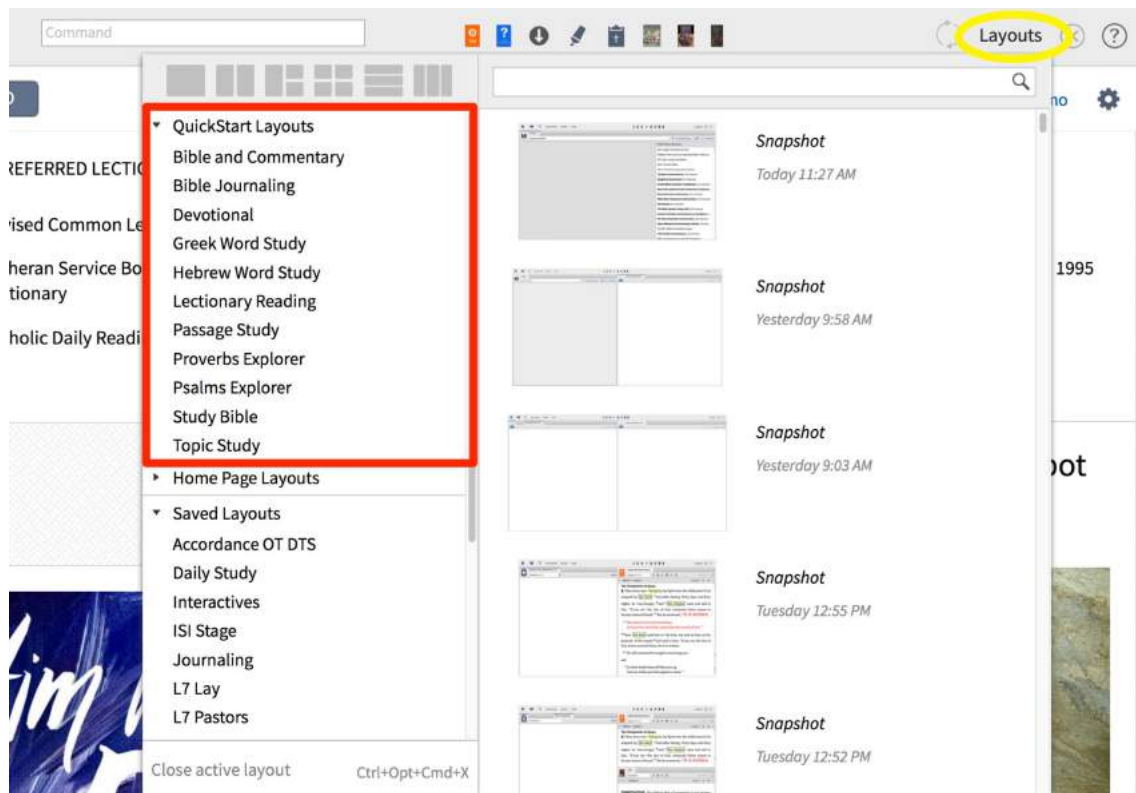


The Basics- Creating Layouts

Layouts allow you to save custom arrangements of tools and books for various study needs. You can create layouts for classes, sermon series, personal study, and more. This is one of the most essential skills needed to use Logos well.

When we toggle the Home Page off, we see a blank workspace ready to be filled with all of our favorite books and tools. Let's begin by looking at a few sample Layouts already created for you by Logos.

Open the Layouts menu in the far right of the main application toolbar. On the top left of the menu, you will find QuickStart Layouts. These are good examples of the kinds of layouts your can create.



Find Layout examples under the Quickstart section

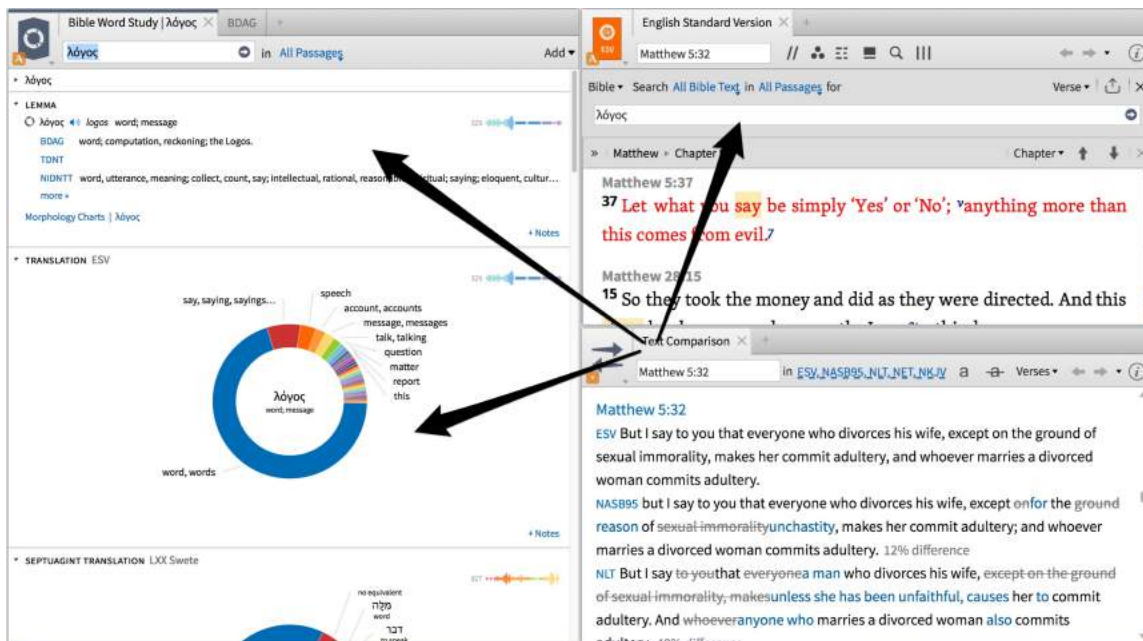
First, open the “Bible and Commentary” layout. Notice that this layout draws from your prioritized books and opens your top bible and top commentary. Also notice that these two panels are linked together. When we scroll or change the reference they stay in sync. If you ever need to link panels like this, you can do it under the panel menu in the upper left of each panel. Look for the upside down triangle under the image. Make sure to choose the same link set for each panel.



Link panels by choosing the same Link Set for each

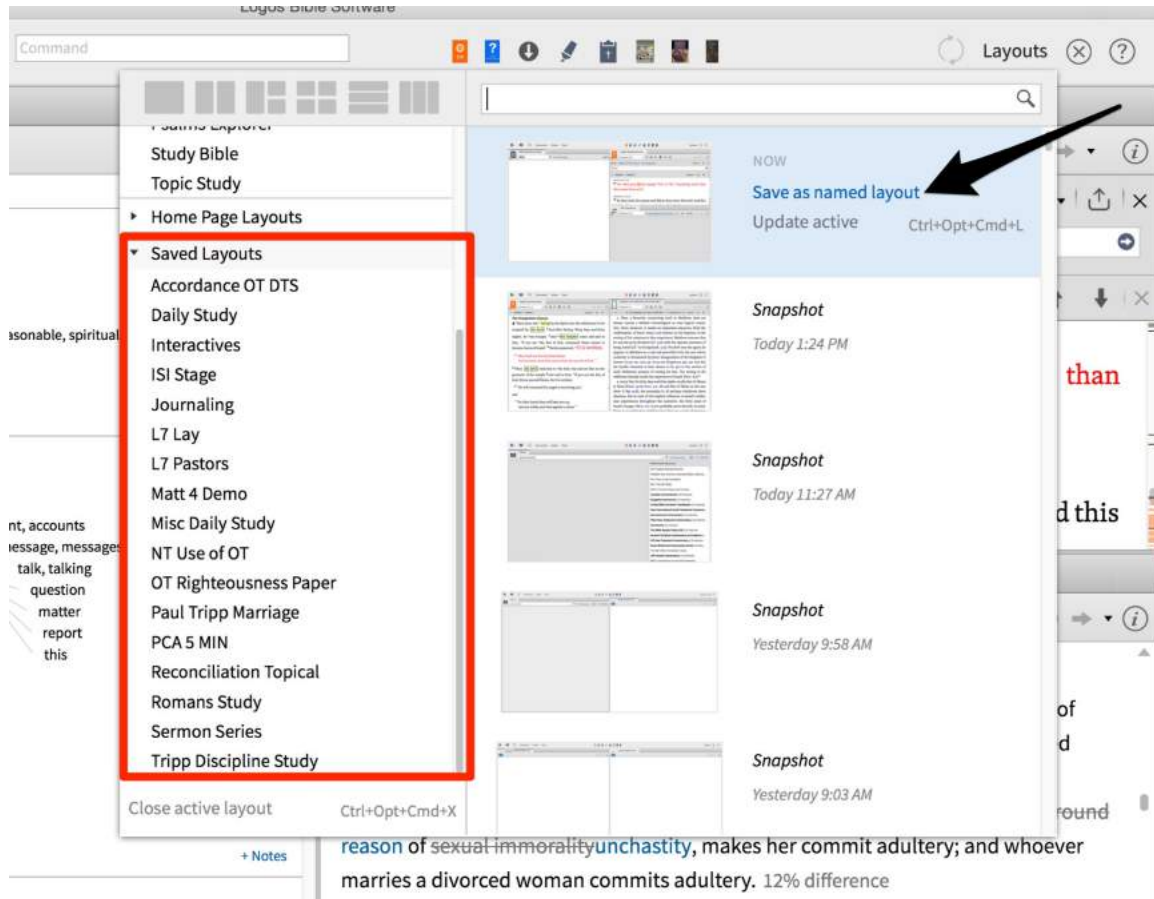
Let's look at another example. Open the "Greek Word Study" QuickStart Layout. Notice that this Layout is very different from the Bible and Commentary example. Logos has opened the Bible Word Study Guide on the left and on the right we have our favorite Bible and favorite Lexicon. Once again, notice that all of these panels are linked together. When you link your Bible to either the Bible Word Study Guide or a Lexicon, you can access word information with nothing more than a single click on any word in your Bible.

This brings us to an important question? How can we create our own Layouts? Let's use what's on our workspace now as an example. First, notice that you can move your guides, tools, and books around by grabbing the tab and relocating. The shadowed area will identify where the panel will be relocated once you release the tab. Arrange your panels in a way that enables you to accomplish your task effectively. Next, add any books, guides, or tools you need.



Arrange your layout by moving panels around; Grab the tab and relocate

Last, save your Layout. To do this return to the Layouts menu in the upper right of the main application toolbar. The right side of the menu has a list of Snapshots of your workspace. The top one is the current configuration labeled “Now”. Here you can click on “Save as named layout” and type an appropriate name.



Name and save custom layouts under the Layouts menu

Once named, your custom layouts can be found under the “Saved Layouts” section in the lower left of the menu.

Any time you make changes to a layout make sure to return to the “Now” snapshot and click “Update active”. This will assure that you will return to the most recent place in your study when you open your layout.

Now that you now how to create a layout take time to consider what arrangements would be most effective for your research and classroom needs.