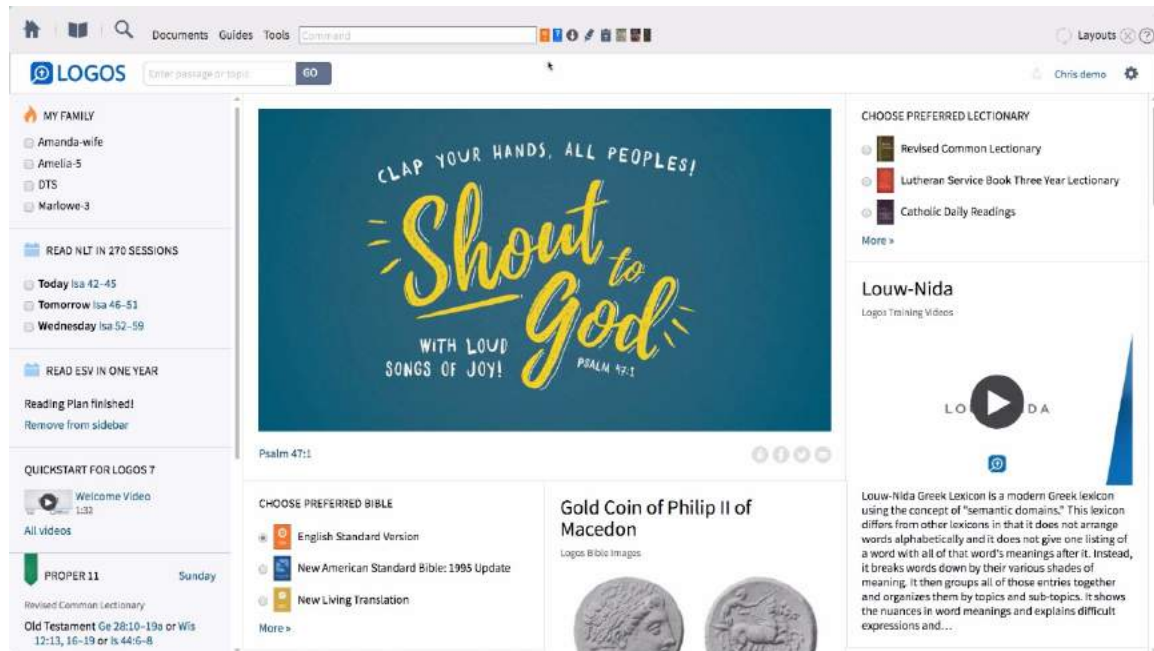


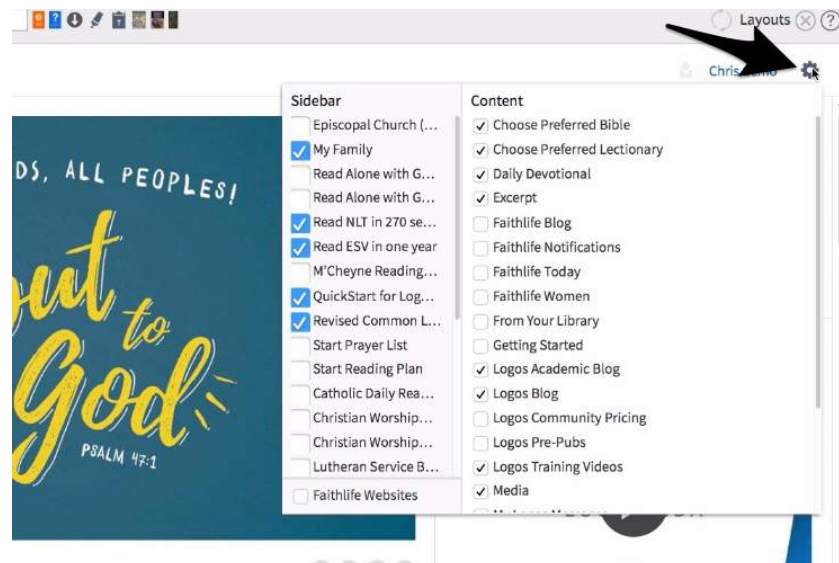
The Basics- Navigation

Initially, it is very helpful to learn how to navigate Logos. This can be very effective in moving us from feeling overwhelmed or lost to being comfortable finding what we need.

First, when you open Logos you will see the **Home Page**, which is one part daily to-do list and one part newsmagazine.



The main content section on the right allows you to scroll through regularly updated news items from your library and the Internet. The left sidebar provides you with daily to-do items like prayer lists, reading plans, lectionaries, and more. Both of these sections can be customized by clicking the gear icon on the upper right of the main content section.



The right side of the menu controls the content section and allows you to check the items you want to appear and uncheck those that you don't. The left side controls the left sidebar and will list your created prayer lists and reading plans in additions to the lectionaries in your library. Check those you want to view and drag items in the order you want them to be listed.

The **Main Application Toolbar** contains many very important items and menus.



First, we have the **“Go” box** (1). By simply typing in any passage or topic, Logos will launch you into a powerful study and gather all of the best tools for the task. If you aren't sure where to start, the “Go” box will assist you.

In the top left of the toolbar, we see the **Home icon** (2). This will toggle the Homepage on and off.

To the right, we see the book icon, which gives you access to your **Library** (3). This functions like a searchable card catalog. We will spend more time on navigating the library in a later video.

The magnifying glass opens your **Search panel** (4). There are six types of searches that can be carried out in this panel. The basic search will allow you to search your books, while the Bible, Clause, Morph, and Syntax search allow you to carry out basic to advanced searches in the Biblical text. Please note that each search type comes with a Search Helps section in the panel to guide you in building your search.

Next, the **Documents menu** (5) gives you access to many types of documents you can create, store, and share. By hovering over each document type, you can read a short description of what each does. When you create a document, these will be saved on the right for easy access. These will also stay up to date and available on any of your signed in computers and devices. These documents can also be shared with other users like your colleagues or a group of students through Faithlife.com groups. To do this, click “Share Documents” in the bottom left and publish the document to the appropriate group. There will be training on this later.

To the right, the **Guides menu** (6) lists the guides designed to function as your research assistants. Provide these guides with a word, topic, or passage and they will scour your library collating the information for your use. We will spend more time learning how to use Guides in a later video.

The **Tools menu** (7) is filled with a variety of tools useful for various study tasks. Hovering over each tool with your cursor will allow you to learn about the function of each. We will see many of these in action in later training videos.

The **Command box** (8) is useful for typing quick commands or even quick access to resources. Type in the book name or author and you can easily open the resource from here.



To the right of the Command box is the **Shortcut Bar** (9). This allows you to add shortcut buttons to the main toolbar for one-click access. To add a shortcut simply drag a book from your library or drag over any document type, guide, or tool. Right-click a shortcut button to add a label, change the icon, or delete.

At the end of the shortcut bar to the left of the sync arrows, you have the **Notification Center** (10). Here you will often find a blue circle with a number to display information about the notification. Allow Logos to complete updates and indexing as needed, and also make sure to restart the program when prompted. If you don't see a notification, there is no further action necessary.

Next, we see the **Sync Arrows** (11) letting us know that all of our documents and settings are being stored and synchronized with all our other computers and devices signed in under the same account.

The **Layouts menu** (12) allows you to save custom arrangements of tools and books for various study needs. This is one of the most essential skills needed to use Logos well. We will discuss creating Layouts in a later video.

To the right of Layouts, you have the **Close All button** (13) which makes it very easy to close all the resources and tools open in your workspace.

Last, we have the **Help icon** (14) filled with helpful links to assist you in using Logos. Logos Bible Software help is an extremely useful users manual built into your library. "Online video tutorials" will give you access to our Logos Pro training videos, and the "online forums" and "user-edited wiki" allow you to access information from other users about using the software. Also note that you can "report a problem" from this menu if you encounter a typo, bug, or want to provide a suggestion.

Now that you are more comfortable navigating the software, let's slow down and dive deeper into some of the main features.