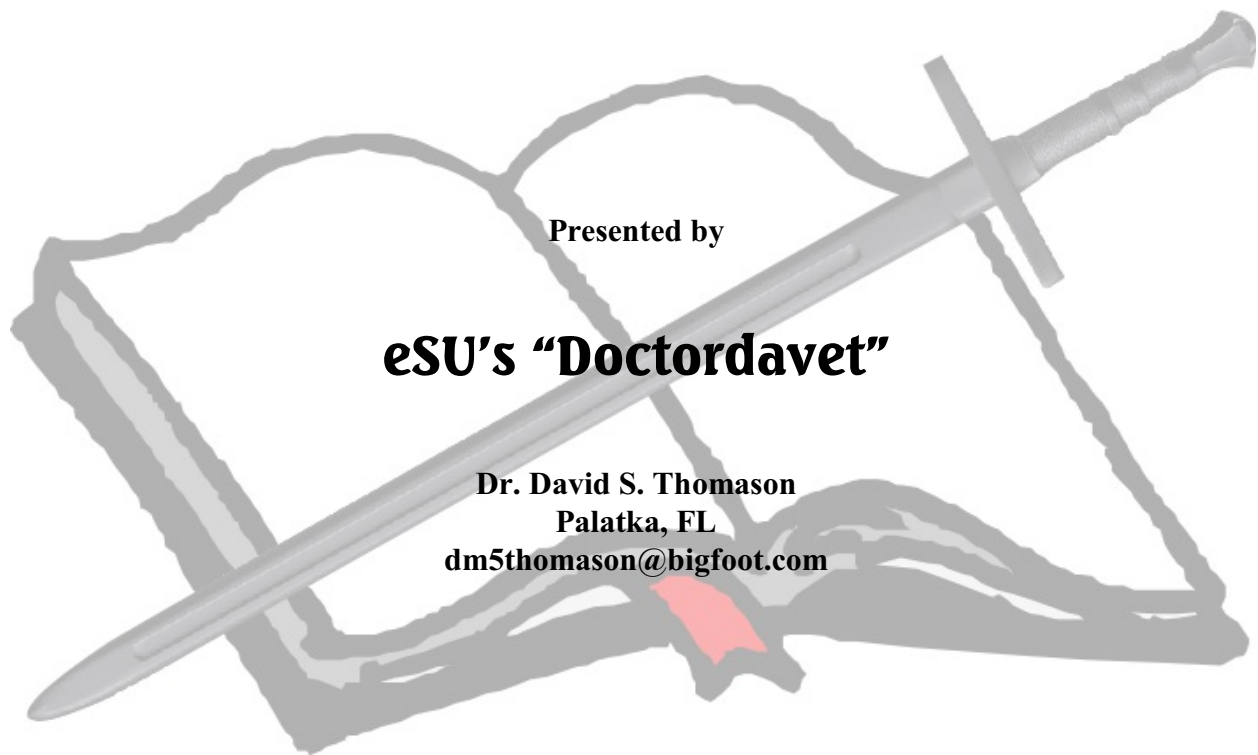


E-SWORD SEMINAR

The Tools of the Trade for Serious Bible Study!



Presented by

eSU's "Doctordavet"

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Preface

This document was originally created for a 3 session, 3 hour seminar at my church in Palatka, FL. The material can be and should be adapted to each individual situation.

It will be important for each seminar leader to carefully think through the utilization of this document. Here are some suggestions:

1. Should the seminar leader choose the 3 session, 3 hour format, these notes will work quite well. However, he should spend some time reading through them so he is familiar with them; particularly the demonstrations in sections 2 and 3.
2. Should the seminar leader choose a shorter seminar (perhaps 45-90 minutes), most - if not all - of that time would be spent in sections 1-2. However, section 3 could still be referred to for “self-training.”
3. Should the seminar leader choose a longer seminar (4-8 hours?), session 3 could easily be expanded to include more practice. The beauty of e-Sword is that while it is very easy to use, it also has a tremendous amount of “horsepower” for advanced users.

It is my hope that this material will be a blessing to every e-Sword seminar leader! NOTE: I will periodically update this document. Check back from time to time for updated information.

Dr. David S. Thomason
February 25, 2010
Document Version 2.01

Introduction

“The Ten Commandments” for a Successful e-Sword Seminar

1. Begin the process with prayer. You’ll want your e-Sword seminar to be Holy Ghost anointed and directed; ask Him for His leadership and guidance all the way through the process!
2. Download the setup file for the current version of e-Sword. Make sure you don’t use the “upgrade” file, but the full setup file. According to the e-Sword license agreement, you may not host the setup file (nor any other official e-Sword resource) on a website; but you may make copies to CD freely, as long as it is never sold; it may only be given away. This is true for all official e-Sword modules available from www.e-sword.net.
3. Decide which e-Sword modules you would like to include for distribution. You will have to be selective! Give your people the best study materials available - but don’t bog them down with too much information. According to a recent poll (08/2009) at www.e-sword-users.org, 2/3 of all e-Sword users have less than 200 modules. I would guess that the typical user has less than 100. My recommendation would be to look for the 100 best modules and only include those. Several important modules are referenced in this document. I highly recommend that you include them in your list of files to make this document easier to use. For a listing of these files - and my Top 100 choices, see Appendix 2 - “Top 100 Recommended e-Sword Resources.” IMPORTANT NOTE: Please be careful not to give away copyrighted materials. Unfortunately software pirates give away commercial resources, or they make modules from copyrighted materials without permission and then make them available for free distribution. Please insure that we e-Sword Seminar leaders are not part of this sin problem.
4. The last page of the body of this document will list helpful internet sites where more e-Sword modules can be found. For those who want more than the Top 100, these links will provide all of the information needed.
5. Once you’ve gathered the modules you want to distribute, make two self-extracting .exe files from a .zip program. A free version of a good zip tool called IZArc is available at <http://www.izarc.org/download.html>. NOTE: Windows 7 includes FREE zipping capabilities!
 - A. The first file will be the “e-Sword Resource 1.exe” file. Include all commentaries, dictionaries, bibles, daily devotions, and maps, in this file. You can create them to self-extract to the c:\Program Files\e-Sword folder.
 - B. The second file will be the “e-Sword Resource 2.exe” file. Include all .topx and other user created files in this file. You can create this file to self-extract to a generic destination; this group will need to be put in the c:\...\My Documents\e-Sword folder.

6. Don't forget to include the STEP "sampler" file from <http://www.e-sword.net/step.html>. (Even if you don't use these resources, this file is a good introduction and "how-to" lesson for the commercial resources available from www.quickverse.com - they are in STEP format and usable with the e-Sword STEP reader.)
7. E-Sword has two good training resources. They are somewhat dated, but still useful. Download "e-Sword Training Demos" ("training.exe") and "e-Sword Tutorial Manual" ("tutorial.exe") from <http://www.e-sword.net/training.html>.
8. Burn these files onto as many CDs as necessary: 1) the e-Sword "setup" file; 2) "Resource 1.exe"; 3) "Resource 2.exe" 4) the STEP "sampler"; 5) "training.exe"; and 6) "tutorial.exe." Also burn any other resources you want onto the CD. When I did a seminar, I included a digital copy of these notes right on the CD in .pdf format. Remember: e-Sword material may NOT be packaged together with anything that is to be sold.

Idea: when I made CDs for a missionary training session through BIMBI, I included the setup file for the FREE OpenOffice.org office suite (OOo). If interested, you can download the OOo software here (copy and paste this link into your internet browser) -

<http://download.openoffice.org/contribute.html?download=bouncer&product%3DOpenOffice.org%26os%3Dwinwjre%26lang%3Den-US%26version%3D3.1.1>

9. Print as many of these "e-Sword Seminar Notes" booklets as necessary. You now have the required resources to hold an e-Sword seminar.
10. Finishing Touches:

- A. Design a simple CD sticker for the CD. Office supply stores such as "Staples" sell inexpensive CD stickers that include FREE software to design CD labels. Designing a simple yet attractive CD sticker is relatively easy with this software.

You can download FREE Avery software to make CD labels here (copy and paste this link into your internet browser):

http://www.avery.com/avery/en_us/Templates-%26-Software/Software/Avery-DesignPro-for-PC.htm

- B. Design a simple, matching and attractive cover for these notes.
- C. If you have access to a *Docubinder*, that will put a professional polish to your seminar. "Look sharp, feel sharp, be sharp!" Unfortunately, "man does look on the outward appearance," so you'll want to do all you can to make the materials attractive. It won't make e-Sword work any better, but it will make your attendees more excited about learning

how to use e-Sword!

- D. If possible, have some current e-Sword users available to walk about the room while you're conducting your seminar. They can help people individually while you are publicly instructing. This was very helpful at our e-Sword seminar!

When I did these “nice touches” at my first e-Sword seminar, I actually looked like I knew what I was doing! And you will too!

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Session 1

Installation & Introduction to the Tools of the Trade

I. Installing Your FREE e-Sword resource CD

Many of these resources are from e-Sword's generous website: www.e-sword.net - This is definitely an internet site you'll want to get to know!! There are many others - see "Tremendous Internet Sites" at the end of the body of this document.

INSTALLING THE E-SWORD PROGRAM

1. Put the e-Sword CD in your disk drive
2. Go to your "My Computer," and open your CD
3. Double click the "setup###" file - follow the instructions
 - ▶ The default install directory will be c:/program files/e-sword. Let it install there.
 - ▶ When finished installing, restart your computer.

INSTALLING E-SWORD RESOURCE MATERIAL #1

Note: all of the files in this zip should be installed to c:/program files/e-sword. That should happen by default.

1. Put the e-Sword CD in your disk drive
2. Go to your "My Computer," and open your CD
3. Double click the file "e-Sword Resource 1"
4. Select "Unzip"
5. When finished, click "OK," then "Close"

INSTALLING E-SWORD RESOURCE MATERIAL #2

Note: all of the files in this zip should be installed to your "My Documents/e-Sword" file. You'll have to manually select that destination.

1. Put the e-Sword CD in your disk drive
2. Go to your "My Computer," and open your CD
3. Double click the file "e-Sword Resource 2"
4. Select "Browse" and find your "My Documents/e-Sword" file and select "OK"
5. Select "Unzip"
6. When finished, click "OK," then "Close"

INSTALLING "SAMPLER" STEP RESOURCES

1. Put the e-Sword CD in your disk drive

SEMINAR NOTES

Scriptures, charts, pictures, quotes - and your notes.

*"If God spares my life,
before many years pass I
will make it possible for a
boy behind the plow to
know more Scripture than
you do."*

- William Tyndale, Father of the English Bible, to a Catholic Priest

This will install e-Sword at
C:/Program Files/e-Sword

This will install e-Sword at
C:/Program Files/e-Sword

This will install e-Sword at
C:/.../MyDocs/e-Sword

This will install e-Sword at
C:/Program Files/e-Sword

2. Go to your “My Computer,” and open your CD
3. Double click the “SAMPLER” file - follow instructions
4. There are 100 titles in this file. See “Appendix 1” for a list.

Note: this material should be installed in the “c:/Program Files/e-sword/STEP” directory

INSTALLING THE E-SWORD TRAINING MATERIAL

1. Put the e-Sword CD in your disk drive
2. Go to your “My Computer,” and open your CD
3. Double click “training.exe” and install these files. They will be placed in the c:\Program Files\e-Sword\Training.
4. Double click “tutorial.exe” and unzip this .pdf file to your desktop. You can move it after you’ve taken a look at it.

You are NOW ready to open e-Sword!!


II. Introduction to Your FREE e-Sword resources


SETTING UP YOUR E-SWORD

1. Notice Three Windows - Your Major Tools of the Trade

These three windows are “dockable.” You can move any of them completely out of the way. MY SUGGESTION: for the seminar, keep all three open; but recommend moving the “dictionary” out of the way after the seminar is over. It’s nice to use, but the bible and commentary windows are used much more often.

The top left window is your Bible window. There are many more English and foreign language Bibles available at www.e-sword.net - select “Downloads” and then “Bibles.”

The right window is your commentary window. Any time any of the commentaries have a comment on whatever is the active verse in the Bible window, you’ll notice a blue “information dot” in the commentary tab. So  the commentaries are linked to the individual verses.

The bottom left window is your dictionary window. These dictionaries may be individually searched; but better yet, if you click on a word in the Bible window or the commentary window, every dictionary with an entry for that word will have the blue “information dot” in the dictionary tab. So  the dictionaries are linked to individual words.

- ▶ go to “options/strong’s # tooltip” and reset both drop down boxes to “Strong’s with Tense Voice and Mood”

SEEING YOUR E-SWORD

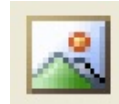
In each of the three windows, you may

- ▶ “mouse over” the tab for the name of the tool
- ▶ click the appropriate MENU ➡ Bible/Commentary/Dictionary ➡ Information - and you will get more information about that resource

THE LESS OBVIOUS RESOURCES

Maps

On the menu bar, click the “graphics viewer.”



STEP Reader

STEP is a digital format that is still utilized by Quickverse. e-Sword can read the STEP files. Click this icon.



Your e-Sword will install a SAMPLER file of e-Sword resources. Here is how to access them.

1. Click the Step button.
2. Choose “file/open”
3. Using the “Look in:” box, go to c:\program files\e-sword/STEP/SAMPLER and then select “volume” and click “open.” There are nearly 100 books available here.

If you already own Quickverse material, *it can be viewed through your e-Sword STEP viewer.* If you want to purchase Quickverse libraries for e-Sword, you may do that and install the libraries to you STEP directory.

Personal Devotions

There are also *great* devotional helps for you. Access these via the “tools” menu.

III. Introduction to some e-Sword Help Resource Material

E-SWORD TUTORIAL

This is a 105 page .pdf file. It will be a good resource for you when you have questions. It is a couple of versions old, but you will find it helpful.

E-SWORD TRAINING DEMOS

There are nine flash macromedia files. Each of these files are self-contained and should run on every personal computer. Again, it is a couple of versions old, but you should still find it helpful. These files are located at

c:\Program Files\e-Sword\Training

Please feel free to move the “e-Sword Training Materials” folder anywhere on your computer - perhaps in the “My Documents” folder....

eSWORD HELPS 2010

This is a critical .topx module that will greatly aid the user in learning not only about how eSword works, but how to make eSword even more powerful through increased study and productivity.

IV. Q/A About Your FREE e-Sword resources

Session 2

Learning the Capabilities of the Tools of the Trade

I. Learning the Capabilities of Your Bible Tools

LOOKING UP REFERENCES

- ▶ use “F2” to bring up a Scripture Lookup box
- ▶ find 2Ti 3:16; Ps 119:9; 2Pet 1:21; Ac 1:16; Heb 10:15

ZOOM

- ▶ This feature makes the text larger in the window
- ▶ This icon works the same way in all windows

MARKING YOUR BIBLE

- ▶ highlighting with a color
- ▶ highlighting with white to remove previous highlighting
- ▶ underlining options
- ▶ practice on any of the above verses

BOOKMARKS

- ▶ setting with a right click
- ▶ moving to with a left click
- ▶ PRACTICE - ❶ 2Tim 3:16; ❷ 2Pet 1:21; ❸ Heb 10:15

VERSE TRAIL ARROWS

- ▶ using the left/right arrows to move backward or forward
- ▶ using the drop down arrows to select the exact verse

COPY VERSES

- ▶ This feature allows you to put one passage into your Word Processor or other e-Sword tools - more on that later
- ▶ go to 2Tim 3:16
- ▶ click the “copy button” (or right click & choose “copy verses”)
- ▶ select the passage
- ▶ select the format
- ▶ Notice the “include commentary notes” box
- ▶ click “copy”
- ▶ paste in your word processor (or e-Sword study tools - more on that later)

SEARCHES

*“Give a man a fish, and
you’ve fed him a meal;
teach a man to fish, and
you’ve fed him for a
lifetime.”*

- ▶ You'll **never** want to use a hardcover *Strong's* again!!
- ▶ click the "Search Bible" button (or CTRL-S or MENU ➡ "Bible" ➡ "Search")

1. The Elements

- ☐ word box
- ☐ search range
- ☐ "containing" section

2. The Searches - examples

- ☐ all words = "scripture" and "inspiration" - 1x
- ☐ any words = "scripture" and "inspiration" - 33x
- ☐ phrase = "scripture inspiration" - 0x
- ☐ all words w/partial match = "scrip" - 67x, including "scripture," "scriptures," "description," etc.
- ☐ any words w/include synonyms = "inspiration" - 75x
- ☐ phrase w/exclude = "faith" exclude "grace" - 219x

3. NOTE: searches are case sensitive. "Lord," "lord," and "LORD" are different searches! (Don't forget to check the box for "case sensitive" searches!)

VERSE LISTS

1. Creating Verse Lists

Using the Search Tool

- ☐ Perform a search - any = "scripture" & "inspiration"
- ☐ click "add search results to verse list" button
- ☐ use "create" to make new list or "add" to append
- ☐ choose "create" - and make a name

2. Managing Verse Lists

MENU ➡ "Bible" ➡ "Verse Lists"

- "add" - creates a new but empty verse list
- "edit" - allows you to change the name of the list
- "delete" - removes this list from your computer

3. Editing Verse Lists

- ☐ MENU ➡ "Bible" ➡ "Verse Lists"
- ☐ choose a list
- ☐ go to Heb 1:1

- ☐ right click verse
- ☐ choose “verse lists” ➡ “add Heb 1:1”
- ☐ add and delete verses from list in this method

4. Using Verse Lists

- ☐ “Bookmarks” is the default verse list
- ☐ I leave it set there most of the time
- ☐ right click a verse in the Bible window
- ☐ choose “verse lists” ➡ “reset”
- ☐ WARNING: This deletes the contents!!
- ☐ right click a verse again
- ☐ choose “verse lists” ➡ “add *reference*”
- ☐ choose as many verses as you like
- ☐ MENU ➡ “Bible” ➡ “Verse Lists”
- ☐ click the “copy button”
- ☐ click the next “copy button”
- ☐ paste in Document (or e-Sword tools - more later)

GOSPEL HARMONY

Go to The Feeding of the 5,000 - John 6:10

- ▶ MENU ➡ “Bible” ➡ “Gospel Harmony”
- ▶ note the available windows


SPLIT WINDOW

- ▶ allows you to see John 6:10 and any other reference
- ▶ this little tool comes in handy later....

II. Learning the Capabilities of Your Commentary Tools

Note: commentaries are linked to the active verse in the Bible window.

Go to 2Tim 3:16 using your bookmarks....

- ▶ Notice the “e-Sword Information Notes” on the tabs 
- ▶ every tab that has that notation has commentary notes
- ▶ STUDY NOTES - *Your notes on the Scripture* - more to come. Allows you to make notes on verses of Scripture, and build your own commentary.
- ▶ TOPIC NOTES - allows for the reading of e-books in e-Sword format. Click on the “Topic Notes” tab. At the bottom of the commentary window, open the drop down box and select the Topic module you’d like to read.

PRINT PREVIEW BUTTON

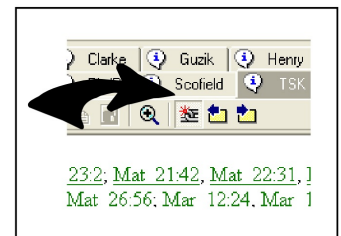
- ▶ if you want to print a commentary section, use this button and follow the formatting dialogue options

REFERENCE HYPERLINKS

- ▶ “mouse over” to see the verse
- ▶ click to move the Bible to that reference

SYNCHRONIZE BUTTON

- ▶ put your Bible reference to 2Tim 3:15
- ▶ click on TSK
- ▶ to see 2Pet 1:19-21 in its context, click it
- ▶ but then your commentary view has changed!
- ▶ hit the verse trail “back” button
- ▶ now de-select the “synchronize” button ⇒
- ▶ now you can click the hypertexts without changing the commentary view
- ▶ re-select the “synchronize” button to turn this feature back on



Commentary Synchronize

PREVIOUS/NEXT BUTTONS

- ▶ these buttons move to the next or previous comment in the commentary
- ▶ the comment may not be in the next verse
- ▶ Example - select Scofield and go backward or forward from 2Tim 3:16 a couple of times

SEARCH ONE COMMENTARY

- ▶ you may search an entire commentary for a key word or phrase, and you may include partial matches by using the “search” button
- ▶ using Barnes, search on “inspiration scripture” - 24 verses with comments are available for study

SEARCHING MULTIPLE COMMENTARIES AT ONCE


- ▶ MENU ➡ “Commentary” ➡ “Extended Search”
- ▶ choose the words to search
- ▶ choose the resources to search
- ▶ Practice - search by phrase “of inspiration” - 102 comments!

III. Learning the Capabilities of Your Dictionary Tools

NOTE: while the commentary is linked to the active Bible text, the

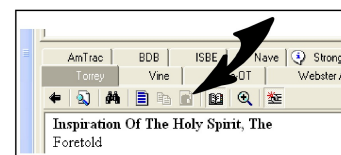
dictionaries are linked to the words - the words in both the Bible window and the commentary window.

USING STRONG'S, THAYER'S, & BROWN-DRIVER-BRIGGS

- ▶ Go to 2Tim 3:16, set your Bible to “KJV+TVM”
- ▶ The “+” stands for “plus Strong’s dictionary numbers”
- ▶ Green numbers are hyperlinks: ❶ “mouse over” for a Strong’s definition - *verbs have tense, voice & mood identified!!!*; ❷ single click to activate dictionaries
- ▶ EXAMPLE - single click the number immediately after “Scripture”
- ▶ Notice the “e-Sword information note” ⇒⇒⇒⇒⇒⇒⇒⇒ 
- ▶ every dictionary with information is noted - click on tabs
- ▶ Strong’s has definitions for OT & NT
- ▶ Thayer has definitions for NT
- ▶ BDB has definitions for OT
- ▶ Some words have two or more numbers following it; these are usually verbs in Greek or Hebrew
- ▶ You can see the tense, voice & mood by “mousing over” or single clicking
- ▶ EXAMPLE - 2Tim 3:17 - “double click” the second number after “furnished” [5722], to discover it’s tense, voice & mood
- ▶ More on tense, voice & mood later

THE BUTTONS

- ▶ “Previous Topic” - goes backward through the previously view dictionary definitions. [Note: currently there is no way to go forward....]
- ▶ Print Preview
- ▶ Search - same as commentary search - where you can search one dictionary [you can also do an extended search the same way as learned in commentaries; MENU⇒“Dictionary”⇒“Extended Search....”]
- ▶ “Paste Into...” - more on that later
- ▶ “Synchronize Lookup with word click” button
 - ❑ this allows you to look up entries in the dictionaries by single clicking words in either the ❶ Bible window; or the ❷ Commentary window
 - ❑ PRACTICE - click on the word “inspiration” in 2Tim 3:16; how many dictionaries have an entry to study?!
 - ❑ PRACTICE - click on a key word from the commentary section [Barnes - 2Tim 3:16 “scripture”] - now how many dictionary entries are there?!
- ▶ “Dictionary topics” - toggles on/off the dictionary topic window



Dictionary Buttons

- ☐ PRACTICE - under TCR; look in the “topic window”
- ☐ you can scroll through and select
- ☐ you can type in the top box any dictionary entry

USING THE OTHER DICTIONARIES

- ▶ Any dictionary tab can be selected for work and study without using the one click method
- ▶ dictionaries can be searched using the dictionary topic window - use the slider or just type into the search box
- ▶ dictionaries can also be searched from within the dictionary by right-clicking key words.
- ▶ PRACTICE
 - ☐ click the “ISBE” tab
 - ☐ find the entry for “Moses” using the slider or the search window
 - ☐ right click “lookup: Septuagint”
 - ☐ notice the other dictionaries that have an entry
 - ☐ return to ISBE, click the back button to return to “Moses”
 - ☐ repeat as necessary

IV. Learning the Capabilities of Your Graphics Viewer

You don’t even have to miss your maps!!

- ☐ click the “Graphics View” button

CHOOSE YOUR GRAPHICS RESOURCE

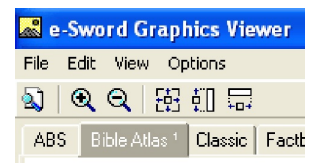
- ☐ click on the “B+W Bible Maps” tab

UNDERSTAND YOUR BUTTONS

- ☐ NOTE: e-Sword graphics are typically low quality. They can be used on screen, but don’t move well to a wordprocessor....
- ☐ print preview button
- ☐ Increase and Decrease Size
- ☐ Fit Page, Height & Width
- ☐ The Look-in window is where you find your maps
- ☐ Some graphics files will have info in the view window underneath the look-in window ⇒
- ☐ EXAMPLE - click the “Larkin” tab to see this info

V. Learning the Capabilities of Your STEP Reader

IMPORTANT NOTE: some STEP material is in a file type called



Graphics Resource Tab



View Window

“volume.ini” and others are “book.dat”. You can choose the type in the “Open Library” selection box.... The SAMPLER is “volume.ini”

The next time you go to open your STEP reader, simply click on MENU➡“File” and the last opened file will be at the top of your history!

USING THE E-SWORD STEP MATERIALS

- ▶ Choose the Title of the Book in the Look-in Window (“A”)
- ▶ Choose the Chapter of the Book in the Contents Window (“B”)
- ▶ Search the entire book by clicking the “Search” tab

LOCATING THIRD PARTY STEP MATERIALS

NOTE: Most STEP resources are **not** free.

Quickverse - www.quickverse.com - lots of STEP resources - The best place on the internet for STEP....

Light by Design - www.lightbydesign.net

VI. Learning the Capabilities of Your Devotional Tools

MENU➡“Tools” - The top four selections are devotional tools....

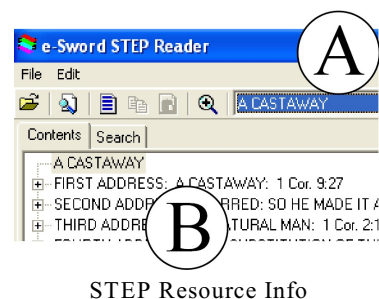
BIBLE READING PLANS

1. Create Through the Bible in One Year

- ▶ choose the “New Bible Reading Plan”
- ▶ select which books of the Bible to read
- ▶ select which days of the week you want to read
- ▶ select the reading period (typically one year....)
- ▶ NOTE: the one year plan actually takes 57 weeks to complete. If you really want to do it in 52 weeks, you’ll need to read an extra day every week...
- ▶ click the “save” button, and the “save in” window opens; type a name (like 2008, or Dave 2008, etc.)
- ▶ click “Finish”
- ▶ Verify “show Bible reading at start-up” is checked
- ▶ after each reading session is completed, select “completed reading” button
- ▶ if doing multiple sessions, select the “next reading” button to move to next session

2. Create Daily OT & NT Readings in One Year

- ▶ create one reading for the OT (45 weeks to complete);



STEP Resource Info

...I have esteemed the words of his mouth more than my necessary food.
-- Job 23:12

All of your Devotional Tools can start the first time you open e-Sword every day. Just select the “show... at startup” box.

- ▶ name it “OT 2009” or something like that
- ▶ create a second reading for the NT (38 weeks to complete); name it “NT 2009”....
- ▶ make sure each has the “show Bible reading at start-up” selected
- ▶ you can choose which reading plan in the bottom right corner of the pop-up window
- ▶ once you’ve finished one, select the other. NOTE: make sure you select the “completed reading” button before you leave that session!

NOTE: using this method, a husband and wife could each make their own reading plans....

DAILY DEVOTIONAL READINGS

- ▶ select “Daily Devotions” from the “Tools” menu
- ▶ your devotional options appear based on today’s date
- ▶ Select “Faith’s Checkbook” by Charles Spurgeon

Other devotional resources are available on the ‘web....

- ▶ you may read other dates by selecting the date tab at the bottom of the page
- ▶ If you want it daily, select the “Show Devotions at Startup”

PRAYER REQUESTS

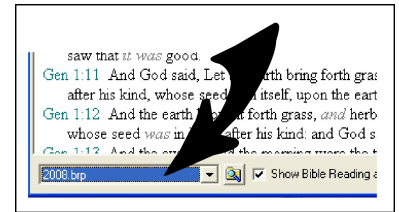
If you need a prayer list, this one is simple to use. From the “Tools” menu, choose “Prayer Requests”

1. Creating a Prayer List

- ▶ choose “prayer list maintenance”
- ▶ click “add”
- ▶ fill in the “title” with a basic name or item
- ▶ fill in the other windows
- ▶ select how often you want to pray for this item
- ▶ the bottom window is the details to the request
- ▶ click “update”
- ▶ add more requests

2. Praying Your Prayer List

- ▶ select “show... at start up” button
- ▶ select “today’s prayer requests” tab
- ▶ pray through your list



Bible Reading Plan Name

*Moreover as for me,
God forbid that I
should sin against the
LORD in ceasing to
pray for you...
-- 1 Samuel 12:23*

3. Removing or Changing Prayer Items

- ▶ select “prayer list maintenance” tab
- ▶ double click the request in the list
- ▶ edit or mark as answered or delete

SCRIPTURE MEMORY

This is a powerful tool! Whether you’ve already memorized 100's of verses, or haven’t memorized any, this tool will be a blessing to those who want to hide God’s Word in their heart.

From the “Tools” menu, select “Scripture Memory”

1. Adding Verses

- ▶ click the “Memory Verse Maintenance” tab
- ▶ click “Add”
- ▶ select the verse or passage to memorize. NOTE: you cannot cross chapter divisions.
- ▶ OPTIONAL - you may categorize verses. This may be helpful if you later want a group of topical verses....
- ▶ Type your hint/general idea. NOTE: I use the first four words of the verse....
- ▶ choose frequency - daily to begin with
- ▶ click update

2. Testing Verses

- ▶ click the “Today’s Memory Verses” tab
- ▶ scroll through the verses one at a time and work on them, or...
- ▶ Use the “Test Memory Verses” feature - nice!!
- ▶ Four different kinds of tests - fun!!
- ▶ click “Okay” when done testing

3. Editing Verses

If you work regularly, and add verses to your work list, you’ll eventually be able to change the frequency of the verses.

- ▶ from the “Today’s Memory Verses” tabs, single click the reference to edit
- ▶ select “Memory Verse Maintenance” tab
- ▶ select “edit”
- ▶ make changes
- ▶ click update

*Thy word have I hid in
mine heart, that I
might not sin against
thee.*

-- Psalms 119:11

Session 3

Utilizing the Power of the Tools of the Trade

I. Utilizing Tense, Voice & Mood

Grammar Note:

1. Our Old Testaments were originally written in Hebrew (with less than 1% written in a sister language, Aramaic). Hebrew and Aramaic are narrative languages. Verb tenses tend to be less than exact statements.
2. Our New Testaments were originally written in Greek. Greek is a very precise language, with verbs having several different tenses and moods to communicate truth.

INSTRUCTIONS FOR STUDYING TENSE, VOICE & MOOD

- ▶ Open 2Tim 3:15
- ▶ verbs have at least two numbers after them. The first number is the Strong's dictionary definition; the second number is the tense, voice, and mood of the verb
- ▶ TVM information is all contained in the StrongTVM dictionary

EXAMPLE OF STUDYING TENSE, VOICE & MOOD

- ▶ click on 2Tim 3:15
 - ▶ "thou hast known" is the first verb
 - ▶ Dictionary definition = "to see, to be aware of, to be sure"
 - ▶ Notice the second number - [5758]
 - ▶ Mouse-over to see "Perfect Active Indicative"
 - ▶ left-click the number once
 - ▶ The Strong's Tense, Voice & Mood box opens, displaying a number for each: tense, voice & mood
-
- ☐ right click the green number for tense, and select "lookup"
 - "once for all" - a completed action that still has consequences today
 - ☐ click the back button
 - ☐ right click the green number for voice, and select "lookup"
 - active - an action performed by the subject
 - ☐ click the back button
 - ☐ right click the green number for mood, and select "lookup"
 - indicative - a simple statement of fact.

TVM lesson - the simple fact that Timothy made a conscientious decision to learn the scriptures as a child made an impact then, and is still having an impact on his spiritual life

"Wave action could power as much as 10 percent of the world's electrical demand someday. The potential along the West Coast could match all renewable energy systems presently deployed in the U.S."

The Columbian; Washington -
Dec. 13, 2004

today! *This verse all by itself ought to motivate us to memorize Scripture in our personal lives.*

OPTION FOR REMOVING TENSE, VOICE & MOOD

If you would rather just do word studies than understand the parsing of the verbs, you can turn off the “KJV+TVM.”

- ▶ MENU ➡ “Options” ➡ “Resource...”
- ▶ de-select “KJV+TVM”
- ▶ that tab disappears from your Bible window
- ▶ If in the future you want to see that resource again, go back and re-select it

NOTE: If you want to keep the “KJV+TVM,” you can remove the “KJV+” in the same manner....

NOTE: any of these reference tools may be “turned off” without having to delete them from the hard drive.

II. Writing Your Own Commentary

USING “STUDY NOTES” TAB

- ▶ select the “Study Notes” tab
- ▶ select “synchronize”
- ▶ this is a light word processor that allows you to record your own notes on any given verse of the Bible
- ▶ click “locate study notes” to find references you’ve notated

USING “SCRIPTURE TOOLTIP”

You may include a “reference hyperlink” in your notes

- ▶ set your cursor in the study notes where you want the scripture link
- ▶ click “format scripture tooltip” button (or CTRL-J)
- ▶ insert reference

USING “PASTE INTO STUDY NOTES”

- ▶ set your cursor in the study notes where you want to paste
- ▶ from a commentary, dictionary, or Bible passage, highlight and select “Paste Into Study Notes”
- ▶ from STEP resources, you may do the same thing
- ▶ from any other software, you may use “copy” and “paste” to bring in notes from other resources

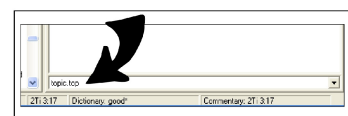
USING AS A WORD PROCESSOR

- ▶ you may use this feature as a word processor, including the following word processor tools:
 - ☐ justification - right, left, or center
 - ☐ list numbering
 - ☐ bullets
 - ☐ paragraph indentation
 - ☐ text formatting
 - ☐ spell check
 - ☐ print preview - allows you to print a range of verses, and allows you to print from the preview area
- ▶ **IMPORTANT NOTE:** save your file before you leave it!!

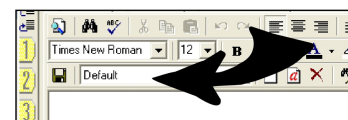
III. Making Your Own Topic Files

USING THE DEFAULT TOPIC NOTES

- ▶ click “Topic Notes” in the Commentary Section
- ▶ notice at the bottom of the page - “topic.topx” - this is the name of your topic book called “topic.topx”
- ▶ to create a new topic, click the “new topic” button - these are the chapter titles in your Topic Book called “topic.topx”
- ▶ to open an old topic, look in the “topic” window
- ▶ the interface is nearly identical to the “study notes” - including “Paste Into Topic Notes” option!!
- ▶ **HINT:** the “paste into study/topic notes” option depends on what was the most recently opened module...



Topic Titles - .top files



Topic Chapters

CREATING YOUR OWN TOPIC BOOKS

- ▶ click open the “Topic Notes” from the Commentary section
- ▶ go to MENU ➡ “File” ➡ “New...”
- ▶ select a new name for your topical book
 - ☐ **PRACTICE** - type “Inspiration”
 - ☐ notice the new name in the bottom of the topic window
- ▶ now you’ll need to create a new chapter in your topic book
- ▶ click “new topic”
 - ☐ **PRACTICE** - type “01 - Thoughts on 2Tim 3:16”
 - ☐ **NOTE** - chapter titles are always alphabetized; in order to keep them in the order you want them, use a one or two digit number at the beginning for alphabetizing purposes

You may create as many topic books as your hard drive can hold!

MAKING “COMMERCIAL” THIRD PARTY MODULES

- ▶ There are 1,000+ modules available for e-Sword using this simple technique.
- ▶ If you are interested in helping to increase the internet library of e-Sword resources, visit www.e-sword-users.org for more information.
- ▶ Please follow all copyright laws when building a module originally written by someone else. For copyright information, paste this link into an internet browser -
http://e-sword-users.org/users/es_files/eng_9x/docs/e-SU_Copyright_Policy_with_Flowchart_USA_Books.pdf

IV. Backing Up Your Hard Work!

FREE Backup software - “EZBack-it-up” - available here:
<http://www.rdcomp.net/ezbackitup/> This software can schedule regular backups; once set, you won’t need to remember to do it!

A. Backing Up The Program Files area

- ▶ ready backup media in drives
- ▶ copy c:\Program Files\e-Sword to media

This will only need to be done as often as you install new e-Sword modules to your program.

B. Backing Up The My Documents area

- ▶ ready backup media in drives
- ▶ copy c:\...\My Documents\e-Sword to media

This backup will need to be done regularly, as all of the user created modules (prayer lists, bible reading, personal notes, Topic Modules, etc.) are in this folder. I recommend daily backups for this kind of information.

V. Tremendous Internet Sites For e-Sword

NOTE: these sites are only recommended for their e-Sword resources, not for their theological or personal content. In order of importance, my favorite e-Sword sites are:

- A. www.e-sword.net - you’ll want to familiarize yourself with the vast quantity of solid resources here. This is e-Sword’s home. Most of the resources here are free.

“There are two kinds of computer users: those who don’t backup their work, and those who will....”

- B. e-sword-users.org - this is a site independent from the official e-sword site. It is built and maintained by a dedicated group of e-Sword users who are all volunteers. This users group is free to join, and 1,000+ free resources are available here.

Three important blogs I maintain at eSU are:

“The Baptist Disciple” - Recommended Modules List for Teachers, Students, and other Christian Disciples Who Happen to be Baptist - <http://e-sword-users.org/users/node/3392>

“The Baptist Expositor” - Help Locating Good Expository e-Sword Tools for the Teacher, Preacher, and Student of The Word - <http://e-sword-users.org/users/node/3507>

“The Baptist Theologue” - Help Locating Good Doctrinal e-Sword Tools for the Teacher, Preacher, and Student of The Word - <http://e-sword-users.org/users/node/3541>

- C. www.eStudySource.com - commercial software, *specifically formatted to work easily with e-Sword*. EXAMPLE - J. Vernon McGee’s commentaries.... Compared to paper versions these modules are financial bargains.
- D. www.fbcpalatka.org - the website for Faith Baptist Church in Palatka, Florida. They have a small but doctrinally solid group of e-Sword v9 modules. All of these resources are free.
- E. www.quickverse.com - more commercial Bible software, available in STEP format. EXAMPLE - MacArthur’s New Testament commentaries.... Most of their material is STEP compatible. These materials are moderately priced.
- F. www.ebay.com - search for “quickverse” and you’ll occasionally find good STEP material at a discount price.
- G. www.davidcox.com.mx - click on “English page,” then click on “e-Sword.” David is an American Missionary to Mexico. All of his resources are free.
- H. www.lightbydesign.net - some STEP classics. EXAMPLE - the works of F.B. Meyer.... Moderately priced.

Appendix 1

STEP Sampler Titles

Here is a list of resources from the following collections published by www.lightbydesign.net. Unfortunately, each title does not have its author listed, but here are the authors that are represented:

- ▶ John Bunyan
- ▶ F. B. Meyer
- ▶ John Newton
- ▶ A. W. Pink
- ▶ J. C. Ryle
- ▶ and a collection simply called The Wesleyan Collection

www.lightbydesign.net - sells more STEP files by these authors, if you are interested in adding even more to your library.

1. A Box of Treasure
2. A Call to Prayer
3. A Christian
4. A Defense of Christian Perfection
5. A Divine Cordial
6. A Faith for the World
7. A Few Sighs from Hell
8. A Good Start
9. A Lifting up for the Downcast
10. A Prince in Israel
11. A Serious Call to a Devout and Holy Life
12. A Study of Ethical Principles
13. Absolute Surrender
14. Achieving Faith
15. Advice for Seekers
16. African Idylls
17. All of Grace
18. All Things for Good
19. An African Prophet
20. Around the Wicket Gate
21. Ascent of Mount Carmel
22. Chapters on Holiness Expository and Practical
23. Charity and its Fruits
24. Christ and the Bible
25. Christian Behavior
26. Christian Living
27. Condensed Biblical Cyclopedia
28. Culture and Restraint
29. Delia, the Bluebird of Mulberry Bend
30. Doctor Pennell Afghan Pioneer
31. Dying Sayings

32. Entire Sanctification Explained
33. Faith and Character
34. Fox's Book of Martyrs
35. Freedom of the Will
36. From the Forest
37. Gospel of John
38. Grace Abounding
39. Graphic Scenes
40. Half-hours with St. Paul
41. Heaven - a Place, a City, a Home
42. Holiness in Practical Living
43. Holiness, the Birthright of All God's Children
44. Honey in the Rock
45. How to Pray
46. Impressions
47. In His Steps
48. In the Silence
49. Jesus' Way
50. Jonathan Edwards on Revival
51. Knowing God
52. Life Sketches
53. Light on Life's Duties
54. Light, Life, and Love
55. Lord, Teach Us to Pray
56. Lovers Always
57. Men of Prayer Needed
58. On Knowing Christ
59. One Thing Is Needful
60. Pearls from the Pacific
61. Saved to the Uttermost
62. Scriptural Poems
63. Sketches of Church History
64. Sketches of Jewish Social Life
65. Soul Food
66. Soul Help
67. Spiritual Progress
68. St. Paul the Traveler and the Roman Citizen
69. Strength and Beauty
70. Studies in the Christian Character
71. The Art of Prophesying
72. The Barren Fig Tree
73. The Blood of the Cross
74. The Bruised Reed
75. The Calling of the Ministry
76. The Discipline of the Christian Character
77. The Exalted Christ
78. The Fear of God
79. The Field of Ethics

80. The Fire of Love
81. The Gift of Suffering
82. The Gospel of the Comforter
83. The Guest of the Soul
84. The Life of Prayer
85. The Moral Glory of the Lord Jesus Christ
86. The Necessity of Prayer
87. The Old Man
88. The Practice of the Presence of God
89. The Progressive Life
90. The Pursuit of God
91. The Rare Jewel of Christian Contentment
92. The Reformed Pastor
93. The Religious Affections
94. The Riches of Grace
95. The School of Obedience
96. The Secret of Guidance
97. The Soul-winner's Secret
98. The Spirit of Love
99. The Temple - its Ministry and Service
00. True Repentance

Appendix 2

Top 100 e-Sword FREE Recommended Resources

as of 10/2009

NOTE: all of these resources are available through my blogs:

“The Baptist Disciple” - <http://e-sword-users.org/users/node/3392>
“The Baptist Expositor” - <http://e-sword-users.org/users/node/3507>
“The Baptist Theologue” - <http://e-sword-users.org/users/node/3541>
“The Baptist Historian” - <http://e-sword-users.org/users/node/3951>

Modules listed in the above Seminar Notes are marked with ** and should be included in any list.

BIBLES

1. KJV/KJV+ - already installed with e-Sword
2. GNT-TR+ - Greek *Textus Receptus* with Strong's Numbers. Must be used with RMAC dictionary for full benefits.
3. HOT+ - Hebrew Masoretic Text with Strong's Numbers
4. **KJV+TVM - a double download that includes both a bible and a dictionary. This not only gives the Strong's number for all of the words, but also gives parsing information for all verbs.

DICTIONARIES

5. Strong's Concordance is included with the e-Sword installation
6. **Brown-Driver-Briggs Hebrew Definitions
7. **International Standard Bible Encyclopedia. This is THE ONE to have. The other's are nice (Easton's, Fausset's, & Smith's), but compared to ISBE they are woefully inadequate.
8. Nave's Topical Bible. A great reference for topical study.
9. Robinson's Morphological Analysis Codes (RMAC). This dictionary is to be used in conjunction with the GNT-TR+ Bible (listed above). It is a GREAT resource for language work.
10. **Thayer's Greek Definitions. A nice addition for NT words.
11. R. A. Torrey's New Topical Textbook. This isn't as complete as Nave's, but there is some excellent material here, too. Both are worth having.
12. Noah Webster's Dictionary of American English. This is THE classic English dictionary that uses Biblical concepts within it's definitions! Awesome!
13. American Tract Society Bible Dictionary. A good supplement to ISBE.
14. CARM Theological Dictionary. Overview of Bible doctrine.
15. Bridgeway Bible Dictionary by Don Fleming. Conservative and basic - a GREAT combination for a Bible dictionary. (For more

depth, see ISBE and ATSD.)

16. **Thompson Chain Reference. Just like the back of your Bible!

COMMENTARIES

17. **Albert Barnes' Notes on the Bible. The best free e-S commentary available.
18. Adam Clarke's Commentary on the Bible. A close second to Barnes'.
19. Testimony of Jesus Christ by Tony Garland. This is a commentary on the Book of Revelation that is excellently done.
20. Matthew Henry's Concise Commentary.
21. **Scofield's Reference Notes.
22. **Treasury of Scripture Knowledge.
23. The Annotated Bible Commentary by A.C. Gaebelien
24. David Guzik's Commentary on the Bible. Nearly complete; no "geek speak"; written to be warm and helpful.
25. Matthew Poole's Concise Commentary.
26. Daily Study Bible by William Barclay. His theology is miserable, but no one understood the history and culture of the NT time like this man. You will revel and delight in his background material on any passage; but disregard his theology and exposition.

MAPS

27. American Bible Society Maps - a little more than a dozen full color maps. While few in number, they are done well.
28. **Rev. Clarence Larkin's Book of Charts - 58 black and white dispensational charts with detailed explanations.
29. Bible Timelines - A good overview of the Biblical - historical timeline from just after the flood to the end of the NT era.
30. **Black and White Bible Maps - 18 black and white maps that are of excellent quality. You'll want to use these maps in your teaching notes
31. Life, Events and Ministry of Jesus Maps - only one map that traces the life, events and ministry of Jesus. While the quality is not very good, it is a helpful resource.

DAILY DEVOTIONS

32. Faith's Checkbook by Charles Spurgeon.

STEP

33. STEP Sampler (there are 100 titles in the STEP sampler alone)

TOPIC MODULES

34. **eSword Helps 2010 by Dr. David S. Thomason - a help module written without Geekspeak - read, learn it, love it!!
35. Fox's Book of Martyrs is incredibly challenging reading.
36. Tortured for Christ by Richard Wurmbrand follows the same theme.
37. The Life and Times of Jesus the Messiah by Alfred Edersheim.
38. American Baptist History by Thomas Armitage.
39. Introduction to the New Testament by Louis Berkhof. A good summary for NT books.
40. Power Through Prayer by E.M Bounds. All of his works on prayer are good - but this one is the best
41. The Potter and The Shepherd by J.C. Brumfield. Absolutely delightful exposition of Jer 18:1-6 and Psalm 23.
42. White Queen of the Cannibals (Mary Slessor) by A.J. Bueltmann. Compelling reading about this pioneer missionary.
43. Between the Testaments by B.H. Carroll. Historical review of the 400 years from Malachi to Matthew.
44. Distinctive Baptist Principles by B.H. Carroll
45. Ekklesia by B.H. Carroll
46. Inspiration of Scriptures by B.H. Carroll
47. The Trail of Blood by J.M. Carroll. Tracing the Baptist martyrs.
48. Dispensationalism by Louis Sperry Chafer.
49. Ephesians by Chafer
50. Grace by Chafer
51. He That Is Spiritual by Chafer
52. Salvation by Chafer
53. Satan by Chafer
54. The Kingdom in History and Prophecy by Chafer
55. True Evangelism by Chafer
56. A Collection of Sweet Assuring Promises of Scripture by Samuel Clarke. This is a list of Bible promises.
57. Manual of Theology by J.L. Dagg.
58. Mr. D's Notes on Theology by Stanley Derickson. Conservative; Fundamental; Dispensational; Baptist; Scholarly. **The best doctrinal work available for e-Sword.**
59. Bible History of the Old Testament by Edersheim
60. Great Doctrines of The Bible by William Evans. Concise; Conservative; Fundamental; Baptist. **The second-best doctrinal work available for e-Sword.**
61. The Seven Laws of Teaching by John Milton Gregory. This classic book should be read and studied by every person involved with teaching - at every age, and at every level.
62. King James Version Defended by Edward F. Hills.
63. Baptist Church Index by Edward T. Hiscox. This is really a "how-to" manual for the actual organization of a Baptist Church. **Excellent material for pastors and deacons.**
64. Wrongly Dividing the Word of Truth by H.A. Ironside.
65. Not Wrath, But Rapture by H.A. Ironside. Excellent.

66. Eternal Security by H.A. Ironside.
67. Except Ye Repent by H.A. Ironside.
68. Full Assurance by H.A. Ironside.
69. Baptism - What Saith the Scripture? by H.A. Ironside.
70. The 400 Silent Years by H.A. Ironside.
71. Things I Have Learned by Evangelist Bob Jones. Twenty sermons. Most folks will enjoy these devotional messages.
72. Dispensational Truth by Clarence Larkin - with all the charts! (NOTE: this module is different from the map module of the same name; that map module is a "Larkin Sampler;" this module is the entire title!)
73. Exposition of Genesis in two volumes by H.C. Leupold. The single best commentary available on Genesis anywhere.
74. The Holy Spirit at Work by S. Franklin Logsdon. **Excellent.**
75. Christianity and Liberalism by J. Gresham Machen. An early Presbyterian, Fundamental Separatist.
76. The Teachings of Christ by G. Campbell Morgan.
77. Acts of The Apostles by G. Campbell Morgan.
78. The Gospel of Matthew by G. Campbell Morgan.
79. The Gospel of Mark by G. Campbell Morgan.
80. The Gospel of John by G. Campbell Morgan.
81. The Crises of the Christ by G. Campbell Morgan.
82. The Genesis Record by Henry Morris.
83. Biblical Creationism by Henry Morris.
84. Men of Science, Men of God by Henry Morris.
85. Thomas Newberry on The Tabernacle and The Temple
86. Romans Verse by Verse by William Newell.
87. St. Paul the Traveler and Roman Citizen by William Ramsay
88. The Coming Kingdom of Christ by Dr. John R. Rice.
89. Rightly Dividing the Word of Truth by C.I. Scofield
90. In His Steps by Charles Sheldon. WWJD?!
91. Text Commentaries by Ray Stedman - a brief survey of the entire Bible.
92. Internet Anthology Volume 01 - Josh McDowell by Dr. David S. Thomason. This module is very innovative in that Thomason lawfully links to legally copyrighted material on the internet. McDowell's information on Apologetics is the best ever written.
93. Internet Anthology Volume 02 - John Walvoord by Dr. David S. Thomason. This is his second volume in the series. John Walvoord was a leading Dispensational author in the middle-late 1900's. His commentaries are golden. By the way - Thomason plans several more volumes in his Internet Anthology series.
94. Internet Anthology Volume 03 - Thomas Constable by Dr. David S. Thomason. This is a series of links to Constable's Bible commentary.
95. Internet Anthology Volume 04 - Elmer Towns by Dr. David S. Thomason. This module links to 70+ of Towns' best works. This is a treasure trove of practical theology!!

96. The Fundamentals, 4 Volumes, ed. by R.A. Torrey.
97. What the Faith is All About by Elmer Doctrines. **An excellent book on Bible Doctrines!**
98. He Expounded by Douglas White. Guide to Expository Teaching and Preaching.
99. Studies in the Book of Daniel by Robert Dick Wilson.
00. Are the New Testament Documents Reliable? By F.F. Bruce