Concord
Version 2.1
User's Guide
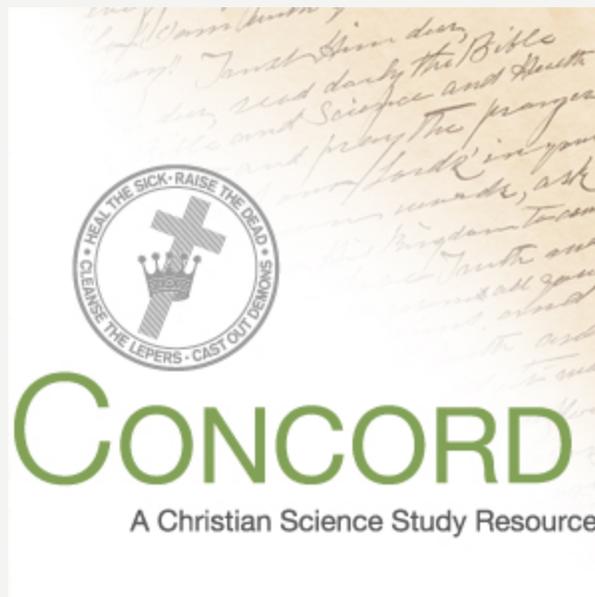
CONCORD

A Christian Science Study Resource

Table of Contents

Welcome to the Concord User Help Guide!

If you want more help with Concord, please go to the Concord community forum:

Get More Help With Concord

If you continue to have trouble, please contact concordhelp@csps.com for more help.

Concord is a research tool for studying the Holy Bible, *Science and Health with Key to the Scriptures*, other writings by Mary Baker Eddy, and the *Christian Science Hymnal* with the *Christian Science Hymnal Supplement: Hymns 430–462*. Concord enables you to explore these books by searching for a single word, for word combinations, or for word roots. You can create documents to store citations from the books and add your own notes. You can add "annotations," similar to writing in the margin of a book. Or you can simply read from these books.

Concord Books

- King James Version of the Holy Bible
- Science and Health with Key to the Scriptures
- Miscellaneous Writings 1883–1896
- Retrospection and Introspection
- Unity of Good
- Pulpit and Press
- Rudimental Divine Science
- No and Yes
- Christian Science versus Pantheism
- Message to The Mother Church for 1900
- Message to The Mother Church for 1901
- Message to The Mother Church for 1902
- Christian Healing
- The People's Idea of God — Its Effect on Health and Christianity
- The First Church of Christ, Scientist, and Miscellany
- Poems
- Christ and Christmas
- Manual of The Mother Church

- Christian Science Hymnal
- Christian Science Hymnal Supplement: Hymns 430–462

Letter from Mary Baker Eddy

The handwriting featured in the design of the Concord application and packaging is from a letter written by Mary Baker Eddy to Clara Shannon. It is reprinted here, courtesy of The Mary Baker Eddy Collection. [L07761] © 2012 The Christian Science Board of Directors.

January 9, 1893 "Pleasant View" Concord

My precious Student,

I was glad to read your sweet meek letter. But I see no reason why you are not as ready as others who have entered the pulpit, and hope you will assume this sacred trust. God will direct you in all your ways, if you trust Him. Faith must take hold before sight or fruition, and this faith will, when instructed in divine Science, become understanding and you will have no doubts, and every proof of His promise: "Lo! I am with you always."

Trust Him dear, read daily the Bible and Science and Health and pray the prayer of our Lord's in your own words, ask for His Kingdom to come, for Love Truth and Life to govern all your desires aims and motives, to feed you with faith and a clear knowledge of Good, to make you patient, forgiving, long suffering, and merciful, compassionate, even as the dear God is thus to you and you desire Him to be, and thus reflect this God, Good, in all His qualities etc. etc. My desire is that this year shall be crowned with mercies for you and all. My kind wishes to your Mother and all my dear students and I am as ever lovingly Yours

Mary B. G. Eddy

What's New in Version 2.1

Open Multiple Notebooks and Search Windows

You can open Notebook and Search in a new window using this icon: .

Select Notebook Window to Jot

When more than one Notebook document is opened, clicking on this icon opens a drop-down menu of all open Notebook documents. You can then select the Notebook document where you'd like the citation to be added.

New Way to Access Citation Arranger

The Citation Arranger is accessible anytime you are working in a Notebook - either in the Notebook tab or separate Notebook window. Clicking this icon will open the Citation Arranger on the left side of the Notebook. Clicking the icon again will hide the Citation Arranger.

Subtract Text from the Middle of a Citation

You can remove sentences or verses from the middle of your jot by using this icon: .

Jot Whole Paragraphs with a Single Click

To select an entire paragraph or verse to jot, press the **Alt** key (for Windows users) or the **Option** key (for Mac users) and click on a paragraph with your mouse.

Jot to Sentence/Verse Boundaries Automatically

If you select a range of text while holding down the **Alt** key (for Windows users) or the **Option** key (for Mac users), the selection will automatically expand to the beginning and ending of the sentence or verses you've selected.

Jot by Keyboard

You can now jot using keystrokes, including jotting noncontiguous citations. Additionally, you can mix keyboard-jotted selections with mouse-jotted selections.

Edit Citations

You can edit previously created citations in your Notebooks. Hover the mouse over the citation in your Notebook, which opens a citation pop-up. Click the Edit Citation link and then use the jot plus and jot minus icons to adjust the citation as appropriate. Click back on the citation in the Notebook when you have finished editing.

Performance has been Improved

A number of improvements have been made to speed up Concord. You may notice that notebooks load, print, and copy faster.

More Accurate Citations

Concord has been updated to ensure that citations jotted match the CSPS Bible Lessons. Some of the changes include:

Concord has brought back the Next Page directive. For example, if you select from SH 1:1 to SH 2:4, the citation will be jotted as SH 1:1-4 (np).

Manually-typed citations in a Notebook document will automatically be adjusted to comply with the canonical form for citations. For example, if you type "ps 91:1-4," Concord will reformat as "Ps. 91:1-4."

Start and Stop directive words are now case-insensitive. This means that Concord treats "SH 1:1 those" the same as "SH 1:1 Those."

Improved Book Format in Print, Copy, and Citation Arranger

Concord has made a variety of formatting improvements to the book text that appears when you print or copy, as well as in the Citation Arranger.

Friendlier "Number Citations" in Notebook

Now you can use "Number Citations" the same was as DOS and Windows Concord. Place your cursor at the first numbered citation in a Notebook document and then click the "Number Citations" button.

Concord Screen Layout

Title Bar
This area contains the "Support and Feedback" and "Help" links.

Action Tabs
This area contains the Search, Annotate, and Notebook tabs.

Table of Contents
This area contains the list of books, the table of contents for each book, the list of marginal headings from *Science and Health* and scriptural quotations used in Mrs. Eddy's writings.

Book Content
The text of the books is displayed in this area.

Concord Online

📖 Books

Science and Health

Front Matter
Contents

	Preface	vii
I.	Prayer	1
II.	Atonement and Eucharist	18
III.	Marriage	56
IV.	Christian Science versus Spiritualism	70
V.	Animal Magnetism Unmasked	100
VI.	Science, Theology, Medicine	107
VII.	Physiology	165
VIII.	Footsteps of Truth	201
IX.	Creation	255
X.	Science of Being	268
XI.	Some Objections Answered	341

Science and Health wi
Chapter XII - Christian Science

Chapter XII
Christian Sc

*Why art thou cast dow
And why art thou disq
Hope thou in God; for
Who is the health of m*

*And these signs shall f
In my name shall they
they shall speak with n
and if they drink any d
they shall lay hands on*

362:1 It is related in the
that Jesus was o
3 Pharisee, by name
Simon the disciple.
incident occurred, a
6 of Oriental festivity.
came in. Heedless

Capture screenshot.

Getting Started With Concord

You can learn to use Concord by watching the video tutorials found in this User Help Guide or on the Concord support video web page. The User Help Guide also contains written explanations of every function and step-by-step instructions.

To access the User Help Guide

» Click Help in the top right corner of the program.

To access the video tutorials

» Look at the list of all the tutorials: [Concord Video Tutorials](#)

Online Edition of Concord

A free 14-day trial subscription to the online edition of Concord is available. The online edition of Concord is identical to the desktop edition expect for the opening and saving of Notebook documents. You can run the online edition of Concord from any computer connected to the Internet by using one of these Internet browsers:

- Mozilla Firefox version 18.0 or later
- Apple Safari 6.0 for the Mac or later
- Microsoft Internet Explorer version 9 or later
- Goggle Chrome version 24 or later

When you are connected to the online edition of Concord, the Notebook documents and annotation sets are stored on a server online so that you can access your documents and annotations from any computer that you use to connect to the Internet.

To activate your 14 day free trial online subscription

1. Check that the computer you are using has the correct version of one of the Internet browsers listed above.
2. Open your Internet browser and enter this web address:

   www.concordworks.com
3. Click **Try Concord Online Free**.

You can read the Online terms of service on the Concord web site on ChristianScience.com. These are the terms of service governing your use of the Online Edition of Concord. Also see the Privacy Policy.

Table of Contents and Lists

The Table of Contents for each book and the lists of marginal headings in *Science and Health* and list of scriptural quotations used throughout the writings of Mary Baker Eddy are displayed in the Table of Contents window.

To open the Table of Contents for a book or one of the lists

1. Click 📖 **Books**.
2. Click the drop-down list.
3. Select a book or a list.

To open a book from the Table of Contents

» Click any item in the Table of Contents to display the book and open it to that location in the Book Content.

Hide the Table of Contents

The Table of Contents can be hidden to make more space to display the Book Content and the Search, Annotate, and Notebook tabs.

To hide an open Table of Contents

» Click 📖 **Books**.

Related Topics

Marginal Headings

Book Content Functions

The full text of the King James Version of the Holy Bible, *Science and Health with Key to the Scriptures*, Mrs. Eddy's other writings, and the *Christian Science Hymnal* with the *Christian Science Hymnal Supplement: Hymns 430–462* is displayed in the Book Content.

Toolbar Functions

Icon	Function
📖 Books	Open the Table of Contents, the Marginal Heading lists, or the Scriptural Quotations list.
	Preserve the currently selected citation (the highlighted text), so that you can add more verses or sections to that citation before you jot, annotate, or copy it. When you click the blue **Add to Citation** button, it turns into the red **Add to Citation** button to indicate it is ready to be used to select additional verses or sections to the citation you are building.
	Remove from Citation Remove verses or sections in the middle of highlighted text before you jot, annotate, or copy it. When you click

Icon	Function
	the blue **Remove from Citation** button, it turns into the red **Remove from Citation** button to indicate it is ready to be used to remove verses or sections to the citation you are building.
	Create a citation in a Notebook document from the selected (high-lighted) text. This is used when you are working with only one open Notebook document.
	When more than one Notebook document is opened, clicking on this icon opens a drop-down menu of all open Notebook documents. You can then select the Notebook document where you'd like the citation to be added.
	Create a "highlight" annotation in the Annotate tab from the selected text. It also permanently highlights the text in the Book Content using the color that corresponds to the annotation set.
	Create a "note" annotation in the Annotate tab from the selected text. This annotation includes notes that you add about this citation. It also permanently highlights the text in the Book Content using the color that corresponds to the annotation set.
	Remember your book and page number, as well as, the Book Content settings when you exit Concord and restore them the next time you open Concord.
	Highlight the annotated citations in the Book Content or remove this highlighting.
	Display the text of the book in either the Book Format or Free Flowing mode.
AAAA	Change the font size — it cycles through four sizes. Each time you click the button, the font size gets larger until it has reach the largest size. On the next click, it returns to the smallest size. **Note:** To enlarge the text on the entire Concord window, hold down the **Ctrl** key (Windows) or **Command** key (Mac) and press the **+ (plus)** key until the text is the size you want. To make the text smaller, hold down the **Ctrl** key (Windows) or **Command** key (Mac) and press the **- (minus)** key.

Icon	Function
	Click and drag this gray button to resize the Book Content panel as desired.

Scriptural Quotations

In the writings of Mary Baker Eddy, whenever she directly quotes the Bible, a magnifying glass appears in the right margin in the Book Content. In the Bible, the magnifying glass is placed in the right margin next to every passage she has quoted. The magnifying glass indicates that you can display a bubble that shows the text of the Bible passage and all the citations where Mrs. Eddy uses that passage.

To view the Scriptural quotation bubble

» Click the **magnifying glass** .

Annotations

After you have created an annotation, an icon appears in the right margin of the book.

To view the annotation

» Click or .

View Next or Previous Section

The Concord books are divided into sections, so they can be displayed in the Book Content more quickly. Many times these sections are based on the chapters in the book.

To view the next section of a book

» Click **Next Section** at the beginning or end of the whole section of text.

To view the previous section of a book

» Click **Previous Section** at the beginning or end of the whole section of text.

Note: You can display the Welcome screen in the Book Content by clicking Concord Desktop (or Online) .

Related Topics

[Annotating Book Content](#)

[Jotting Citations to a Notebook](#)

Jotting Citations to a Notebook

You can select a citation in the Book Content and "jot" it to a Notebook document. The Jot function allows you to insert your selected citations into open Notebook documents.

To jot a citation from a book into a Notebook document

1. In the Notebook document, click the location where you want the citation.

2. In the Book Content, there are several ways to highlight a citation that you can then Jot into your Notebook document:

   a. Use the mouse to click the beginning of the selection and drag to the end of the selection; this will highlight the desired citation. Use the ![icon] and ![icon] icons to refine your citations. The sections below, **To insert a noncontiguous citation** and **To subtract text from a citation** review these options in detail.

   b. Click the ALT key (for Windows users) or the Option key (for Mac users) on the keyboard and then click anywhere within a paragraph or verse of text; this will automatically select the entire paragraph or verse.

   c. Use keystrokes to highlight a citation. The section below, ***To Jot by Keyboard***, describes this in detail.

3. If you have only one Notebook document open, click ![icon] or type **Ctrl+Shift+J** on the keyboard (for Windows users) or **Command+Shift+J** (for Mac users).

   Or

   If you have multiple Notebook documents open, click ![icon]. This will open a drop-down menu showing your open Notebook documents. Now, click on the Notebook document where you'd like the citation to be added.

Tip: Sometimes when you highlight text in the Book Content with your mouse starting with the beginning of a sentence, the highlighting is not placed at the beginning of the sentence but instead shows up at the beginning of the line. To avoid this happening, start highlighting the sentence in the middle of the first word. It will automatically select the whole first word.

The same technique works for the last sentence in your citation. To avoid the highlighting from occasionally being place at the end of line instead of the end of sentence, stop highlighting in the middle of the last word in the sentence.

To insert a noncontiguous citation

1. In the Notebook document, click the location where you want the citation.

2. In the Book Content, highlight the first section of the citation.

3. To select additional verses or lines to the citation:

   a. Click ![icon].
      Note: The button changes to

to indicate that it is ready for the next range in the citation to be selected.

    b. Highlight the next section of the citation.

    c. Repeat steps a. and b. as many times as you like.

4. If you have only one Notebook document open, click or type **Ctrl+Shift+J** on the keyboard (for Windows users) or **Command+Shift+J** (for Mac users). If you have multiple Notebook documents open, click and select the appropriate open Notebook document where you'd like the citation to be added.

To subtract text from a citation

1. Within a highlighted selection, click .

Note: The button changes to to indicate that it is ready for the next range in the citation to be selected.

2. Highlight the section of text to be removed from the citation to deselect it. Repeat as desired until the citation is as desired.

3. If you have only one Notebook document open, click or type **Ctrl+Shift+J** on the keyboard (for Windows users) or **Command+Shift+J** (for Mac users). If you have multiple Notebook documents open, click and select the appropriate open Notebook document where you'd like the citation to be added.

To edit citations previously jotted

After you've created a citation in your notebook, you may edit it at any time.

1. In the Notebook document, double click on the citation you wish to edit.

2. The citation will load in the Book Content. Use the and icons to edit the citation as appropriate.

3. When you select a different citation, a small bubble pops up in the notebook with the Jot icon next to the citation. Click the Jot button in that bubble.

4. The citation is now updated in the Notebook document.

To jot by keyboard

1. Ensure the cursor is in the Book Content area of the screen and type **J** on the keyboard. This will place your cursor at the beginning of the paragraph at the top of the screen.

Note: If your cursor is not in the Book Content area (for example, on the Search or Notebook instead), the Jot function will not activate when pressing J on the keyboard.

2. Move the cursor to the beginning of the selection you wish to jot:

   a. Type the **A** key to move back by one sentence.

   b. Type the **D** key to move forward by one sentence.

   c. Type the **W** key to move back by one paragraph.

   d. Type the **S** key to move forward by one paragraph.

3. Type the **M** key. You will notice that the cursor has split in half, with one side at the beginning of your selection, and the other side at the end of that sentence or verse. Also note that the end cursor is blinking. This indicates that it is the active cursor.

4. Now use the same keys (A/D and W/S) to move the end cursor to the end of your desired selection.

5. If you need to adjust the location of the beginning cursor, use the **Q** key. This allows you to toggle between the beginning and ending cursors.

6. When you have selected the desired citation, type the **N** key to set the citation range.

7. To select additional verses or lines to the citation, repeat steps 3-6.

8. When you are ready to Jot to your open Notebook document, type **Ctrl+Shift+J** on the keyboard (for Windows users) or **Command+Shift+J** (for Mac users).

    Note: If you have more than one Notebook open, jotting by keyboard will place the citation in the most recently edited notebook.

To clear the text selected in the Book Content

» Press **Esc**.

Related Topic

[Book Content Functions](#)

Annotating Book Content

You can highlight a citation in the Book Content the same way you might highlight text in a printed book. You can also write a note about the highlighted citation much the same way you might make a notation in the margin of a printed book. This highlighted citation with or without a note is called an "annotation." Annotations are stored in a "set." When you first start using Concord, it has one annotation set named "My Annotations". This set has no citations. You can add citations to this set, change the name, add a description, or change the color that is used to highlight text in Book Content.

If you have created annotations in previous versions of Concord, the annotations from your previous will be in the "My Annotations" set.

You can create as many annotation sets as you would like. Each annotation set has a topic with a description and all the citations that you would like to put under that topic. You may add a note to any citation that you include in an annotation set.

When you annotate a citation, the text is highlighted in the Book Content to indicate that it belongs to an annotation set. When an annotation set is created, you select a color to use for highlighting the citations in that set. Each set can have it's own unique color. You can select whether you want to see the highlighting of all annotations in the Book Content or whether you would like to remove the highlighting for annotated citations.

Ideas for Using Annotation Sets

You could create an annotation set that included all the parables of Jesus. You could include the citations from Mrs. Eddy's writings that mention one of the parables.

If you are preparing a talk or research paper, you could save the citations that are relevant to your topic and add your thoughts about a citation when you include it in the annotation set. Or you can add your comment at a later time.

You could create an annotation set for the Hymnal and makes comments on the hymns that you think are easy or hard for the congregation to sing.

You could create an annotation set of all the healings in Bible.

To create a new annotation set

1. Click the **Annotate** tab.
2. Click .
3. Enter the title.
4. Select the highlight color for the annotated citations in the Book Content.
5. Enter a description of annotation set (optional).
6. Click **Save**.

Highlight Annotation

A highlight annotation is a citation in an annotation set for which you have not entered any notes. It is permanently highlighted in the Book Content. You may at any time add notes and change it to a Note

annotation.

To create a highlight annotation

1. Click the **Annotate** tab.

2. In the Annotation Set drop-down list, select the annotation set in which you want to save the annotation.

3. In the Book Content, highlight the citation you want to include in the annotation set.

4. To select additional verses or lines for the citation:

    a. Click .

       Note: The button changes to to indicate that it is ready for the next range in the citation to be selected.

    b. Highlight the next section of the citation.

    c. Repeat steps a and b as many times as you would like.

5. To remove verses or lines from the citation:

    a. Click .

       Note: The button changes to to indicate that it is ready for the next range in the citation to be selected.

    b. Highlight the section of the citation that you would like to remove.

    c. Repeat steps a and b as many times as you would like.

6. Click .

7. This icon will show up in the right margin of the Book Content in the color that corresponds to the current annotation set.

To add notes to the highlight annotation

1. Locate the citation in the Annotate tab.

2. Click .

3. Add text.

4. Click **Save**.

5. This icon will show up in the right margin of the Book Content in the color that corresponds to the current annotation set.

Tip: Sometimes when you highlight text in the Book Content starting with the beginning of a sentence, the highlighting is not placed at the beginning of the sentence but instead shows up at the beginning of

the line. To avoid this happening, start highlighting the sentence in the middle of the first word. It will automatically select the whole first word.

The same technique works for the last sentence in your citation. To avoid the highlighting from occasionally being placed at the end of line instead of the end of sentence, stop highlighting in the middle of the last word in the sentence.

Note Annotation

A note annotation is a citation in an annotation set in which you have entered your own notes. It is permanently highlighted in the Book Content.

To create a note annotation

1. In the Book Content, highlight the citation you want to include in the annotation set.
2. To select additional verses or lines for the citation:

    a. Click .

       Note: The button changes to to indicate that it is ready for the next range in the citation to be selected.

    b. Highlight the next section of the citation.

    c. Repeat steps a and b as many times as you would like.

3. To remove verses or lines from the citation:

    a. Click .

    Note: The button changes to to indicate that it is ready for the next range in the citation to be selected.

    b. Highlight the next section of the citation.

    c. Repeat steps a and b as many times as you would like.

4. Click .
5. Select the annotation set where you want your annotated citation to be saved.
6. Add your notes.
7. Click **Save**.
8. This icon will show up in the right margin of the Book Content in the color that corresponds to the current annotation set.

View Annotated Citations

You can see your annotated citations in either an annotation bubble in the Book Content or by reviewing all the notes for each citation of the annotation set in the Annotate tab.

To view the annotation bubble in the Book Content

» Click or in the right margin next to the annotated citation.

To read the next annotation in the Annotate tab

1. Hold down the **Ctrl** key (Windows) or **Command** key (Mac) and press **Down Arrow**.
2. Press **Enter**.

To read the previous annotation

1. Hold down the **Ctrl** key (Windows) or **Command** key (Mac) and press **Up Arrow**.
2. Press **Enter**.

To read a citation in the Book Content

» Click or to view the next or previous citation.

    or

» Press **+ (plus)** or **= (equal)** to view the next citation or **- (minus)** to view the previous citation.

    or

» Click the citation.

    or

1. Click anywhere in the text area of the citation to select it.
2. Press **Enter**.

Select Annotated Text

In the Book Content after you annotate a citation, it will be highlighted in the color corresponding to the annotation set where it is saved.

To toggle the annotation highlighting in the Book Content on and off

» Click to display the highlighting.

    or

» Click to remove the highlighting from the display.

Importing and Exporting Annotations

Related Topics

Book Content

Copying Annotations

Deleting Annotations

Copying Book Text

You can copy a citation and text of the citation from the Book Content.

To copy a citation and text to a Word Processor or Email

1. In the Book Content, highlight the text for the citation that you would like to copy.
2. To select additional verses or lines for the citation:

    a. Click .

    b. Highlight the next section of the citation.

    c. Repeat steps a and b as many times as you would like.
3. To remove verses or lines from the middle of citations:

    a. Click .

    b. Highlight the section of the citation you would like to remove.

    c. Repeat steps a and b as appropriate.
4. Click .
5. From the Copy window, select the Citation Format.

Citation Format	Description
Citation Only	Copies only the citation. This text of the citation is not included.

6. By default, all the text in the Copy window will be selected. You may select a portion of it by high-lighting a section. The **Select All** button will select all of the text again.
7. To copy the text to the system keyboard, hold the **Ctrl** key (windows) or **Command** key (Mac) and press **c** .

    or

    Right-click and select **Copy**.
8. Click **Close**.
9. Paste the text into a word processing document or email.

Searching for Text in the Books

One of Concord's main features is to search the text of the Bible, *Science and Health*, Mrs. Eddy's other writings, and the *Hymnal* to locate your research ideas in these writings. When you search for a word, Concord will automatically search the text of every book.

To search for a word or words

1. Click the **Search** tab.
2. Enter your search text in the Search box.
3. Click the **magnifying glass** $\mathcal{Q}$ at the end of the Search box.

   or

   Press the **Enter** key.

Search Options

You can control how Concord searches by using the Search Options settings found below the Search box.

To open or close the Search Options

» Click **Search Options**.

Search Setting	Description
Any Word	For searches containing more than one word, Concord finds the sentences, para-graphs, or verses in the text with one or more of the words from your search text. This is the same as an OR search without having to type OR between the words. For more information, see the [OR search](#).
Exact Word	Finds the word or words you enter exactly as you type them. Without this option checked, a search finds the words you entered, as well as, their plural, singular, and some conjugated forms.

Search Setting	Description
	Example: With this option checked, if you enter **pray**, Concord only finds **pray**. Without this option checked, if you enter **pray**, Concord finds **praying**, **prayed**, and **prays**, but does not find **prayer** since **pray** is a verb and **prayer** is a noun. For more information, see [Exact Word Search].
Related Words	Finds words within Mrs. Eddy's writings and her hymns in the *Hymnal* that are related to these special search words: God, Jesus, Mary Baker Eddy. For a more detailed explanation, see [Related Words Search].
By MBE	Only searches the content that was written by Mrs. Eddy. For more information, see [Written by Mary Baker Eddy].
Search In	Sentences — Searches through the text to see if the search text is found within a sentence. This is the default setting. Paragraphs — Searches through the text to see if the search text is found within a paragraph. Note: This setting does not apply to the Bible or the *Hymnal*, which always return results by verse.
Order By	Refers to the order in which the citations are displayed in the Search Results. Page Number — The citations are listed in the order they are found in the book. This is the default setting. Closest Match — The citations are listed in an order based on a calculation. It calculates the order of the citations using how many times the search words are found within the citation and how many words are in the citation. Therefore the shortest citations are displayed first intermixed with the citations with the most number of search words. So, if you're looking for a particular phrase and you do not remember the exact words in that phrase, enter as many words as you think are in the phrase in the Search box and then select the "Any Word" setting and sort by "Closest Match." This will usually pop the quote that you are looking for to the top of the results.

Search Types

Concord provides many ways to help you do complex searches and quickly find specific ideas. These topics provide detailed information on how to perform more advanced searches.

[Case-Sensitive]

[Citation]

- 25 -

Related Topics

[Search Results](#)

[Search Results Calculation](#)

Search Results

When you search the books, the Search Results are displayed below the field, within the Search tab.

Book Results

Each book where the search text was found is listed with the number of sentences or verses that contain the search text.

Review the Results

To view the list of citations

» Click the book title.

When reviewing the citations in the Search Results, a portion of the text that includes the search word is displayed. You can have this text displayed as a single line or as an entire sentence, verse, or paragraph.

To change how much citation text is displayed

» Click the drop-down box in the top right and select **Single Line** or **Expanded**.

To highlight the next or previous citation in the Search Results

» Click the citation text area.

 or

» Hold down the **Ctrl** key (Windows) or **Command** key (Mac) and press the **Down Arrow** or **Up Arrow** key.

To read a citation in the Book Content

» Click the citation number.

 or

» Press the **+ (plus)** or **- (minus)**

 or

» Click or .

 or

 1. Press Ctrl (Windows) or Command (Mac) **Up Arrow** or **- Down Arrow** key to highlight a citation.
 2. Press **Enter**.

To select a citation (place a checkmark in the citation checkbox)

» Click the checkbox to the right of the citation.

To select all citations from one book

» Click the checkbox to the right of the book name.

Related Topics

Searching for Text in the Books

Search Results Calculation

Search Results Calculation

Two types of Search Results are available when searching Mrs. Eddy's books: Sentences and Paragraphs.

In the Bible and in the *Hymnal*, the Search Results are always shown in the number of verses where the search text is found.

Sentences Search Mode

The Sentences setting searches *Science and Health* and Mrs. Eddy's other writings by sentence. The number of citations found with the search text indicates the number of sentences or verses in which the text appears, not the number of times the text was used in the book.

Paragraphs Search Mode

The Paragraphs setting searches *Science and Health* and Mrs. Eddy's other writings by paragraph. The number of citations found with the search text indicates the number of paragraphs in which the text appears, not the number of times the text was used in the book.

To select the search mode

1. Click **Search Options**.
2. In the **Search In** box, select **Sentences** or **Paragraphs**.

Default Search Mode

The default search mode uses the AND function when searching for two or more words which means that all the search words must be found in the citation.

The default search mode (when none of the Search Options are checked) finds the words you entered, as well as singular, plural, and possessive forms for nouns, and some conjugated forms for verbs.

If you search for **mother**, Concord will find results for **mother**, **mothers**, and **mother's**. Likewise, if you search for **deeds**, you will also receive results for **deed**.

If you enter **heal**, it will find **healing**, **healed**, and **heals**. A search for **create** will find **creating**, **creates**, and **created**.

It is similar to, but not the same as, using the * wildcard at the end of a word, i.e. **creat***. If you had searched for **creat***, you would have also received results for **creation**, **creations**, **creative**, and **creator**. Also, if you had searched for **create***, the results would have excluded **creating**, which is a conjugation of **create**. The default search determines the root of the word for you, where as the * wildcard search uses the exact beginning that you specify.

Alternative Spellings

In the Bible and the writings of Mary Baker Eddy, there are words that are spelled differently than we normally spell them today. When you spell the word one way, Concord will also search for the alternative spelling. For example, if you search for **center**, Concord will also find **centre**. If you search for "today", "to-day" will also be found.

To use the default search

1. Click **Search Options**.
2. Clear all the checkboxes.
3. Click **Search Options** to close the Search Options.
4. Enter the word or words in the Search box.
5. Click the **magnifying glass** 🔍 .

    or

    Press **Enter**.

Related Topics

Search Results

Search Results Calculation

Searching for Text in the Books

Single Word Search

The simplest search in Concord is the single word search.

To search for a single word

1. Enter a word in the **Search** box.

2. Click the **magnifying glass** .

   or

   Press **Enter**.

Examples

Truth

peace

heart

Related Topics

Search Results

Search Results Calculation

Searching for Text in the Books

Exact Word Search

The Exact Word search finds a word exactly as you have typed it. It excludes variations on word roots. Without this setting, Concord will also search for the singular, plural, and possessive forms for nouns, and some conjugated forms for verbs.

To set the Exact Word search option

1. Click **Search Options**.

2. Check the **Exact Word** checkbox.

3. Click **Search Options** to close the Search Options.

4. Enter the word in the Search box.

5. Click the **magnifying glass** 🔍.

   or

   Press **Enter**.

Related Topics

[Search Results](#)

[Search Results Calculation](#)

[Searching for Text in the Books](#)

Phrase Search

A phrase search looks for a group of words occurring in the exact order you type them in the Search box. The phrase must be typed within double quotation marks (") to distinguish it from an AND search, which searches for every word entered in the Search bar, but does not require them to be grouped together or in a specific order.

To search for a phrase

1. Enter a phrase enclosed in double quotation marks (") in the **Search** box.

2. Click the **magnifying glass** 🔍 .

   or

   Press **Enter**.

Examples

"kingdom of heaven"

"voice of Truth"

"God is Love"

Related Topic

[Multiple Word Search](#)

Multiple Word Search

Concord can find citations with different combinations of words. For example, you can look for **heart** where the citation also includes the word **God**. Or, you could search for all places where **thunder** or **lightning** is mentioned. You can also search for all words that start with **heal** and exclude **health**.

To search for multiple words, you need to enter your search words along with the connecting word to define the relationship between the search words. There are four types of multiple word searches, which use one of these four connecting words: **AND**, **OR**, **NOT**, and **+ (plus)**.

AND, **OR**, and **NOT** must be capitalized when used as connecting words. If you do not capitalize them, Concord will search for **and**, **or**, or **not** as words in the text instead of using the word as a connecting word.

To search for multiple words

1. Enter **AND**, **OR**, or **NOT** between the words in the **Search** box.

2. Click the **magnifying glass** 🔍 .

    or

    Press **Enter**.

Connecting Word	Description
AND	Use **AND** to indicate that you want to find citations which include all of the words in your search. Place the word **AND** between each of the words. By default, Concord does an **AND** search when you enter two or more words into the Search box so it is only necessary to use the **AND** connecting word when you are doing a combination of several search types.
OR	Use **OR** to indicate that you want to find the places in the text where any of the search words are found. Place the word **OR** between each of the words. This search is the same as checking the [Any Word](#) checkbox in the Search Options.
NOT or -	Use **NOT** to exclude citations where that word is found. Place the word **NOT** in front of the word you want to exclude. The Minus character (**-**) can be used in place of **NOT,** but there must not be a space between the - and the word that you are excluding.
+	Use **+ (plus)** in front of a word in an **OR** search to indicate that this word must be in the quotation but that the other word or words in an **OR** search are not required to be in the citation.

AND

Examples

Jesus AND Christ

Love AND Principle

OR

Examples

Messiah OR Christ

husband OR wife

NOT

Examples

heal* NOT health*   or   heal* -health*

This finds heal, heals, healing, healings, healed, healer, and healers. It does not find health, healthier, or healthy. Note that it excludes any verse that has both heal and health.

Christ NOT "Church of Christ"   or   Christ -"Church of Christ"

It finds Christ, but it does not find Church of Christ. This is very useful if you are looking for Christ, but do not want to have to sift through the references to Church of Christ, Scientist.

Mary NOT Eddy

This finds all the references to Mary where Eddy is not also in the sentence. This would eliminate all references to Mary Baker Eddy, but include references to all other Marys.

Word Must Be Included

Examples

+Christ OR Jesus

This finds all the references to Christ and also highlights the word Jesus in the Search Results and Book Content.

Combining AND, NOT, and OR

When using **AND**, **OR**, and **NOT** in the same search, you might not receive the results you expect unless you are specific about the order in which Concord should process your request. For example, do you want the search

Peter OR James AND John

to mean:

Find all citations where either Peter is mentioned or both James and John are mentioned?

or

Find all citations where Peter or James is mentioned while John is always mentioned?

To make sure that you receive the results you are expecting, use parentheses to indicate which search to do first.

(Peter OR James) AND John indicates that you want all citations where John is mentioned and either Peter or James is also mentioned.

Peter OR (James AND John) indicates that you want all citations where either Peter is mentioned or both James and John are mentioned.

Important Note: When one connecting word is used in a search, you should use a connecting word between every part of the search text to avoid any confusion on how the search is executed.

The default search method for Concord is to automatically place an **AND** between the words unless you have selected the [Any Word](#) search option. But when you use any one of the connecting words **AND**, **OR**, **NOT**, and **+ (plus)**, the underlining search engine overrules the Concord default and automatically places an **OR** between any words or phrases where you do not place a connecting word. So in order to avoid any confusion as to how the search is going to be performed, it is best to place a connecting word between every part of the search text.

For example, to search for prayer with either day or daily, use **prayer AND (day OR daily)**. If you were to use **prayer (day OR daily)**, it would be executed as **prayer OR (day OR daily)**.

Related Topics

[Search Results](#)

[Search Results Calculation](#)

[Searching for Text in the Books](#)

[Wildcard Search](#)

Wildcard Search

Wildcard searches enable you to look for any combination and any number of characters that are contained within a word. The wildcard symbol can be placed at the beginning, middle, or end of the search text. Two characters are used as wildcards: * and ?.

To search using a wildcard

1. Enter a part of a word and a wildcard character in the Search box. The wildcard character can be before, after, or in the middle of the text you enter.

2. Click the **magnifying glass** $\mathcal{Q}$.

   or

   Press **Enter**.

Asterisk as the Wildcard

The * wildcard searches for any number of unknown characters. Use the * in a search when searching for a particular group of characters plus any number of other characters.

Example	Finds Words Like	Description
heal*	heal, heals, healeth, healed, healer, healers, healing, health, healthy	Use the * at the end of the search text to search for words with the same beginning.
*hood	fatherhood, motherhood, man-hood, falsehood, brotherhood, self-hood, boyhood, childhood, priesthood, womanhood	Use the * at the beginning of the search text to search for words with the same ending.
m*hood	manhood, motherhood	Use the * in the middle of a search word to search for words with the same beginning and ending, but with variations in the middle.
courage	encourage, encouragement, cour-ageously, courage, discourage	Use the * at both the beginning and ending of the search text to search for words with the same middle, but with different beginnings and endings.

Question Mark as the Wildcard

The ? wildcard searches for only one unknown character. Use the ? in a search when searching for the group of characters with one of those characters as a variable. You may use one or more question marks in a search.

Example	Finds Words Like	Description
fancie?	fancies, fancied	Use the ? at the end of the search text to search for words with the same beginning, followed by one unknown character.
?light	slight, blight, flight	Use the ? at the beginning of the search text to search for words that start with one unknown character and have the same ending.
wom?n	women, woman	Use the ? in the middle of the search text to search for words with the same beginning and ending, but with a variable character in the middle.
??man	woman, human, Roman	Use ?? to search for two variable characters in the search text.

Combining the Asterisk and the Question Mark

You can use the * and ? together in one search.

Example	Finds Words Like	Description
wom?n*	women, woman, woman's, women's, womanhood, womanly, womankind	Use ? to search for one variable character and the * to find all the different beginnings or endings.
kn?w	know, knew, known, knowledge, knowingly, unknown, knoweth, acknowledged, all-knowing	

Note: The case-sensitive search applies only to the actual words God, Principle, Mind, Soul, Spirit, Life, Truth, and Love. It does not apply to words that start with God (written with a capital G) such as God-like, Godhood, or Godward. In a search, if you add the asterisk or question wildcard to one of the case-sensitive words, it does not perform Concord's special case-sensitive search. If you search for God*, Concord will perform that search as god* and find all the lowercase occurrences of god and all the upper and lowercase occurrences of god*.

Related Topics

Search Results

Search Results Calculation

Searching for Text in the Books

Related Words Search

A special "Related Words" search has been created for these words: **God**, **Jesus**, and **Mary Baker Eddy**. The word and its related words will be found in Mrs. Eddy's writings and her hymns in the *Hymnal*. In the Bible and the hymns that were not writing by Mrs. Eddy, only the word that you enter in the Search box is found.

A few examples of related words for **God** are: Principle, Mind, Soul, Spirit, Life, Truth, Love, His, Father, Him, All-loving, Thou. The related words are only found if they are referring to God. If **his** is referring to Jesus, Paul, or another person, it would not be found in a search which asks for the related words for God.

If you do a "Related Words" search for **God** when God is the only word in the search text, you find over 3000 citations in *Science and Health*, and about 4000 citations in the Other Writings. This is a significant increase in the number of citations found over doing a search for only God, which only returns 1400 citations in *Science and Health*, and about 2000 citations in the Other Writings.

The "Related Words" search may also be combined with other search words, such as searching for God and something else, like **God** and **prayer**.

To search for related words

1. Click **Search Options**.
2. Check **Related Words**.
3. Click **Search Options** to close the Search Options.
4. Enter the search text that includes a related word.

   Note: To search for related words for Mary Baker Eddy, you can use either **Mary Baker Eddy** or **MBE**.

5. Click the **magnifying glass** $\mathcal{Q}$.

   or

   Press **Enter**.

Examples

   Jesus

   Jesus disciples

   prayer God

   Mary NOT MBE

Note: In most cases, if there is a phrase that is referring to a related word, the Search Results will only bold one word in that phrase, instead of the entire phrase.

Related Topics

Search Results

Combining Search Types

You can combine the various types of searches. The following examples illustrate ways that the search types can be combined.

Search Combinations	Example	Description
Phrase and OR	"kingdom of heaven" OR "kingdom of God"	Finds every place where **"kingdom of heaven"** or **"kingdom of God"** occurs.
AND and wildcard	govern* AND Principle	Finds citations where **Principle** and any word that starts with **govern** occur.
Phrase and AND	"divine Love" AND man	Finds citations where the phrase **"divine Love"** and **man** occur.
NOT and wildcard	heal* NOT health*	Finds citations with any word that starts with **heal** but excludes any words that start with **health** so it will find words like **heal**, **heals**, **healed**, **healing** but it will exclude **health**, **healthy** and **healthier**.
AND and OR and wildcard	(Christ OR Jesus) AND disciple*	Finds citations where either **Christ** or **Jesus** occurs along with **disciple**, **disciples**, or **discipleship**.
OR and NOT and AND	Jesus AND (Peter OR James OR John) NOT Judas	Finds citations that mention **Jesus** and either **Peter**, **James**, or **John** but where **Judas** is not mentioned.
Wildcards with AND and OR	kn?w* AND (*self OR *selves)	Finds citations with at least one words like these **know**, **knowing**, **knew**, **knowledge, knoweth, knowingly** and at least one word like these **thyself**, **self**, **myself**, **herself**, **himself**, **themselves**, **ourselves**.

Important Note: When one connecting word is used in a search, you should use a connecting word between every part of the search text to avoid any confusion on how the search is executed.

The default search method for Concord is to automatically place an **AND** between the words unless you have selected the [Any Word](#) search option. But when you use any one of the connecting words **AND**, **OR**, **NOT**, and **+ (plus)**, the underlining search engine overrules the Concord default and

automatically places an **OR** between any words or phrases that you do not place a connecting word. So in order to avoid any confusion as to how the search is going to be performed, it is best to place a connecting word between every part of a search text.

For example, to search for prayer with either day or daily, use **prayer AND (day OR daily)**. If you were to use **prayer (day OR daily)**, it would be executed as **prayer OR (day OR daily)**.

Note: The case-sensitive search applies only to the actual words God, Principle, Mind, Soul, Spirit, Life, Truth, and Love. It does not apply to words that start with God (written with a capital G) such as God-like, Godhood, or Godward. In a search, if you add the asterisk or question wildcard to one of the case-sensitive words, it does not perform Concord's special case-sensitive search. If you search for God*, Concord will perform that search as god* and find all the lowercase occurrences of god and all the upper and lowercase occurrences of god*.

Note: You cannot use a wildcard in a phrase search so you cannot do a search like this: "Sh?w me" to find "shew me" and "show me".

Related Topics

Phrase Search

Multiple Word Search

Wildcard Search

Search Results

Search Results Calculation

Searching for Text in the Books

Case-Sensitive Words

Eight words are case-sensitive and are treated differently depending on whether they are entered in the Search box with the first character of the word in uppercase or lowercase. These words are God and the "seven synonyms": Principle, Mind, Soul, Spirit, Truth, Life, Love.

To search for God or one of the seven synonyms

1. Enter a word with the first character in uppercase in the **Search** box.

   Note: Only the first letter should be a capital letter. If any other letter in the word is entered as a capital letter, the search will be performed as a lowercase search.

2. Click the **magnifying glass** .

   or

   Press **Enter**.

To search for lowercase god, principle, mind, soul, spirit, life, truth, or love

1. Enter a word with the first character in lowercase in the **Search** box.

2. Click the **magnifying glass** .

   or

   Press **Enter**.

To search for both capitalized and lowercase at the same time

1. Enter both the uppercase and lowercase word in the **Search** box using the **OR** connecting word.

   or

   Click **Search Options** and check the **Any Word** checkbox and enter both the uppercase and lowercase word in the **Search** box.

2. Click the **magnifying glass** .

   or

   Press **Enter**.

Note: The case-sensitive search applies only to the actual words God, Principle, Mind, Soul, Spirit, Life, Truth, and Love. It does not apply to words that start with God (written with a capital G) such as God-like, Godhood, or Godward.

In a search that includes a case-sensitive words, if you add the asterisk or question wildcard anywhere in the search text, it does not perform Concord's special case-sensitive search. If you search for God*, Concord will find all the lowercase occurrences of god and all the upper and lowercase occurrences of god*.

Related Topics

Written by Mary Baker Eddy

Some books contain sections of text written by people other than Mary Baker Eddy. These include testimonials from *Science and Health* and *Miscellaneous Writings*, articles from the press and others in *Pulpit and Press* and *Miscellany*, and most hymns from the *Hymnal*. You may restrict your search to only search through the content written by Mrs. Eddy.

To search only the text written by Mary Baker Eddy

1. Click **Search Options**.
2. Check the **By MBE** checkbox.
3. Click **Search Options** to close the Search Options.
4. In the Search box, enter your search text.
5. Click the **magnifying glass** .

   or

   Press **Enter**.

Related Topics

Search Results

Search Results Calculation

Searching for Text in the Books

Punctuation Mark Search

You can search for a question mark (?) or an exclamation point (!) in the Concord books. In order to search for these two punctuation marks, you must enter a backslash (\)in front of the punctuation mark, i.e.   \?   or   \!

You can combine these punctuation marks with words in a search. To search for any sentence that has a question mark and the word Truth, the search would be entered like this: Truth \?

To search for a question mark or an exclamation

1. Enter a **** (backslash) in the **Search** box.

2. Enter either **?** or **!**.

3. Click the **magnifying glass** .

   or

   Press **Enter**.

Examples

\!

\?

Truth \?

"No \!"

Citation Search

The citation search takes you to the exact place you specify in a book.

To search for a specific citation

1. In the Search box, enter the citation.

   Note: See the book abbreviations for entering the book names.

2. Click the **magnifying glass** 🔍 .

   or

   Press **Enter**.

   Examples

   Matt. 7:1

   John 6

   SH 122:7

   My. 7

   Man. 42:4

   Hymn 386:3

Related Topics

Search Results

Search Results Calculation

Searching for Text in the Books

Printing Search Results

You can send selected Search Results to a printer and you can include the book text of the citations in different formats.

To print one or more citations

1. Check the checkbox to the right of one or more citations or check the **Select All** checkbox next to the book name.
2. Click .
3. From the *Selected Search Results* - from Concord, select the Citation Format.

Citation Format	Description
Citation Only	Prints only the citation. This text of the citation is not included.
Free Flowing	Prints the text within a paragraph or verse with no line breaks. No verse numbers, line numbers, or marginal headings are included.
Book Format	Prints the citation text as you would see it in the book with line breaks, line or verse numbers, and marginal headings.

4. Select the font size for the citation text.

Font Size
Small
Regular
Large
Larger

5. Click **Print**.
6. After you have printed, you can close the *Selected Search Results* - from Concord preview.

Copying Search Results

You can copy selected citations and you can include the book text of the citations in different formats.

To copy Citations to a Word Processor or Email

1. Click .
2. From the Copy window, select the Citation Format.

Citation Format	Description
Citation Only	Copies only the citation. This text of the citation is not included.

3. By default, all the text in the Copy window will be selected. You may select a portion of it by high-lighting a section. The **Select All** button will select all of the text again.

4. To copy the text to the system keyboard, hold the **Ctrl** key (Windows) or **Command** key (MAC) and press **c**.

   or

   Right-click and select **Copy** (two button mouse).

   or

   Ctrl-click and select **Copy** (single button mouse).

5. Click **Close**.

6. Paste the text into a Word Processing document or email.

Jotting Search Results

From the Search Results, you can place one or more citations in the currently opened Notebook document.

To jot one or more citations to the Notebook document

1. Check the checkbox to the right of one or more citations or check the **Select All** checkbox next to the book name.

2. If you have only one Notebook document open, click or type **Ctrl+Shift+J** on the keyboard (for Windows users) or **Command+Shift+J** (for Mac users).

   Or

   If you have multiple Notebook documents open, click . This will open a drop-down menu showing your open Notebook documents. Now, click on the Notebook document where you'd like the citation to be added.

Search Toolbar Functions

The following functions are available from the Toolbar at the top of the Search tab.

Button	Item	Description
🖊	Jot	When one Notebook document is opened, places the selected citations in the Notebook document. **Note:** You can also use **Ctrl+Shift+J** (for Windows users) or **Command+Shift+J** (for Mac users).
	Select Notebook	When more than one Notebook document is opened, clicking on this icon opens a drop-down menu of all open Notebook documents. You can then select the Notebook document where you'd like the citation to be added.
🖨	Print	Opens the Print window and displays the selected citations. You can select the format for displaying the text of the citations and the font size of the citation text.
	Copy Citations	Opens the Copy window and displays the selected citations. You can select the format for displaying the text of the citations and the font size of the citation text.
	Previous Citation	Displays the previous citation in the Book Content. **Note:** You can also use the **Minus** key.
	Next Citation	Displays the next citation in the Book Content. **Note:** You can also use the **Plus** key.
AAAA	Font Size	Change the font size — it cycles through four sizes. Each time you click the button, the font size gets larger until it has reach the largest size. On the next click, it returns to the smallest size.

Annotating Book Content

You can highlight a citation in the Book Content the same way you might highlight text in a printed book. You can also write a note about the highlighted citation much the same way you might make a notation in the margin of a printed book. This highlighted citation with or without a note is called an "annotation." Annotations are stored in a "set." When you first start using Concord, it has one annotation set named "My Annotations". This set has no citations. You can add citations to this set, change the name, add a description, or change the color that is used to highlight text in Book Content.

If you have created annotations in previous versions of Concord, the annotations from your previous will be in the "My Annotations" set.

You can create as many annotation sets as you would like. Each annotation set has a topic with a description and all the citations that you would like to put under that topic. You may add a note to any citation that you include in an annotation set.

When you annotate a citation, the text is highlighted in the Book Content to indicate that it belongs to an annotation set. When an annotation set is created, you select a color to use for highlighting the citations in that set. Each set can have it's own unique color. You can select whether you want to see the highlighting of all annotations in the Book Content or whether you would like to remove the highlighting for annotated citations.

Ideas for Using Annotation Sets

You could create an annotation set that included all the parables of Jesus. You could include the citations from Mrs. Eddy's writings that mention one of the parables.

If you are preparing a talk or research paper, you could save the citations that are relevant to your topic and add your thoughts about a citation when you include it in the annotation set. Or you can add your comment at a later time.

You could create an annotation set for the Hymnal and makes comments on the hymns that you think are easy or hard for the congregation to sing.

You could create an annotation set of all the healings in Bible.

To create a new annotation set

1. Click the **Annotate** tab.
2. Click .
3. Enter the title.
4. Select the highlight color for the annotated citations in the Book Content.
5. Enter a description of annotation set (optional).
6. Click **Save**.

Highlight Annotation

A highlight annotation is a citation in an annotation set for which you have not entered any notes. It is permanently highlighted in the Book Content. You may at any time add notes and change it to a Note

annotation.

To create a highlight annotation

1. Click the **Annotate** tab.

2. In the Annotation Set drop-down list, select the annotation set in which you want to save the annotation.

3. In the Book Content, highlight the citation you want to include in the annotation set.

4. To select additional verses or lines for the citation:

   a. Click .

      Note: The button changes to to indicate that it is ready for the next range in the citation to be selected.

   b. Highlight the next section of the citation.

   c. Repeat steps a and b as many times as you would like.

5. To remove verses or lines from the citation:

   a. Click .

      Note: The button changes to to indicate that it is ready for the next range in the citation to be selected.

   b. Highlight the section of the citation that you would like to remove.

   c. Repeat steps a and b as many times as you would like.

6. Click .

7. This icon will show up in the right margin of the Book Content in the color that corresponds to the current annotation set.

To add notes to the highlight annotation

1. Locate the citation in the Annotate tab.

2. Click .

3. Add text.

4. Click **Save**.

5. This icon will show up in the right margin of the Book Content in the color that corresponds to the current annotation set.

Tip: Sometimes when you highlight text in the Book Content starting with the beginning of a sentence, the highlighting is not placed at the beginning of the sentence but instead shows up at the beginning of

the line. To avoid this happening, start highlighting the sentence in the middle of the first word. It will automatically select the whole first word.

The same technique works for the last sentence in your citation. To avoid the highlighting from occasionally being placed at the end of line instead of the end of sentence, stop highlighting in the middle of the last word in the sentence.

Note Annotation

A note annotation is a citation in an annotation set in which you have entered your own notes. It is permanently highlighted in the Book Content.

To create a note annotation

1. In the Book Content, highlight the citation you want to include in the annotation set.

2. To select additional verses or lines for the citation:

    a. Click .

        Note: The button changes to to indicate that it is ready for the next range in the citation to be selected.

    b. Highlight the next section of the citation.

    c. Repeat steps a and b as many times as you would like.

3. To remove verses or lines from the citation:

    a. Click .

    Note: The button changes to to indicate that it is ready for the next range in the citation to be selected.

    b. Highlight the next section of the citation.

    c. Repeat steps a and b as many times as you would like.

4. Click .

5. Select the annotation set where you want your annotated citation to be saved.

6. Add your notes.

7. Click **Save**.

8. This icon will show up in the right margin of the Book Content in the color that corresponds to the current annotation set.

View Annotated Citations

You can see your annotated citations in either an annotation bubble in the Book Content or by reviewing all the notes for each citation of the annotation set in the Annotate tab.

To view the annotation bubble in the Book Content

» Click or in the right margin next to the annotated citation.

To read the next annotation in the Annotate tab

1. Hold down the **Ctrl** key (Windows) or **Command** key (Mac) and press **Down Arrow**.
2. Press **Enter**.

To read the previous annotation

1. Hold down the **Ctrl** key (Windows) or **Command** key (Mac) and press **Up Arrow**.
2. Press **Enter**.

To read a citation in the Book Content

» Click or to view the next or previous citation.

    or

» Press **+ (plus)** or **= (equal)** to view the next citation or **- (minus)** to view the previous citation.

    or

» Click the citation.

    or

1. Click anywhere in the text area of the citation to select it.
2. Press **Enter**.

Select Annotated Text

In the Book Content after you annotate a citation, it will be highlighted in the color corresponding to the annotation set where it is saved.

To toggle the annotation highlighting in the Book Content on and off

» Click to display the highlighting.

    or

» Click to remove the highlighting from the display.

Importing and Exporting Annotations

Related Topics

Book Content

Copying Annotations

Deleting Annotations

Displaying Book Text in the Annotate Tab

In the Annotate tab, the book text for the annotated citations and your notes can be displayed in one of two formats: Single Line and Expanded.

To display the book text in the Annotate tab

1. In the drop-down list, select one of the following:

Format	Descriptions
Single Line	Only the first line of the book text and the first line of your notes are displayed.
Expanded	The entire book text and all your notes are displayed.

Related Topics

Annotating Book Content

Book Content

Printing Annotations

Copying Annotations

Deleting Annotations

Jotting Annotations

Deleting Annotations

In order to delete an annotation set, you must first delete all the citations in the set. The citations can only be deleted one by one.

To delete one annotated citation

1. Click to the right of the citation.
2. Click **Delete**.
3. Click **OK**.

To delete an annotation set

1. Click to the right of the annotation set name.
2. Click **Delete**.

   Note: The **Delete** button is disabled if there are citations in the annotation set.

3. Click **OK**.

Related Topics

[Annotating Book Content](#)

[Displaying Book Text for Annotations](#)

[Book Content](#)

Printing Annotations

To print citations and your notes

1. Check the checkbox to the right of one or more citations.

   or

   Check the **Select All** checkbox.

2. Click ⎙.

3. From the *Annotation Set Name* - from Concord window, select the Citation Format.

Citation Format	Description
Citation Only	Prints only the citation. This text of the citation is not included.
Free Flow-ing	Prints the text within a paragraph or verse with no line breaks. No verse num-bers, line numbers, or marginal headings are included.
Book Format	Prints the citation text as you would see it in the book with line breaks, line or verse numbers, and marginal headings.

4. Select the Font Size.

Font Size
Small
Regular
Large
Larger

5. Click **Print**.

6. After you have printed, you can close the *Annotation Set Name* - from Concord window.

Copying Annotations

To copy annotated citations and your notes to a word processing document or an email

1. Check the checkbox to the right of one or more citations.

   or

   Check the **Select All** checkbox.

2. Click .

3. From the Copy window, select the Citation Format.

Citation Format	Description
Citation Only	Copies only the citation. This text of the citation is not included.
Free Flowing	Copies the text within a paragraph or verse with no line breaks. No verse numbers, line numbers, or marginal headings are included.
Book Format	Copies the citation text as you would see it in the book with line breaks, line or verse numbers, and marginal headings.

4. By default, all the text in the Copy window will be selected. You may select a portion of it by highlighting a section. **The Select All** button will select all of the text again.

5. To copy the text to the system keyboard, hold down the **Ctrl** key (Windows) or **Command** key (MAC) and press **c**.

   or

   Right-click and select **Copy** (two button mouse).

   or

   Ctrl click (Windows) or **Command** click (Mac) and select **Copy** (single button mouse).

6. Click **Close**.

7. Paste the text into a word processing document or an email.

Jotting Annotations to Notebook Document

The citations that you have in an annotation set can be copied into the current Notebook document.

To jot one or more annotations to a Notebook document

1. Check the checkbox to the right of one or more citations.

    or

    Check the **Select All** checkbox.

2. If you have only one Notebook document open, click or type **Ctrl+Shift+J** on the keyboard (for Windows users) or **Command+Shift+J** (for Mac users).

    Or

    If you have multiple Notebook documents open, click . This will open a drop-down menu showing your open Notebook documents. Now, click on the Notebook document where you'd like the citation to be added.

Importing Annotation Set

You can create an annotation set by importing a Notebook document. This document may contain both citations and text. All text before the first citation in the document will be placed in the annotation set description. If there is text following the citation, it will be included as the note for the citation. The note icon will be placed next to the citation to indicate that it is a note annotation. If there is no text following the citation in the document, the citation will be created as a highlight annotation with the corresponding highlight icon .

To import a Notebook document

1. From the **Annotate** tab, click .
2. From the Document Management window, select the document.
3. Click **Open**.

In the Online Edition of Concord, you can import a file on your local computer in the a Notebook document and an annotation set simultaneously..

To import a file into an Annotation set and

1. From the **Annotate** tab, click .
2. From the Document Management window, click the **Import** tab.
3. Click **Browse**.
4. Select the document.
5. Click **Open**.
6. Click **Import**.

Related Topic

[Exporting Annotation Set](#)

Exporting Annotation Set

You can export one or more citations with your notes from an annotation set to a Notebook document.

To export annotated citations to a Notebook document

1. Check the checkbox to the right of one or more citations.

    or

    Check the **Select All** checkbox.

2. Click .

3. Enter a name for your Notebook document.

4. Select the folder where the document will be saved.

5. Click **Import**.

Related Topics

[Importing Annotation Set](#)

Annotate Toolbar Functions

The following functions are available from the Toolbar at the top of the Annotate tab.

Button	Item	Description
	Jot	When one Notebook document is opened, places the selected citations in the Notebook document. **Note:** You can also use **Ctrl+Shift+J** (for Windows users) or **Command+Shift+J** (for Mac users).
	Select Notebook	When more than one Notebook document is opened, clicking on this icon opens a drop-down menu of all open Notebook documents. You can then select the Notebook document where you'd like the citation to be added.
	Print	Opens the Print window and displays the selected citations. You can select the format for displaying the text of the citations and the font size of the citation text.
	Copy Citations	Opens the Copy window and displays the selected citations. You can select the format for displaying the text of the citations and the font size of the citation text.
	Previous Citation	Displays the previous citation in the Book Content. **Note:** You can also use the **Minus** key.
	Next Citation	Displays the next citation in the Book Content. **Note:** You can also use the **Plus** key.
	Import	Imports a Notebook document.
	Export	Exports the selected citation to a Notebook document.
	Font Size	Change the font size — it cycles through four sizes. Each time you click the button, the font size gets larger until it has reach the largest size. On the next click, it returns to the smallest size.

Creating New Documents

The Notebook document is a simple word processor. You can enter text and format it.

It has the following special handling for citations from the Concord books.

- It automatically recognizes a citation typed at the beginning of a line.

- If a citation is within a sentence, highlight the citation, and click to mark that text as a citation.

- Valid citations are displayed in blue. Invalid citations and citations that do not have a valid start or end point are displayed in red.

- When you hover the mouse over the citation, a bubble appears with the text of the citation.

- When you double-click the citation, the Book Content will open the book and highlight that citation in light blue.

Note: If you have a Notebook document open with unsaved text when you create a new document or open another document, you will be prompted with a dialog to alert you to save the document before continuing.

Creating a Document using the Desktop Edition of Concord

To create a new document

» In the Notebook tab, click **New**.

To name and save the document

1. Click .
2. Enter a name.
3. Click **Save**.

To enter a subject or date

1. Click the **Subject** box and enter a subject.
2. Click the **Date** box and select a date.

   Note: Once you have selected a date, you can click the date and manually edit it.

Creating a Document using the Online Edition of Concord

To create a new document

» In the Notebook tab, click **New**.

A red box appears around the Name field to remind you to enter a name for the document.

To toggle the display of the document folder, subject, and date

» Click the arrow to the left of the Name field **▶ Name** .

To change the document name, subject, or date

1. Click in the text box.

2. Enter your changes.

   Note: Once you have selected a date, you can click the date and manually edit it.

To change the folder where the document is stored

1. Click the down arrow to the right of the folder.

2. Select the folder from the list.

Note: To create new folders, change folder names, or delete folders, use the Document Management window.

Related Topics

Editing Functions

Jotting Citations from Books

Saving Documents

Toolbar Functions

Managing Notebook Documents

The Document Management window is available only with the online edition of Concord. To manage your documents on the Desktop Edition on a PC, use Windows Explorer and on a Mac, use the Finder.

You can organize your Notebook documents into different folders under the My Documents tab in the Document Management window. You can also sort, delete, or rename them.

To open the Document Management window

» Click ![folder icon] from the Notebook tab.

To create a folder

» Click ![New Folder button]. A folder with the name "Untitled Folder *(n)*" is added. It also is highlighted.

To change the name of a folder or a document

1. Click anywhere on the line with the folder name to select it.
2. Click ![Rename button].
3. Enter a name for the folder.
4. Press **Enter** or click anywhere outside the text box.

Note: Press **Esc** to cancel the Rename function.

To open a document

1. Click anywhere on the line with the document name.
2. Click ![Open button].
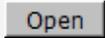
To move a document to another folder

1. Click and drag anywhere on the line with the document name.
2. Drop the document into another folder.

To delete a document

1. Click anywhere on the line with the document name.
2. Click ![Delete button].
3. Click **OK**.

Note: In the online edition of Concord, you can [restore a deleted document](restore) from the Deleted Documents tab.

To delete a folder

1. You must first delete or move all the documents in the folder.
2. Click anywhere on the line with the folder name to select it.

3. Click ✕ Delete.

4. Click **OK**.

To sort the documents

» From the **Sort By** drop-down box, select **Name**, **Subject, Date** or **Modified Date**.

Related Topics

[Exporting Documents](#)

[Importing Concord Files from Previous Editions](#)

[Opening Documents](#)

Opening Documents

To open an existing document in the Desktop Edition

1. In the Notebook tab, click .
2. Locate the document.
3. Click **Open**.

To open an existing document in the Online Edition

1. In the Notebook tab, click .
2. Select the folder where the document was saved.
3. Click the name of the document.
4. Click **Open**.

Related Topic

Importing Concord Files from Previous Editions

Saving Documents

The timeframe used to automatically save a Notebook document is different between the Online edition of Concord and the Desktop edition of Concord.

- Online Edition: Once you have given your document a name, it is automatically saved five seconds after you stop typing. So every time you make a change to your document, five seconds later it is saved. Consequently, you do not need to save the document yourself once you have given it a name.

- Desktop Edition: The document is automatically saved every five minutes after you have given it a name by saving it the first time. If you have not saved a document five minutes after you created it, you will be prompted to save it.

To save a document

»   Click .

Note: When you are saving files in the Online edition of Concord, the documents are encrypted so that the text cannot be read by anyone but you.

To save the document you a working on with a new name

1. Click .
2. Enter a new name.
3. Select a Folder.
4. Click **Save Document As**.

Importing Concord Files from Previous Versions

You can import files the previous version of Concord (.nbk and .cit). You can also import text files (.txt), rich text files (.rtf) and html files (.htm). In the Desktop Edition, you open the files from the previous

To import a file in the Concord Desktop Edition

1. Click .
2. Click the **down arrow** to the right of the **Files of Type** box.
3. Select **Legacy Files**.
4. Select your file.
5. Click **Open**.

To import a file in the Concord Online Edition

1. In the Notebook tab, click .
2. Click the **Import** tab.
3. Click **Browse**.
4. Locate the file and click **Open**.
5. On the Online version, select the folder where you want the file to be saved.
6. Click .

File Types from Previous Concord Versions

File Type	Description
CIT	Windows Concord file.
HTML	Hypertext Markup Language file. This file can be display in Browser, like Internet Explorer, Safari, Chrome, or Firefox.
JSON	File from version 1.0 of the latest Concord version.
NBK	DOS or MAC Concord file.
RTF	Rich Text File. You can output a file from a word processor in this format.
TXT	Text file.

Related Topic

Exporting Documents

Restoring Deleted Documents

The Restore Delete Documents feature is available only with the online edition of Concord.

You can restore a Notebook document that you have deleted.

To restore a document

1. Click from the Notebook tab.
2. Click the **Deleted Documents** tab.
3. Select the document that you want to restore.
4. Click Restore.

Note: The documents are always restored into the My Documents folder even if they were in another folder when they were deleted.

Related Topic

Managing Notebook Documents

Exporting Documents

The Notebook documents in the Online Edition of Concord are stored in a database. You can output a document from the Online Edition to your local computer. The document is exported in the html file format. This is the same format that is used to store the Concord Desktop documents. You can read the exported document into the Desktop Edition of Concord, share it with someone, or open it in any program that reads an html file.

Note: In the Desktop Edition of Concord, the files are stored on the local drive as .html files. You can access them from the file management program on your computer. So, there is no need to export documents from the Desktop Edition.

To export a document

1. In the Notebook tab, click ⬚.

2. Select the folder where the document was saved.

3. Click the name of the document.

4. Click **Export**.
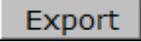
5. The remaining steps to save the file vary depending on which browser (Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, or Apple Safari) that you are using.

6. If prompted, select the option to save the file.

7. Look for the file in the **Downloads** folder on your computer. The filename is the name of your document with .html as the extension.

Note: If you would like to edit your Concord document in a word processor, use the Copy Citations function which enables you to include the text of the citations in either the Book Format or Free Flowing format as you copy the text of the Concord document.

Related Topics

Importing Concord Files from Previous Editions

Document History

The Document History feature is available only with the Online Edition of Concord.

The history for saving a Notebook document for the last seven days is displayed in the Document History window so that you can revert back to a previous version of your document. When you are editing a document, it is saved every five seconds. If you have made no changes to your document, it will not be auto-saved until you make another change so it only saves every five seconds during the time that you are editing.

The Document History window lists the previous versions of your document. It first lists every time the document was saved in the last two minutes. Next, it lists the saved versions of your document in five minute increments for first thirty minutes. Then, it lists saved versions of your document in fifteen minute increments. So after the first two minutes, not every document that was saved is displayed in the list.

To open the Document History window

» Click from the Notebook tab.

To view previous documents

» Click the **date and time line** in the document history list.

» Look at the text in the document text area.

To revert back to a previous document

1. Click the **date and time line** for the document you want to restore.

2. Click **Revert**.

Related Topic

Saving Documents

Jotting Citations to a Notebook

You can select a citation in the Book Content and "jot" it to a Notebook document. The Jot function allows you to insert your selected citations into open Notebook documents.

To jot a citation from a book into a Notebook document

1. In the Notebook document, click the location where you want the citation.

2. In the Book Content, there are several ways to highlight a citation that you can then Jot into your Notebook document:

   a. Use the mouse to click the beginning of the selection and drag to the end of the selection; this will highlight the desired citation. Use the ![icon] and ![icon] icons to refine your citations. The sections below, **To insert a noncontiguous citation** and **To subtract text from a citation** review these options in detail.

   b. Click the ALT key (for Windows users) or the Option key (for Mac users) on the keyboard and then click anywhere within a paragraph or verse of text; this will automatically select the entire paragraph or verse.

   c. Use keystrokes to highlight a citation. The section below, ***To Jot by Keyboard***, describes this in detail.

3. If you have only one Notebook document open, click ![icon] or type **Ctrl+Shift+J** on the keyboard (for Windows users) or **Command+Shift+J** (for Mac users).

   Or

   If you have multiple Notebook documents open, click ![icon]. This will open a drop-down menu showing your open Notebook documents. Now, click on the Notebook document where you'd like the citation to be added.

Tip: Sometimes when you highlight text in the Book Content with your mouse starting with the beginning of a sentence, the highlighting is not placed at the beginning of the sentence but instead shows up at the beginning of the line. To avoid this happening, start highlighting the sentence in the middle of the first word. It will automatically select the whole first word.

The same technique works for the last sentence in your citation. To avoid the highlighting from occasionally being place at the end of line instead of the end of sentence, stop highlighting in the middle of the last word in the sentence.

To insert a noncontiguous citation

1. In the Notebook document, click the location where you want the citation.

2. In the Book Content, highlight the first section of the citation.

3. To select additional verses or lines to the citation:

   a. Click ![icon].
   Note: The button changes to

 to indicate that it is ready for the next range in the citation to be selected.

    b. Highlight the next section of the citation.

    c. Repeat steps a. and b. as many times as you like.

4. If you have only one Notebook document open, click or type **Ctrl+Shift+J** on the keyboard (for Windows users) or **Command+Shift+J** (for Mac users). If you have multiple Notebook documents open, click and select the appropriate open Notebook document where you'd like the citation to be added.

To subtract text from a citation

1. Within a highlighted selection, click .

    Note: The button changes to to indicate that it is ready for the next range in the citation to be selected.

2. Highlight the section of text to be removed from the citation to deselect it. Repeat as desired until the citation is as desired.

3. If you have only one Notebook document open, click or type **Ctrl+Shift+J** on the keyboard (for Windows users) or **Command+Shift+J** (for Mac users). If you have multiple Notebook documents open, click and select the appropriate open Notebook document where you'd like the citation to be added.

To edit citations previously jotted

After you've created a citation in your notebook, you may edit it at any time.

1. In the Notebook document, double click on the citation you wish to edit.

2. The citation will load in the Book Content. Use the and icons to edit the citation as appropriate.

3. When you select a different citation, a small bubble pops up in the notebook with the Jot icon next to the citation. Click the Jot button in that bubble.

4. The citation is now updated in the Notebook document.

To jot by keyboard

1. Ensure the cursor is in the Book Content area of the screen and type **J** on the keyboard. This will place your cursor at the beginning of the paragraph at the top of the screen.

    Note: If your cursor is not in the Book Content area (for example, on the Search or Notebook instead), the Jot function will not activate when pressing J on the keyboard.

2. Move the cursor to the beginning of the selection you wish to jot:

   a. Type the **A** key to move back by one sentence.

   b. Type the **D** key to move forward by one sentence.

   c. Type the **W** key to move back by one paragraph.

   d. Type the **S** key to move forward by one paragraph.

3. Type the **M** key. You will notice that the cursor has split in half, with one side at the beginning of your selection, and the other side at the end of that sentence or verse. Also note that the end cursor is blinking. This indicates that it is the active cursor.

4. Now use the same keys (A/D and W/S) to move the end cursor to the end of your desired selection.

5. If you need to adjust the location of the beginning cursor, use the **Q** key. This allows you to toggle between the beginning and ending cursors.

6. When you have selected the desired citation, type the **N** key to set the citation range.

7. To select additional verses or lines to the citation, repeat steps 3-6.

8. When you are ready to Jot to your open Notebook document, type **Ctrl+Shift+J** on the keyboard (for Windows users) or **Command+Shift+J** (for Mac users).

    Note: If you have more than one Notebook open, jotting by keyboard will place the citation in the most recently edited notebook.

To clear the text selected in the Book Content

» Press **Esc**.

Related Topic

[Book Content Functions](#)

Editing Functions

When you enter text into your Notebook document, you can use the following functions from the Edit Toolbar to format the text.

Button	Function	Description
C	Citation	Determines if the text that you have highlighted is a valid citation or not. It creates a link to the citation text in the Book Contents. If it is a valid citation, it colors the citation blue. If it is invalid citation, it colors it red. It the text is not a citation, it does nothing. **Note:** You only need to use this function when you type a citation in the middle of your text. Concord automatically determines if the text that you type at the beginning of a line is a valid citation.
🔗	Insert Hyper-link	Prompts you to enter a URL (Uniform Resource Locator) which is the technical name for a web address. It creates a link to the web address for the text that you have high-lighted.
⛓	Remove Hyperlink	Removes the hyperlink from the highlighted text. This hyperlink could be to a web address, but it could also be the under-lined citation which is a hyperlink to the text in the Book Content.
B	Bold	Toggles bold on and off.
I	Italics	Toggles italics on and off.
U	Underline	Toggles underlining on and off.
abc	Strikethrough	Toggles strikethrough on and off.
T▾	Font	Selects the font type.
TT▾	Font Size	Selects the size of font.
H1▾	Style	Selects the header level or paragraph style for the main body of the text.
T	Font Color	Selects the color for the text.

Button	Function	Description
	Text High-light Color	Selects color for highlighting the text.
	Remove For-matting	Removes all formatting expect the Style format.
	Number Cit-ation List	Numbers the citations in each book.
	Undo	Undoes the last command that was executed. This is the same function as Ctrl z (Windows) or Command z (Mac).
	Redo	Re-executes the last command that you have undone with the Undo function.
	Paste as Text	Opens the Paste dialog where you can paste the contains of the system clipboard or type some text. When you finished entering the text, click **Submit** and the text is inserted into the document. **Note:** It is recommended that you use this method of pasting text into your Notebook documents. When you paste text that you are copying from a word processing program or an email directly into the Notebook document using the right-click menu or Ctrl V (Windows) or Command V (Mac), hidden formatting characters may be inserting the document which can produce unexpected results.

Related Topics

Copying Citations

Creating New Documents

Toolbar Functions

Counting Words

The word count function counts the number of words in the selected citations.

To see how many words are in each book

» Click .

To see how many words are in a citation

» Hover the mouse over the citation until the Citation Text bubble appears.

Printing Documents

To print a document

1. Select the portion of the text that you want to print.

   or

   To print the entire document, do not select any text.

2. Click .

3. From the *Document Name* - from Concord, select the Citation Format.

Citation Format	Description
Citation Only	Prints only the citation. This text of the citation is not included.
Free Flowing	Prints the text within a paragraph or verse with no line breaks. No verse numbers, line numbers, or marginal headings are included.
Book Format	Prints the citation text as you would see it in the book with line breaks, line or verse numbers, and marginal headings.

4. Select the font size for the citation text.

Font Size
Small
Regular
Large
Larger

5. Click **Print**.

6. After you have printed, you can close the *Document Name* - from Concord window.

Copying Citations

You can copy the list of citations and you can include the book text of the citations in different formats from the Notebook document.

To copy citations to a word processing document or email

1. Select the portion of the text that you want to copy.

   or

   To copy the entire document, do not select any text.

2. Click .

3. From the Copy window, select the Citation Format.

Citation Format	Description
Citation Only	Copies only the citation. This text of the citation is not included.

4. By default, all the text in the Copy window will be selected. You may select a portion of it by highlighting a section. The **Select All** button will select all of the text again.

5. To copy the text to the system keyboard, hold down the **Ctrl** key (Windows) or **Command** key (MAC) and press **c**.

   or

   Right-click and select **Copy** (two button mouse).

   or

   Ctrl-click and select **Copy** (single button mouse).

6. Click **Close**.

7. Paste the text into a word processing document or email.

Citation Arranger

The Citation Arranger is a feature accessible anytime you are working in a Notebook.

The Citation Arranger takes the citations from your Notebook document and converts them into "cards" that can be easily moved around in any desired order. They can display either a single line of citation text or the whole citation in Book Format. The word count for each citation is displayed on the card.

The changes you make in the Citation Arranger are immediately reflected in the Notebook and vice versa.

To open and close the Citation Arranger

1. In the Notebook tab or Notebook window, click .
2. The Citation Arranger appears on the left side of the Notebook window.
3. Clicking the icon again will hide the Citation Arranger.

To move one citation or text card

1. Click the card and hold down the mouse.
2. Drag the card to the new location.
3. Release the mouse button.

To move several cards

1. Click the first card to select it.
2. Hold the **Ctrl** key (Windows) down or **Command** key (Mac) and click the other cards that you would like to move.
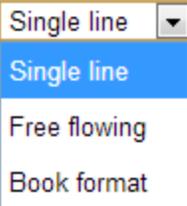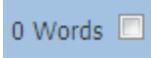
    or

    Check the checkboxes on the right edge of the cards.
3. Click any one of the selected cards and hold down the mouse.
4. Drag the cards to the new location.
5. Release the mouse button.

To change the display mode for the citation text

» From the drop-down menu, choose **Single line**, **Free Flowing**, or **Book format**.

Citation Arranger Toolbar

Button	Button Name	Description
Single line ▾ / Single line / Free flowing / Book format	Citation text display mode	Single line — Display one line of text in the Citation Card. Free Flowing — Display the text within a paragraph or verse with no line breaks. No verse numbers, line numbers, or marginal headings are included. Book format — Display the citation text as you would see it in the book with line breaks, line or verse numbers, and marginal headings.
0 Words ☐	Word count	Check this box to show the word count of the citation. Uncheck this box to hide the word count of the citation.
⊟	Citation Arranger	Clicking this button will hide/show the Citation Arranger panel.

Related Topics

[Jotting Citations to a Notebook](#)

[Notebook Toolbar Functions](#)

Notebook Toolbar Functions

The following functions are available from the Toolbar at the top of the Notebook tab.

Button	Item	Description
	New Document	Creates blank document. Saves the current document.
	Open	Opens the Document Management window where you can open a document, import a document from another source, or export a document. Saves the current document.
	Save	Saves the current document.
	Save As	Opens the Save As window where you can enter a new name for your document.
	Document History	*Online Edition Only* Opens the Document History window where you can revert back to a previous version of your current Notebook document.
	Export	*Online Edition Only* Opens the Export dialog where you can select the format for saving the file and the location where to save it.
	Print	Opens the Print window. You can select the format for displaying the text of the citations and the font size of the citation text.
	Copy Citations	Opens the Copy window. You can select the format for displaying the text of the citations and the font size of the citation text.
	Previous Citation	Displays the previous citation in the Book Content. **Note:** You can also use the **Minus** key provided that the cursor is not in the document text area. If your cursor is in the text area, a minus sign will be entered into the document.
	Next Citation	Displays the next citation in the Book Content. **Note:** You can also use the **Plus** key provided that the cursor is not in the document text area. If your cursor is in the text area, a plus sign will be entered into the document.

Button	Item	Description
⌗	Word Count	Counts the number of words in the citations listing them by book.
ₐₐAA	Font Size	Change the font size — it cycles through four sizes. Each time you click the button, the font size gets larger until it has reach the largest size. On the next click, it returns to the smallest size.
⊟	Citation Arranger	Opens a panel to the left of the Notebook window that takes the citations from your Notebook document and converts them into "cards" that can be easily moved around in any desired order.
⬀	New Note-book Win-dow	Opens a blank Notebook document in a new browser window.

Related Topic

Editing Functions

Citation Arranger

Marginal Headings in *Science and Health*

Concord lists the marginal headings in *Science and Health* in the order that they appear in the book and in alphabetical order. These lists are found in the Table of Contents.

To see a marginal headings list

1. Click 📖 Books.
2. Click the drop-down list.
3. Select **Marginal Headings (Page Order)** or **Marginal Headings (Alphabetical Order)**.
4. Scroll through the list and click any marginal heading to see it in *Science and Health* in the Book Content.

Hide the Marginal Headings List

The marginal headings list can be hidden to make more space to display the Book Content and the Search, Annotate, and Notebook tabs.

To hide the marginal headings list

» Click 📖 Books.

Related Topics

Table of Contents and Lists

Scriptural Quotations in Mrs. Eddy's Writings

Scriptural Quotations in Mrs. Eddy's Writings

Concord lists all of the quotations from the Bible used in Mrs. Eddy's writings. This list is found in the Table of Contents.

To see the Scriptural Quotations list

1. Click 📖 **Books**.
2. Click the drop-down list.
3. Select **Scriptural Quotations**.
4. Scroll through the list and click a citation to see it in context in Mrs. Eddy's writings.

Magnifying Glass in Book Content

In the writings of Mary Baker Eddy, whenever she directly quotes the Bible, a magnifying glass appears in the right margin in the Book Content. In the Bible, the magnifying glass is placed in the right margin next to every passage she has quoted. The magnifying glass indicates that you can display a bubble that shows the text of the Bible passage and all the citations where Mrs. Eddy uses that passage.

To view the Scriptural quotation bubble

» Click the **magnifying glass** 🔍 .

Hide the Scriptural Quotations List

The Scriptural Quotations list can be hidden to make more space to display the Book Content and the Search, Annotate, and Notebook tabs.

To hide the Scriptural Quotations list

» Click 📖 **Books**.

Related Topics

[Table of Contents and List](#)

[Marginal Headings in Science and Health](#)

Playing Hymns

Some hymns in the *Christian Science Hymnal* and the *Christian Science Hymnal Supplement: Hymns 430–462* have multiple musical arrangements. If you search for a word or phrase that occurs in one of these hymns, the Search Results will only show the hymn title and hymn text once, instead of multiple times. This also affects searches for certain composers or arrangements. Only the first arrangement of a hymn is indexed for the search engine, so searching for the other composers or the other arrangements will not return any results.

To play a hymn

1. Open the *Hymnal* or *Hymnal Supplement* to a hymn.
2. If there is more than one musical arrangement, select the hymn number from the drop-down Hymn 2 ▾ ▶ ■ in the hymn player.
3. Click ▶.

To pause playing a hymn

» Click ⏸.

To stop playing a hymn

» Click ■.

Citation Formats

The following are the formats Concord recognizes for citations from the Bible, Mrs. Eddy's writings, and the *Hymnal*.

Citation Type	Format
One verse or paragraph	Ps. 23:6 SH 392:14
Non-adjacent citation	Ps. 105:1,2,4-7 or Ps. 105:1-2,4-7
Two citations written together on one line	Ps. 1:1; 2:1
Citation which ends in the middle of a verse or sentence	Ps. 3:3 (to 3rd ,) Ps. 3:7 (to :)
Citation which starts with a "start directive" — which tells you which word to start with on the verse or line	Rom. 15:4 whatsoever
Citation which starts with a "start directive" which happens to occur more than once on a line, so the second or third occurrences are denoted as 2nd or 3rd. **Note**: The start directive is case sensitive. Therefore if the word "The" starts a citation and the word "the" appears in the verse three more times, if you wanted to start the citation on the third lowercase "the", the correct start directive is "3rd the" even though it is the fourth occurrence of "the" or "The" in the text.	Luke 17:20 2nd thy kingdom Rev. 22:11 3rd he that
Citation which starts and ends on the same line of text	SH 310:1 (only)
Citation with a "start directive" which starts and ends on the same line of text	SH 2:23 Can (only)
Citation which ends on the next page	Mis. 285:13-25 (np)

Citation Type	Format
Citation which covers multiple pages	My. 109:1-115:9
Multiple citations written together on one line	Ps. 36:7-10; Ps 91:1

Text Before Line One

In some places in the writings of Mary Baker Eddy, there is text above line number one. In order to be able to make a citation with this text, it must have a line number. In Concord, each **paragraph** above line one is given a unique number starting with -1. The whole paragraph is treated as one line.

For example, at the beginning of the chapters of Science and Health, the last Bible passage (the passage closest to line one) is line -1. Even if the passage has several lines, the whole passage is referenced as line -1. The next Bible passage above line -1 is line -2. Then the next Bible passage above -2 is line -3 and so on.

Notes:

The verses or line numbers do not have to be in order, i.e. Ps. 1:6,1 is a valid format.

If a start directive is not valid, it will ignore it and start the citation at the beginning of the line or verse.

Book Abbreviations

Concord uses abbreviations for the books. Under each book below, you can click the arrow to see a table that list the book abbreviations used by Concord when it displays a citation in the Search Results under the Search tab, or when you mark a citation in the Book Content and click either the Annotate or Jot button to create a citation that is placed in the Annotate tab or the Notebook tab. The book abbreviations used by Concord are listed in the "Concord Abbreviations" column.

When you type a citation into a document in the Notebook tab or into the Search box on the Search tab, you can use the abbreviation in the "Other Accepted Abbreviations" column. The abbreviation in this column is the shortest abbreviation that can be entered for the book. You may enter a longer abbreviation.

For example: Concord will always display "James" when it is creating the citation for the book of James. But you can enter any of these: Ja, Jam, Jame, James.

Click the arrow to see the abbreviations for each book.

Old Testament

Book	Concord Abbreviations	Other Accepted Abbreviations
I Chronicles	I Chron.	I Ch, 1 Ch, or I Chron
I Kings	I Kings	I Ki or 1 Ki
I Samuel	I Sam.	I Sa, 1 Sa, or I Sam
II Chronicles	II Chron.	II Ch, 2 Ch, or II Chron
II Kings	II Kings	II Ki or 2 Ki
II Samuel	II Sam.	II Sa, 2 Sa, or II Sam
Amos	Amos	Am
Daniel	Dan.	Da or Dan
Deuteronomy	Deut.	De or Deut
Ecclesiastes	Eccl.	Ec or Eccl
Esther	Esth.	Es or Esth
Exodus	Ex.	Ex
Ezekiel	Ezek.	Eze or Ezek
Ezra	Ezra	Ez
Genesis	Gen.	Ge or Gen

Book	Concord Abbreviations	Other Accepted Abbreviations
Habakkuk	Hab.	Ha or Hab
Haggai	Hag.	Hag
Hosea	Hos.	Ho or Hos
Isaiah	Isa.	Is or Isa
Jeremiah	Jer.	Je or Jer
Job	Job	Job
Joel	Joel	Joe
Jonah	Jonah	Jon
Joshua	Josh.	Jo or Josh
Judges	Judg.	Ju or Judg
Lamentations	Lam.	La or Lam
Leviticus	Lev.	Le or Lev
Malachi	Mal.	Ma or Mal
Micah	Mic.	Mic
Nahum	Nah.	Na or Nah
Nehemiah	Neh.	Ne or Neh
Numbers	Num.	Nu or Num
Obadiah	Ob.	Ob
Proverbs	Prov.	Pro or Prov
Psalms	Ps.	Ps
Ruth	Ruth	Ru
Song of Solomon	Song	So
Zechariah	Zech.	Zec or Zech
Zephaniah	Zeph.	Ze or Zeph

New Testament

Book	Concord Abbreviations	Other Accepted Abbreviations
Acts	Acts	Ac
Colossians	Col.	Co or Col
Ephesians	Eph.	Ep or Eph
Galatians	Gal.	Ga or Gal
Hebrews	Heb.	Heb
I Corinthians	I Cor.	I Co, 1 Co, or I Cor
I John	I John	I Jo or 1 Jo
I Peter	I Pet.	I Pe, 1 Pe, or I Pet
I Thessalonians	I Thess.	I Th, 1 Th, or I Thess
I Timothy	I Tim .	I Ti, 1 Ti, or I Tim
II Corinthians	II Cor.	II Co, 2 Co, or II Cor
II John	II John	II Jo or 2 Jo
II Peter	II Pet.	II Pe, 2 Pe, or II Pet
II Thessalonians	II Thess.	II Th, 2 Th, or II Thess
II Timothy	II Tim.	II Ti, 2 Ti, or II Tim
III John	III John	III Jo or 3 Jo
James	James	Ja
John	John	Joh
Jude	Jude	Jude
Luke	Luke	Lu
Mark	Mark	Mar
Matthew	Matt.	Mat or Matt
Philemon	Philem.	Phile or Philemon
Philippians	Phil.	Ph or Phil
Revelation	Rev.	Rev

Book	Concord Abbreviations	Other Accepted Abbreviations
Romans	Rom.	Ro or Rom
Titus	Titus	Ti

Science and Health with Key to the Scriptures

The Concord abbreviation for *Science and Health* is SH.

Book	Concord Abbreviations	Other Accepted Abbreviations
Science and Health with Key to the Scriptures	SH	S&H

Other Writings by Mary Baker Eddy

Book	Concord Abbreviations	Other Accepted Abbreviations
Christ and Christmas	Chr.	Chr
Christian Healing	Hea.	Hea
Christian Science versus Pantheism	Pan.	Pa or Pan
Message to The Mother Church for 1900	'00	M00
Message to The Mother Church for 1901	'01	M01
Message to The Mother Church for 1902	'02	M02
Miscellaneous Writings 1883–1896	Mis.	Mis
No and Yes	No.	No
Poems	Po.	Po
Pulpit and Press	Pul.	Pu or Pul
Retrospection and Introspection	Ret.	Ret
Rudimental Divine Science	Rud.	Rud
The First Church of Christ, Scientist, and Miscellany	My.	My

Book	Concord Abbreviations	Other Accepted Abbreviations
The People's Idea of God – Its Effect on Health and Christianity	Peo.	Pe or Peo
Unity of Good	Un.	Un

Christian Science Hymnal

The Concord abbreviation for the *Christian Science Hymnal* is Hymn.

Another accepted abbreviation for the *Christian Science Hymnal* is Hy.

Book	Concord Abbreviations	Other Accepted Abbreviations
Christian Science Hymnal	Hymn	Hy
Christian Science Hymnal Supplement: Hymns 430–462	Hymn	Hy

Manual of The Mother Church

The Concord abbreviation for the *Manual of The Mother Church* is Man.

Book	Concord Abbreviations	Other Accepted Abbreviations
Manual of The Mother Church	Man.	Man

Shortcut Keys

You can use keystrokes to do the following functions:

Location for Use	Function	Windows Keystrokes	Mac Keystrokes
Book Content	Jot	Ctrl-Shift-J	Command-Shift-J
	Highlight	Crtl-Shift-H	Command-Shift-H
	Add Note	Ctrl-Shift-K	Command-Shift-K
	Copy Citation	Ctrl-Shift-C	Command-Shift-C
Jot using Keyboard	Enable Jot	J	J
	Move cursor back/forward one sentence	A/D	A/D
	Move cursor up/down one paragraph	W/S	W/S
	Mark citation	M	M
	Toggle between beginning and ending cursor locations	Q	Q
	Set citation range	N	N
Search tab and Annotate tab	Copy Citation	Ctrl-Shift-C	Command-Shift-C
	Print	Ctrl-Shift-P	Command-Shift-P
	Next Citation	+ (Plus)	+ (Plus)
	Previous Citation	- (Minus)	- (Minus)
	Display Citation in Book Content	Enter	Return
Notebook tab	New document	Ctrl-Shift-N	Command-Shift-N
	Open document	Ctrl-Shift-O	Command-Shift-O

Location for Use	Function	Windows Keystrokes	Mac Keystrokes
	Save document	Ctrl-Shift-S	Command-Shift-S
	Save as	Ctrl-Shift-V	Command-Shift-V
	Notebook Document History (Online Edition only)	Ctrl-Shift-T	Command-Shift-T
	Export (Online Edition only)	Ctrl-Shift-X	Command-Shift-X
	Print	Ctrl-Shift-P	Command-Shift-P
	Copy Citation	Ctrl-Shift-C	Command-Shift-C
	Word Count	Ctrl-Shift-W	Command-Shift-W
	Open Citation Arranger	Ctrl-Shift-R	Command-Shift-R
	Next Citation	+ (Plus)	+ (Plus)
	Previous Citation	- (Minus)	- (Minus)
Any window	Open or close Table of Contents	Ctrl-Shift-B	Command-Shift-B
	Open Search tab	Ctrl-Shift-4	Command-Shift-8
	Open Annotate tab	Ctrl-Shift-5	Command-Shift-9
	Open Notebook tab	Ctrl-Shift-6	Command-Shift-0
	Enlarge the window	Ctrl +	Command +
	Shrink the window	Ctrl -	Command -
	Remove Browser Frame and Toolbars	F11	F11
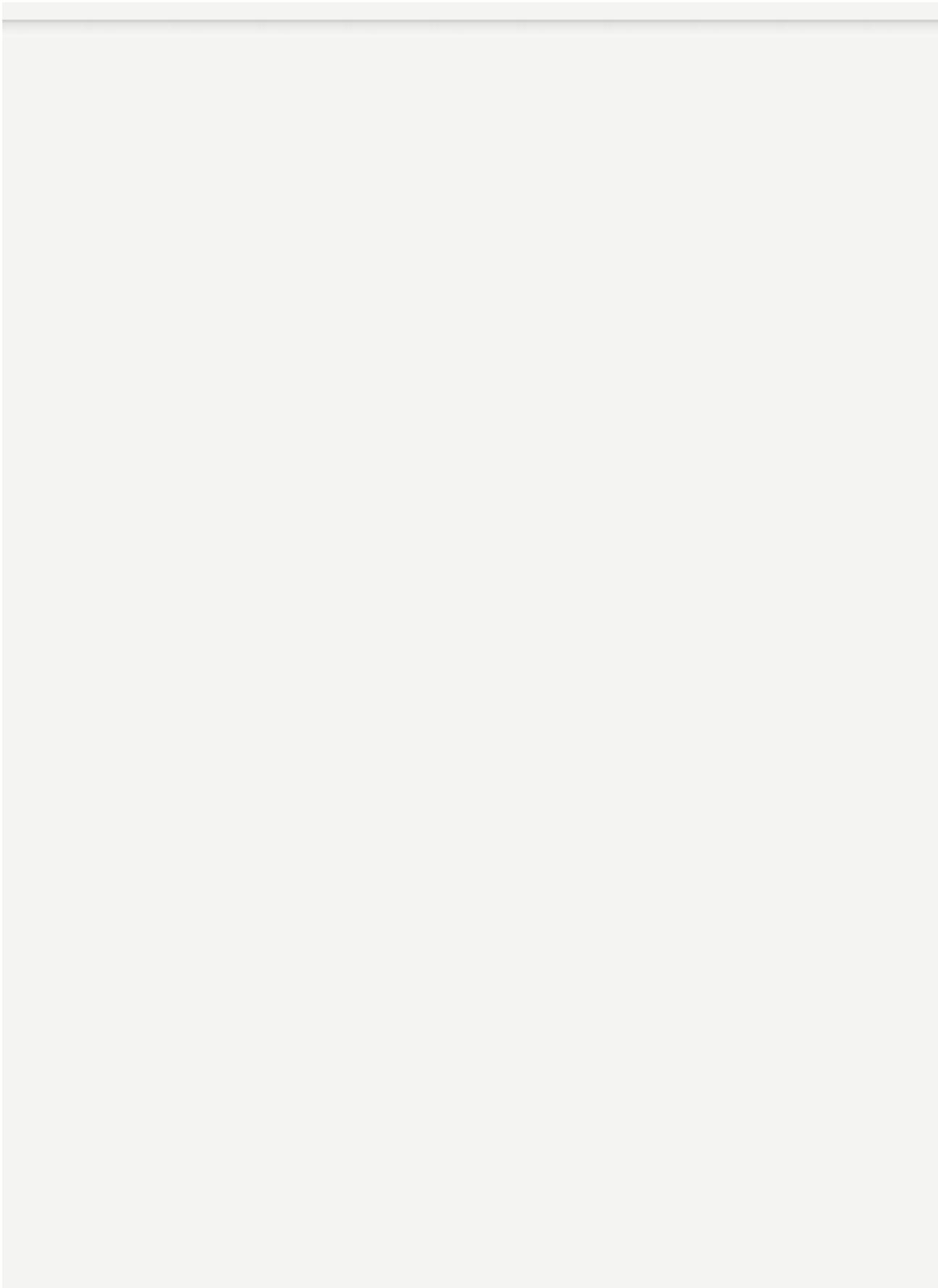
Installing

Installing Concord Desktop on Windows

1. Download the installation file from the Internet.

2. Double-click the installation file.

3. Following the instructions on the screen.

Notes:

When you install Concord Desktop 2.0, it will automatically uninstall Concord 1.0. It does not uninstalled Concord 1.5. Use the instruction below to uninstall Concord 1.5.

In order to run Concord on a Windows PC, the Microsoft .NET Framework software must be installed on your computer. If it is not already installed on your computer, the installation process will first download and install .NET Framework before installing Concord.

Installing Concord Desktop on Mac

1. Download the installation file from the Internet.

2. Drag the install icon to the Applications folder.

Uninstalling

Concord 2.0

To uninstall Concord Desktop 2.0

Windows XP

1. From the Windows Taskbar, select **Start | Control Panel**.
2. Select **Add or Remove Programs**.
3. Select **Concord Desktop**.
4. Click **Change/Remove**.

Windows Vista and Windows 7

1. From the Windows Taskbar, select **Start | Control Panel**.
2. Select **Programs and Features**.
3. Select **Concord Desktop**.
4. Right-click and select **Uninstall**.

Mac

» Drag the Concord application to the Trash Can.

Concord 1.5

To uninstall Concord Desktop 1.5

1. In the Firefox Browser, select **Tools | Add-ons**.
2. Find **Concord Desktop extension for Firefox** and click Remove .

Concord 1.0

To uninstall Concord Desktop 1.0

Windows XP

1. From the Windows Taskbar, select **Start | Control Panel**.
2. Select **Add or Remove Programs**.
3. Select **Concord Desktop**.
4. Click **Change/Remove**.

Windows Vista and Windows 7

1. From the Windows Taskbar, select **Start | Control Panel**.
2. Select **Programs and Features**.

3. Select **Concord Desktop**.

4. Right-click and select **Uninstall**.

Mac

» Drag the Concord application to the Trash Can.

Troubleshooting Concord Desktop On Windows

When you start Concord, a Control Panel appears. From the Control Panel, you can open Concord, migrate your data from Concord 1.0, 1.5, and/or 2.0, or change the directory where the Concord Notebook document and Annotation files are stored.

Restart Keystrokes

If the Server fails to start in the Concord Desktop - Control Panel, you can use these keystrokes to start it.

» Hold the **Crtl** and **Shift** keys down and press **R**.

Crash Logs

When the control panel is opening if there is an error message that mentions the "crash log", send these logs to Concord Technical Support: concordhelp@csps.com. You can find these logs in the following directory:

Windows	Directory
XP	C:\Documents and Settings\All Users\Application Data\Concord Data\logs\Crash Logs
Vista, 7, 8	C:\ProgramData\Concord Data\logs\Crash Logs

Migrating Data From Previous Versions

If the migration of the Notebook documents and Annotations from version 1.0 or the Annotations from version 1.5, try to migrate them a second time. If they fail on the second try, call or email Concord technical support.

Related Topics

Troubleshooting Concord Desktop on Mac

Installing and Uninstalling Concord Desktop

Troubleshooting Concord Desktop on Mac

When you start Concord, a Control Panel appears. From the Control Panel, you can open Concord, migrate your data from Concord 1.0, 1.5, and/or 2.0, or change the directory where the Concord Notebook document and Annotation files are stored.

Migrating Data From Previous Versions

The migration of your Notebook documents and Annotations from Concord 1.0 and your Annotations from Concord 1.5 should happen automatically when you start Concord 2.0 for the first time.

If you need to run the migration yourself

1. Start Concord.
2. On the **Concord Desktop Concord Panel**, click **Preferences**.
3. Click **Migrate Concord Data**.

If you need help migrating your data, call or email Concord technical support.

Related Topics

Troubleshooting Concord Desktop on Windows

Installing and Uninstalling Concord Desktop

Concord Support

Concord Community

Fellow Concord users are freely sharing their knowledge and experience within the online Concord Community. Browse solutions already posted, or add your own question and let your peers help you. The online Concord Community is located within the larger online community for The Mother Church. If you have already registered for this online Community, you don't need to register again, you can just log in. You do not have to register to read most of the content in the Concord Community, but you do have to register and be logged in to read the blogs or post a question or comment.

To view the online Concord Community

» [Click here to view the Community](#).

To register for the Community

1. [Click here to view the Community](#).
2. Click **Register**.
3. Enter your email address.
4. Click **Confirm Address**.
5. Check your email for a message with the subject-line: **community.christianscience.com Registration Confirmation**.
(If you do not see it in your Inbox, check your Junk or Spam folders.)
6. Follow the instructions in the email and click the link to validate your account.

To login to the Community

1. [Click here to view the Community](#).
2. Click **Login**.
3. Enter your **Username** and **Password**.
4. Click **Login**.

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