount of theological books in his second year of study. One day the moving van comes and it dumps all 3,000 books unsorted in one heap on the sidewalk in front of his house. Congratulations! Really?! Rudolf is in the middle of his exams and has not yet made room for his books. On top of that - and this is the worst of all - he has to sort all the books one by one and put them on the right bookshelf. Imagine how many hours he spent doing that... It's no different with Logos: if you buy a basic package, you get hundreds, if not thousands, of books at once. It would be unreasonable to expect that these books will then automatically all be in the place where *you* want them. They will first have to go through your hand one by one.

The purpose of tagging

The purpose of tagging your books has everything to do with searching for relevant information. The following screenshot illustrates that very clearly.



In the screenshot above, you see two searches. Both searches look for information on "infant baptism," but in this case, I want to specifically search *Baptist* literature on infant baptism. The first search, is the

one as Logos performs it by default. The second command is much more specific, after tagging my books.

- Search 1 searches 'All resources', Logos' default option. The result is a staggering result of no less than 1,625 books. (I am particularly impressed by the speed with which all this is found and presented.) But I am not really impressed with the results: first of all, there are far too many of them, and secondly, the first hits are not exactly the most relevant books.
- Search 2, on the other hand, searches a collection of books that I have tagged with the tag "Baptist Theology". Thanks to the fact that I have tagged my books, I can now search much more specifically within certain sub-collections of my library. In other words, the disadvantages in search 1 have turned into advantages: Logos returns a manageable amount of information, and this information is immediately very relevant.

Whereas in a real bookcase you can only categorize real books in one way, in Logos you can vary this endlessly, using your own chosen tags.

Tagging prevents frustrations

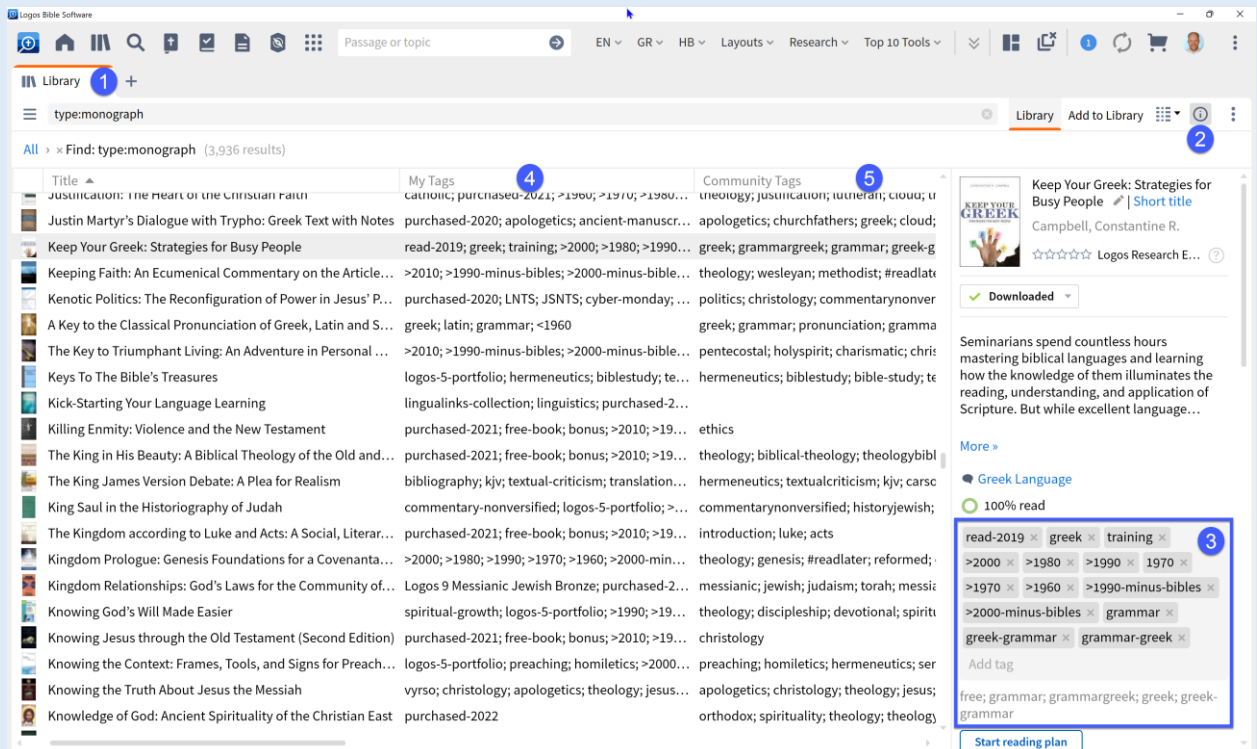
Tagging your books takes time, but it can prevent a lot of frustration. Frustrations that are often heard from Logos users are:

1. Logos is too overwhelming and you can't see the forest for the trees (see search 1);
2. Logos does not give relevant or far too general search results (see search 1);
3. Logos is far too unwieldy and contains far too many books that I never use anyway.

If any of the above frustrations resonate with you, then tagging is your solution!

Tagging your books transforms these frustrations into pure profit. Not only can you search very specifically for relevant search results. But because you can tag your books completely at your own discretion, you sometimes also find gems among the search results in books that you yourself - based on the title - would never have bought, if they were not in the package.

It will be clear by now that tagging your books will make your use of Logos much more effective. And that is why it is worth the (time) investment to tag your books at the beginning of your Logos journey.



Explanation

1. To tag your books in bulk, you basically go to your library (CTRL+L). You can also tag a book, when you are reading it, and this is done through the book's information icon.
2. In the library, you can select one or more titles at a time and tag them in the information window that appears, when you click on the information icon.
3. In this information window there is a section where you can tag your book(s).
4. All your tags will then be visible in the library column 'My Tags'. If you don't see that column, right-click on one of the other column tags and select 'My Tags'.
5. If you have enabled community tags in the Program Settings, you can display them in your library in the same way. These are tags that have been used by more people in the wider Logos community for the particular book. You can use them to give you ideas on how to tag your own resources.

🔪 **Power Tip 12:** In principle, you could suffice with the community tags, which are often already very good. But going through your library yourself, and tagging your books in a systematic way, gives you much more control over the program and allows you to better *personalize* your library.

Learn more

You can find more useful information about tagging your books on the [Logos Wiki](#), or [in this YouTube video](#).

Component 7: Creating Collections

General

Collections are an extension of the previous section on tagging. In fact, tagging your books is also nothing but a way to form certain collections. In addition, Logos also has a way of semi-automatically creating collections that are very useful for certain functions of Logos.

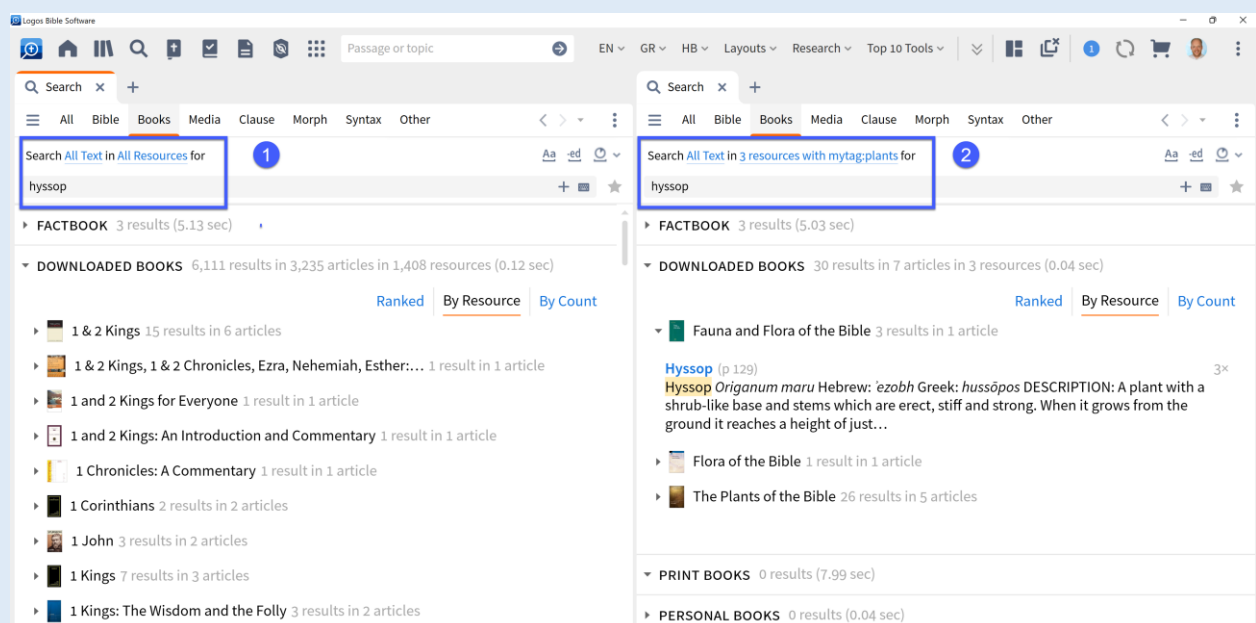
Note: if you create many collections using rules (see below), this may slow down the software (considerably).

There are two ways to make collections:

- static collections by *tags*
- dynamic collections by means of *rules*

Creating static collections using your tags

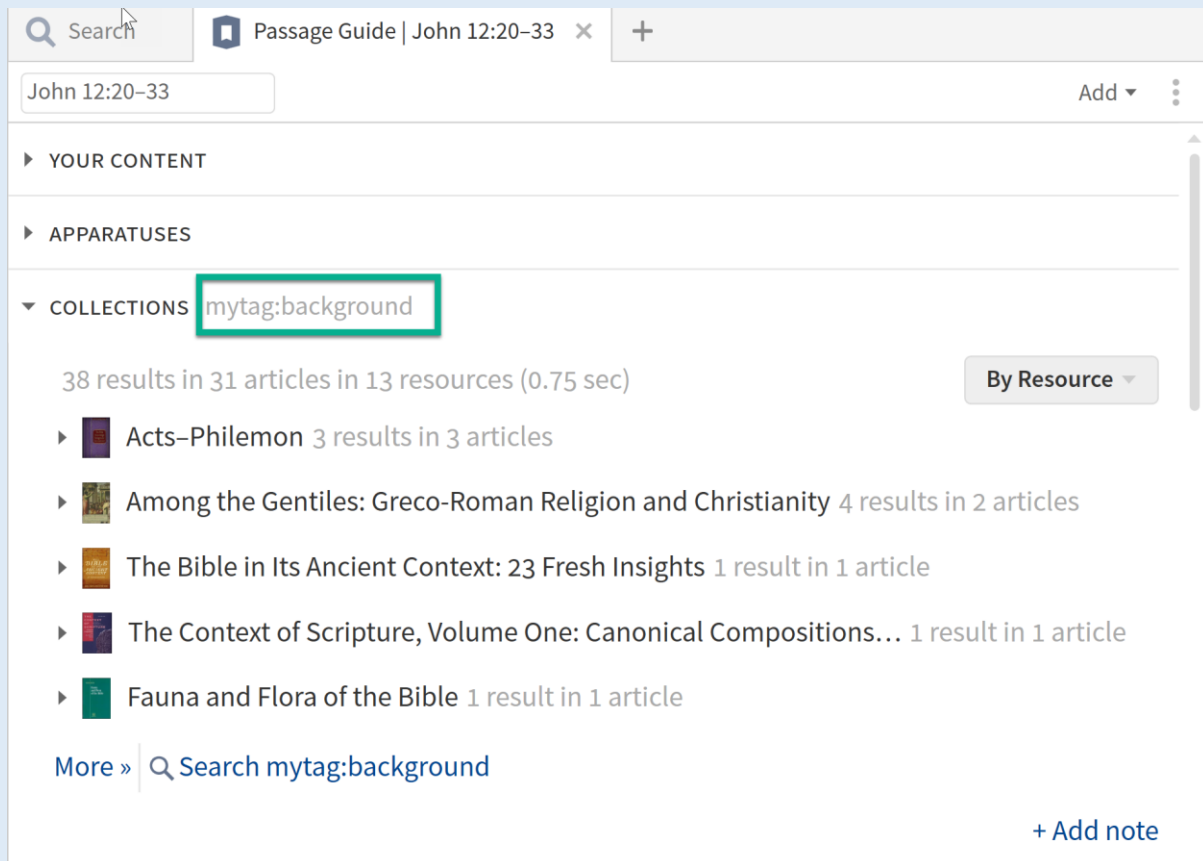
An immediate benefit of tagging your books, is that it allows you to search for information in a very specific collection. Imagine you are looking for useful information about 'hyssop'. A general search in 'All resources' will then produce far too many hits (see (1) screenshot on the left). And on top of that it also gives few *relevant* results.



Instead, you would prefer to search literature specifically focused on plants in the Bible (see (2) right-hand side screenshot). True, the word "plants" is missing from the titles of the first two search results, but because these books are tagged with the word "plants," Logos still recognizes them as relevant literature.

These collections that you create using 'tags' are static, that is, they contain only those books that you have manually assigned the appropriate tags. If you buy new books that you want to put in the same collection, then you will also have to manually tag those books with the same tag.

You can use these static collections not only in search windows. You can also use them when personalizing your collections in the Guides:



The screenshot shows a web interface for a Passage Guide. At the top, there is a search bar with the text 'John 12:20-33' and a dropdown menu with 'Add' and a three-dot menu. Below the search bar, there are three main sections: 'YOUR CONTENT', 'APPARATUSES', and 'COLLECTIONS'. The 'COLLECTIONS' section is expanded, showing a collection named 'mytag:background' which is highlighted with a red box. Below the collection name, it says '38 results in 31 articles in 13 resources (0.75 sec)' and 'By Resource'. A list of results follows, each with a small icon and text: 'Acts-Philemon 3 results in 3 articles', 'Among the Gentiles: Greco-Roman Religion and Christianity 4 results in 2 articles', 'The Bible in Its Ancient Context: 23 Fresh Insights 1 result in 1 article', 'The Context of Scripture, Volume One: Canonical Compositions... 1 result in 1 article', and 'Fauna and Flora of the Bible 1 result in 1 article'. At the bottom of the collection list, there is a 'More »' link and a search bar with the text 'Search mytag:background'. In the bottom right corner, there is a '+ Add note' button.

The convenient thing about these static collections is that you can create them at any time. So you don't have to think out all the collections beforehand. Moreover, if you were to make a specific collection for all tags, you would get way too many collections and that has a negative effect on the effectiveness of Logos.

Create dynamic collections using rules

In two situations, however, it may be helpful to do create collections in advance:

- You want to create *dynamic* collections using rules. Then later, when you buy a book that meets the pre-made rule, that book is automatically added to the collection for which that rule was created.
- you want to use the *Parallel Resources Sets* (PRS). For this, see the next chapter. If you want to create a PRS, you need a predefined collection to do so.

How do you create a dynamic collection?

Go to Tools → Collections and follow these steps:

- Give your collection a recognizable name (i.e., replace the words "Unnamed Collection" with a meaningful name.
 - ✍ **Power Tip 13:** Create a collection "All Books Except Bibles and Commentaries". If you use Logos for a while, you'll find that this is a favorite collection.
- Next, type in the 'Rule' that your collection must adhere to, in this case: * ANDNOT type:bible ANDNOT type:commentary.
 - Note: Now you'll notice that the resulting collection still displays commentaries. This is because Logos has classified some commentaries not as 'type:commentary' but as 'type:monograph'.
 - You can fix this problem by tagging all your commentaries with the commentary tag.
 - Then you can make the rule more specific as follows: * ANDNOT type:bible ANDNOT mytag:commentary
- An overview of so-called 'search fields' that you can use for this purpose can be found on the [Library Wiki page](#) (scroll to 'Search Fields that you can use in the Find box').
- Tip: You can also drag individual titles (e.g., those that don't conform to a rule) from the Library into your 'Plus these resources' collection.

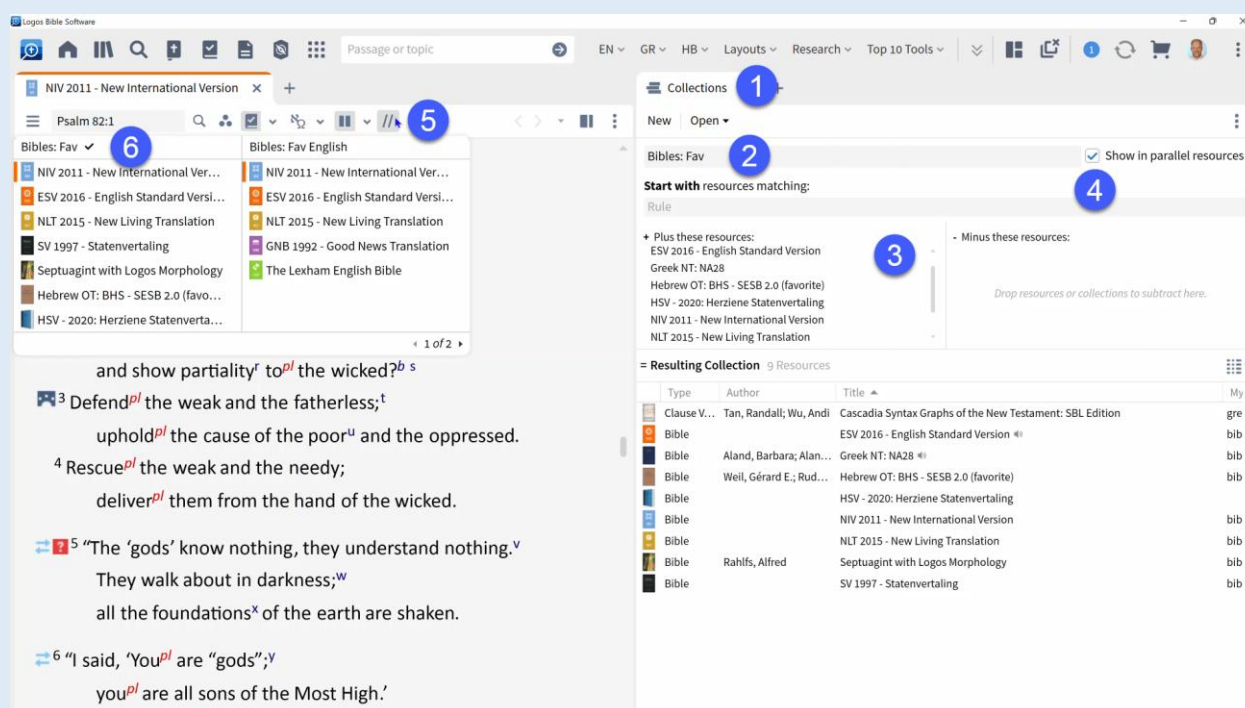
Learn more about dynamic collections:

- <https://wiki.logos.com/collections>
- <https://support.logos.com/hc/en-us/articles/360016299092-Create-and-Use-Resource-Collections>

Component 8: Creating Parallel Resource Sets (PRS)

✂ **Power Tip 14:** Parallel Resources Sets (PRS) are ideal for quickly switching between similar (parallel) books. Some suggestions for PRS collections, are:

- your favorite Bibles
- your favorite English translations
- your favorite Dictionaries / Lexicons
- your commentaries by type



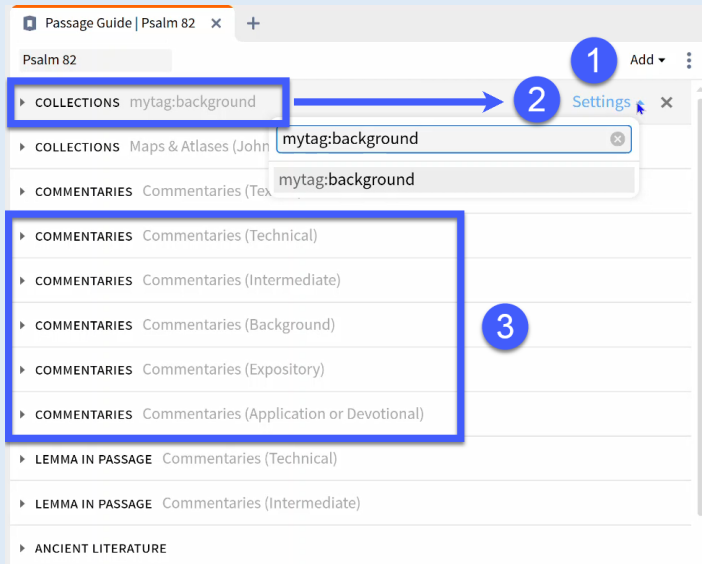
Notes

1. Open the Collection Tool under Tools.
2. Give your collection a name, e.g. "Bibles: Fav".
3. Add your favorite Bibles to the 'Plus these resources' section.
4. Check the 'Show in parallel resources' option.
5. Open a book from the collection, and click the two // parallel stripes.
6. You can now easily switch between the different books in the PRS.

Tip: don't make the list too long!

Component 9: Creating Custom Guides

My advice is to choose one Guide Template and use that as the starting point for your personal preferred guide. A good starting point for Bible study and Sermon preparation is the Passage Guide.



Power Tip 15: Add your favorite resources to your Passage Guide, following the instructions below.

1. By means of the "Add" button you can expand or limit the Passage Guide. By adding one or more sections called 'collections', you can add your favorite resources to your Passage Guide!
2. Customize the collection by hovering the mouse over the 'Collections' line and then clicking on 'Settings'. Then you can use 'mytag:...' to define your collection.
3. It is highly recommended that you divide your commentaries into several sections, as shown. These collections are already available in the Faithlife Group 'Michel Pauw Logos Bible Software Coaching'. Via 'Add' you can add as many commentary sections as you like and via 'Settings' you can determine which commentaries you want to display and how many per section.

Component 10: Layouts

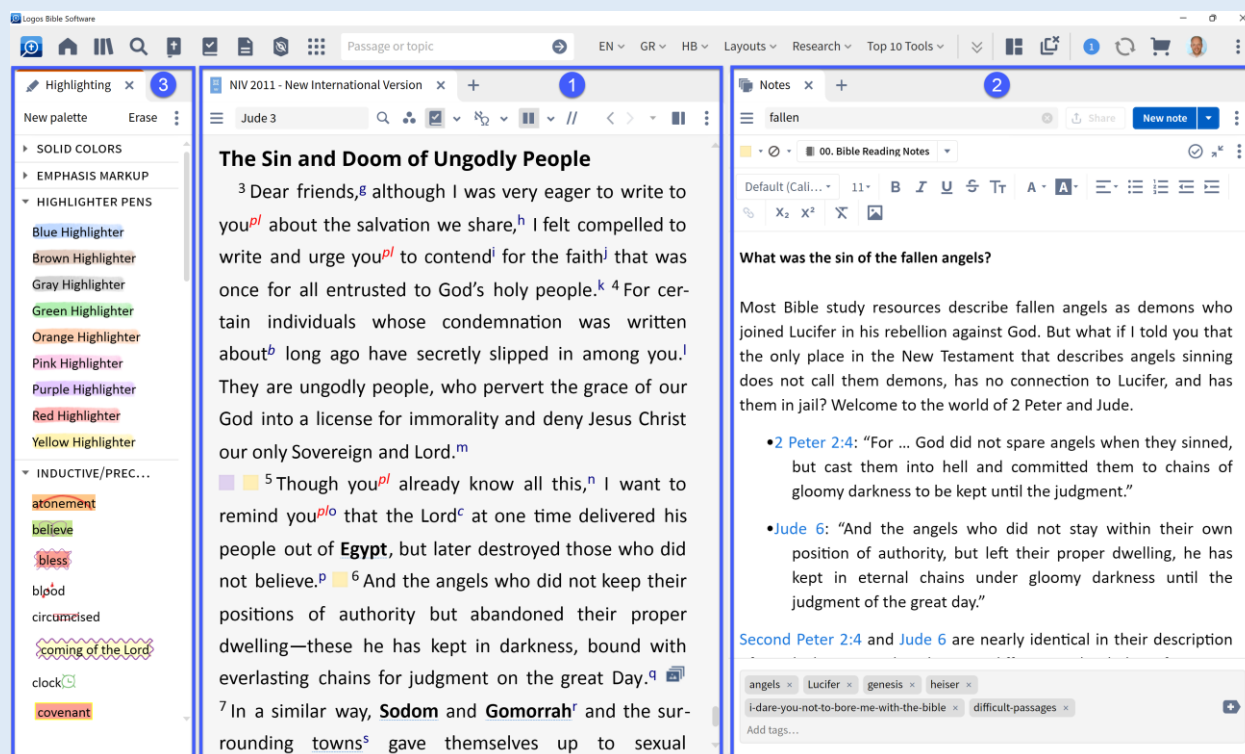
In this section, I'll share some layouts and teach you how to compose, save and update them.

✂ **Power Tip 16:** If you have a layout open, and you have been working in it (e.g., you have gone from John 1 to John 2), you can update your layout with the command "Update Active Layout" in the Command Box.

✂ **Power Tip 17:** Since you will likely use the "Update Active Layout" command often, it is recommended to add it to the Shortcut Bar: type the command in the Command Box and before pressing Enter, drag the command with your mouse from the Command Box to the Shortcut Bar. Finally, pick an appropriate icon.

Biblical diary

The following layout is designed for easy note-taking when reading the Bible.



Notes:

1. The middle panel contains the Bible text.
2. The right panel allows you to take notes.
3. Optionally, the Highlighting Tool can be used to highlight text, with highlighter pens or inductive styles.

Simple Bible Study Layout

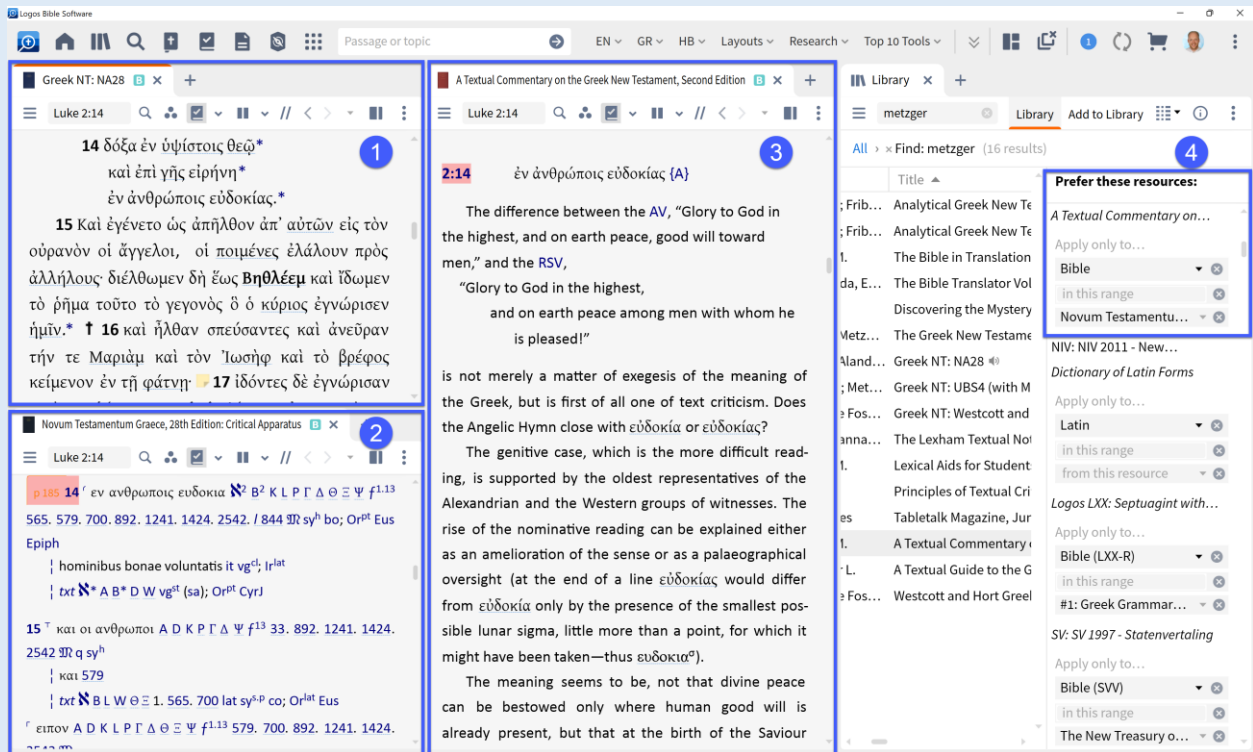
The screenshot displays the Logos Bible Software interface with a multi-pane Bible study layout for Luke 2:7. The layout is organized as follows:

- Translations:** Shows the ESV, NIV, and NLT versions of the text.
- Range of Tools:** Lists various tools like TSK, Bible, and others.
- Source Text:** Displays the Greek text of Luke 2:7.
- Commentaries:** Shows the WBC Vol. 35A commentary.
- Dictionaries:** Shows the dictionary entry for κατάλυμα, ατος, τό.
- Look up Bible:** Shows the ESV 2016 - English Standard Version.
- Quick Info:** Provides detailed information about the sub-point, including its grammatical structure and semantic features.

Notes

- Link all your translations, commentaries and dictionaries to link set A via the panel menu.
- Make the Look up Bible your look up bible by enabling 'Send hyperlinks here' from the panel menu.
- Quick Info: Two tools are useful to have activated here: Information and Power Look Up. Both tools can be found under 'Tools' in the main menu.
- The Miscellaneous Tools section is suitable for: notes, search window, and TSK (Treasury of Scripture Knowledge).

Text Variants Study Layout



Notes

1. Top left: Greek text NA²⁸
2. Bottom left: Text Critical Apparatus of NA²⁸
3. Middle: Text-critical commentary by Bruce Metzger
4. Right: Advanced Prioritization of Metzger's Text Critical Commentary, applied to NA²⁸ Apparatus
5. If you now click on (or hover over) a reference, Metzger's text-critical commentary shows up.

Translation Layout Greek New Testament

Notes

1. Top left: Source text
2. Bottom left: Dictionaries, Lexicons, Bible Word Study Tool
 - ✦ **Power Tip 18:** I recommend that you link your lexicon (here: BDAG) and Bible Word Study Panel to the same link set as your Bibles. That way, if you single click any word in your Bible (whether English or Greek/Hebrew), your linked lexicon scrolls along to the (underlying) lemma of the word that is selected!
3. Bottom center: Translation Guide (available from Michel Pauw Logos Bible Software Coaching Faithlife Group).
4. Top center: Notes tool with your translation of the Greek text, plus a search panel
5. Right: quick translation info.

Literature review with notes and highlights

The following is a sample layout for studying literature, taking notes on your markings, and looking up this marked text or the notes you took with it.

The screenshot displays the Logos Bible Software interface. On the left, a 'Highlighting' palette is open, showing various highlighting tools like 'Agree', 'Disagree', 'Important!', and 'Question?'. The main document window shows a text passage with several highlights in different colors (green, red, blue, yellow). A note is attached to one of the highlights. On the right, a search panel is open, showing search results for the highlighted text. The search results are organized into sections like 'DOWNLOADED BOOKS' and 'FACTBOOK', with a list of articles and their contents.

Notes:

1. Open the book you want to study.
2. Open the Highlighting Tool and create your own highlighting palette.
 - [see more info on highlighting](#)
 - [see even more info on highlighting](#)

Use shortcuts to quickly highlight selected text (e.g., D for Disagree).

✂ **Power Tip 19:** if you have access to my Faithlife coaching group, you can download my 1.

Academic Reading Palette, to immediately start marking up your text academically:

- a. In Logos, go to Documents, then to Groups.
 - b. In the find box type "Academic" which will show the 1. Academic Reading Palette.
 - c. At the top of the panel, click Add to your docs.
 - d. Open the Highlighting Tool to see if it is added.
3. Open a Notes panel to take notes.
 4. With a Search Panel, you can search for certain text (here: rhetorically) within the text of that is highlighted, for example, with the highlighting style 'Disagree'.
 5. In (5) you see how to search your notes.

Research and writing a paper

The following layout provides an example of how to use Logos when writing an academic paper.

The screenshot displays the Logos Bible Software interface with five numbered callouts (1-5) highlighting key features used in the research process:

- 1 (Top Center):** The Bible text (Greek NT: NA28) is shown with morphological analysis. The Greek text is: ***3 Ἀγαθητοι,* πασαν σπουδην ποιουμενος γραφειν υμιν περι της κοινης ημων σωτηριας αναγκην εχον γραφαι υμιν παρακαλων επαγωνιζεσθαι* τη απαξ παραδοθειση τοις αγιοις πιστει.* 4 παρειδουσαν* γαρ τινες ανθρωποι,* οι παλαι προγεγραμμενοι εις τουτο το κριμα, ασεβεις, την του θεου ημων χαριτα μετατιθεντες εις ασελγειαν και τον μονον δεσποτην και κυριον ημων Ιησουν**
- 2 (Bottom Center):** A window showing a book titled "WBC Vol. 50" (NAC - Schreiner - 1, 2 Peter, Jude) on page 136. The text discusses the pervasiveness of Jude's allusions to the Old Testament.
- 3 (Bottom Right):** A search window showing results for the lemma "κοινή σωτηρία" (koinē sōtēria) in extrabiblical Greek literature.
- 4 (Left):** A window titled "Clippings Jude 3 - κοινή σωτηρία" showing a selected study from "Bibliotheca Sacra Volume 142" (April 2021) titled "Jude Part 1: An Exposition of Jude 3-4".
- 5 (Top Right):** A notes window titled "κοινή σωτηρία" containing a Dutch translation of the text: "De woorden κοινή σωτηρία in Judas 3 vormen een interessante woordgroep. Beide woorden komen veel voor in het Nieuwe Testament, maar nergens anders dan in Judas komen de twee woorden samen voor als één woordgroep. Dat roept natuurlijk de vraag op of de betekenis van deze woordgroep simpelweg de optelsom is".

Notes:

1. Top center shows the marked up Bible text.
2. Bottom center shows a book I am reading on Jude.
3. The bottom right provides a search window to look for the word group κοινή σωτηρία in extrabiblical Greek literature at the time of the New Testament.
4. On the left, a window is opened with clippings of quotes to be incorporated into my paper.
5. At the top right is the window with the content of my paper (in Dutch).

Learn more

This page contains a selection of links to very useful information available for free on the Internet:

- **Free training videos:**
 - <https://www.logos.com/student-training> (excellent starting point!)
 - <https://www.youtube.com/c/logosbiblesoftware/videos> (numerous short tutorials)
- **Where to go with questions:**
 - <https://community.logos.com/forums/> (excellent user forum, usually quick and good help)
 - [Logos Daily online Community](#): online platform with dedicated Logos users.
- **Where can you find written information?**
 - https://wiki.logos.com/Table_of_Contents (comprehensive wiki for all Logos features)

✈ **Power Tip 20:** a list of powerful Keyboard Shortcuts can be found at

https://wiki.logos.com/Keyboard_Shortcuts_For_Windows.

Support the Bible translation work in PNG

Have you benefited from this Training Manual? Then consider making a donation that will benefit the work of Bible Translation in Papua New Guinea (PNG).

Michel Pauw is working in PNG as a Translation Advisor for the Aramba language group in Southwest PNG, as well as being the Academic Dean of the Pacific Institute of Languages, Arts, and Translation, a.k.a. PILAT, which is the PNG school for national Bible Translators.

One fun way to support the work of Bible Translation in Papua New Guinea, is by [subscribing to Michel's monthly newsletter](#) and by purchasing through his affiliate links and affiliate events, at no additional cost to you.

You can also donate towards his ministry:

- if you are Dutch, you can support his work through www.michelenerna.nl/steun.
- if you are from the USA, you can support his work through [Wycliffe US](#) (mention: "Michel Pauw – NL").
- if you have a different nationality, you can support his work through PayPal (email: michel_pauw@sil.org).

Thank you for your support!