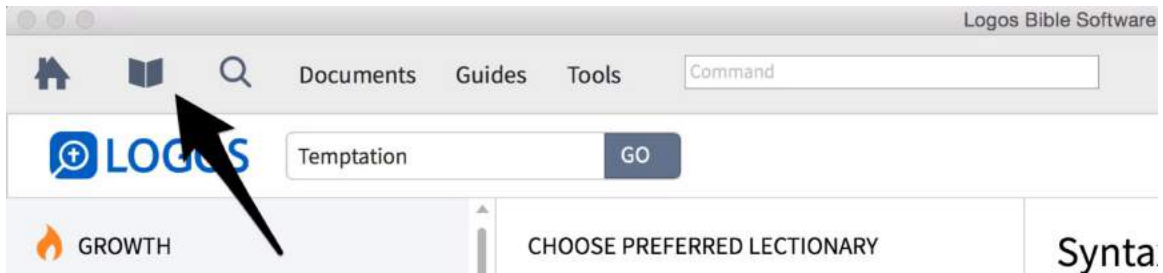


The Basics- The Library

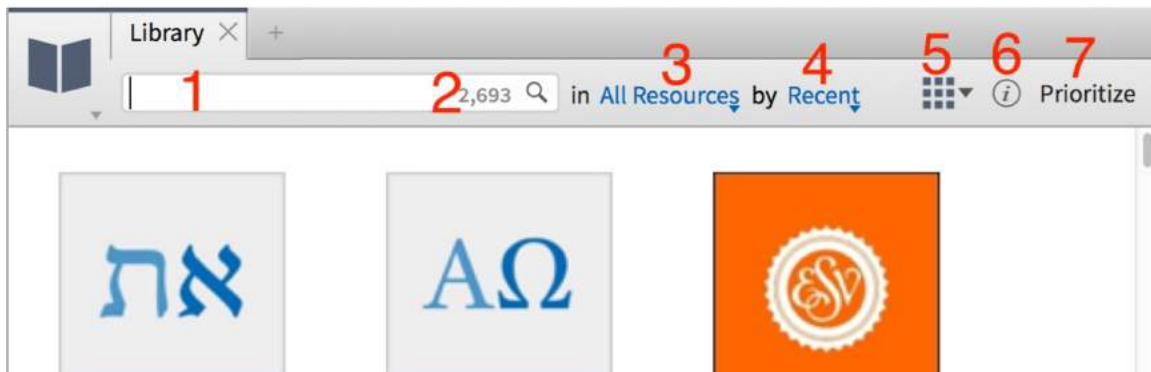
Now we want to spend some time learning how to more effectively interact with the books in our library.

To open the library you can click the book icon on the top left of the main application toolbar, or you can drag the icon down into the main workspace to open a new panel.



Open the Library by clicking the book icon

At the top of the panel you have a search box (1). Simply type what you want to find in the box and your library will be narrowed down. At the end of the search box, you will see a resource count (2) showing you the total number of books in your library or results from your search.

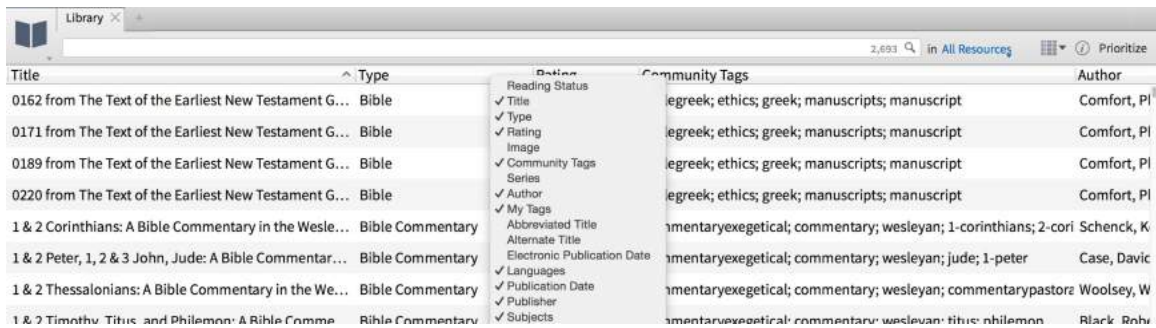


Next, we can choose if we want to view (3) all our books or only a collection of books and we can choose how we want those arranged (4).

You can also choose from three different views by clicking the view button (5) on the toolbar. The cover view is simple and great if you are only viewing a small group of books. The Tile view provides additional content beyond the cover view, but less content than the Details view. The Details view is the most powerful so we will spend the rest of our time using it.

To the right of the view button we have the Information icon (6). This opens the resource information pane on the right side of the library. Click the row of a resource and the details will be provided here. We will come back to the Prioritize button (7).

Now we want to learn how to better organize and interact with our books. The details view will give us a good introduction. Notice that we have a spreadsheet-like layout filled with information about each book. Each column has a unique heading. If you right-click any column heading, you will see a list of all available columns. Simply check the ones you want to view, and you can drag the columns to reorder them.



In the Details view, right click a column header

These columns allow us to sort our books accordingly. To do this, simply click a column heading. For example, we can click the “Type” heading and organize our books by type including bibles, commentaries, lexicons, and more. We can add a second or third category for further sorting by holding down the shift key and clicking another column heading. For example, if we hold shift and click the “Language” column header, we can now view our Bibles by language. You may also want to sort your commentaries by Series, etc.



Click the “Type” header then hold shift and click the “Languages” header

We accomplish the same results by using these column headings as search filters. For example, we can search type:bible to view all our bibles. We can add lang:greek to view our Greek Bibles. We can view books by a certain author by using author:geisler, etc. Hebrew lexicons are easy to find with type:lexicon and Hebrew.



Try searching `type:bible`, `type:lexicon`, `type:commentary`, `type:encyclopedia`, `author:geisler`, etc.

One very essential search filter for you to learn is based upon the Community Tags column. These are tags or labels that have been used by other users to identify books related to various topics and study needs. For example, `tag:counseling`, `tag:marriage`, `tag:apologetics`, or `tag:atlas`. The best way to use tags is to pay attention to the tags used on various resources. Over time you will have a mental list of important tags that help you find and search the books that related to your needs.



Discover helpful Community Tags and use the `tag:` search filter

Now it is time for you to prioritize your favorite resources. This is very important because Logos will draw from your custom list when selecting resources for various tasks. If you don't prioritize your favorites, Logos may open resources you do not prefer or have interest in. So here's how:

First, click "Prioritize" in the top left of the Library panel (1). This will open the Prioritize pane on the right. Now you need to drag and drop your favorite resources into the pane in the order you prefer (2). Please note that if the resource you drag over is part of a series, the entire series will be prioritized (3).

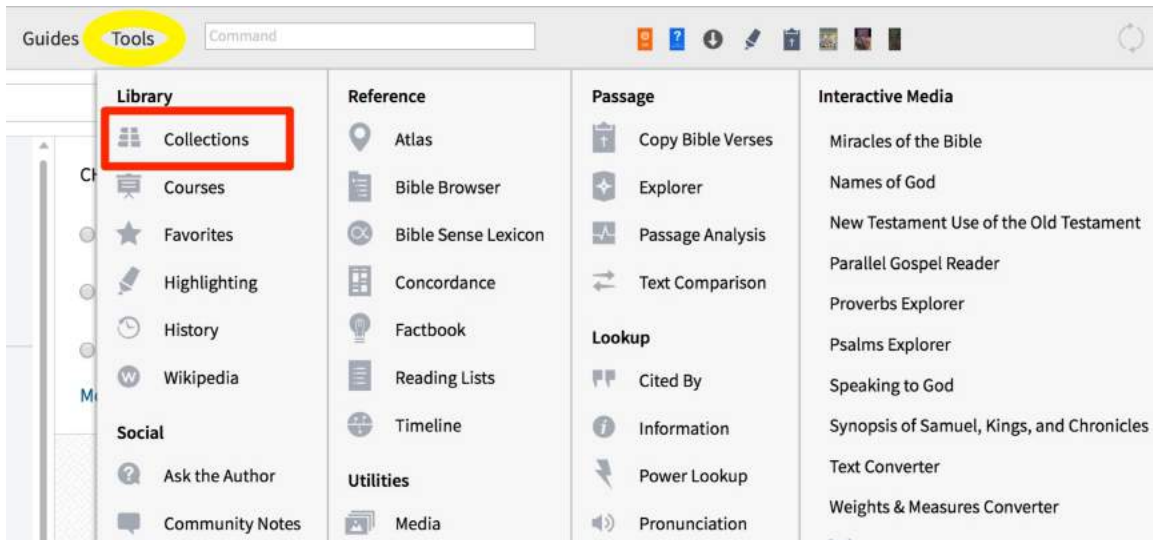


Open the Prioritize pane and drag resources into ordered groups

Here are the main resource types you want to prioritize: Bibles, Commentaries, Lexicons (Greek and Hebrew), Encyclopedias/Reference, and Devotionals. It is recommended that you keep each of these types grouped together or easy organization and adjustment. You can also move a resource up and down the list or right-click to delete.

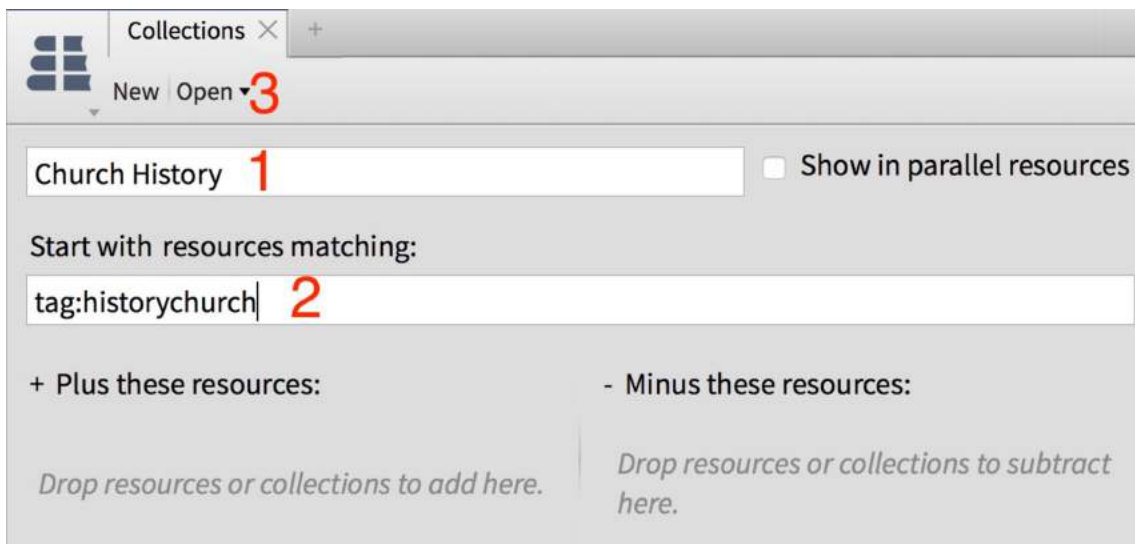
Last, we want to learn how to create **Collections**. When we use a library, the books aren't in random order. We normally navigate a library by finding groups of books organized together by a similar subject or topic. The Collections tool allows you to group your Logos resources according to your own customization. This saves time and will later enable us to search a selection of books instead of the entire library. Here's how:

First, open the Collections tool under the Tools menu.

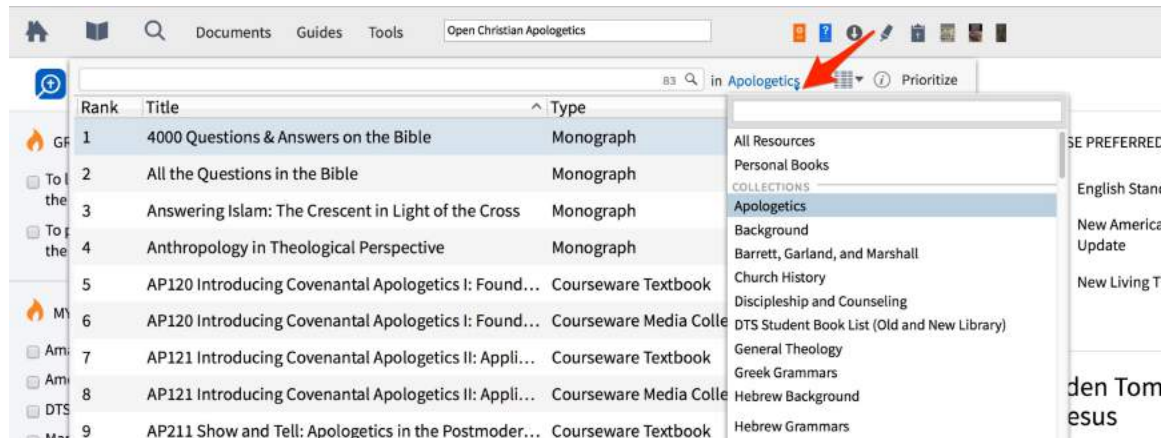


Open the Collections Tool under the Tools Menu

Give your Collection a unique name like “Church History” (1). Next, add search terms in the same way you previously learned to search your library (2). Here we will use tag:historychurch. Now we have created a collection of most or all of our church history books. For a second example, let's create a collection of works by Luther. We will name the collection Luther and search our library by author:martin luther.



If we need to open or edit a collection, simply use the Open menu (3) at the top of the Collections panel. From this menu, you can also delete a collection by right-clicking. Now when we return to our library, we can quickly move from viewing all our books to only a specific collection of books.



You can view only a Collection in your Library