<u>Notes for the Accordance Presentation:</u>

- How to create a new highlight file:
  - Go to highlights icon > cog-wheel > New Highlight file
  - Name the file
  - Add styles within the file, change colors as necessary, use "light" or "very light" so you can still read through the highlights. You can also choose underline; that is under the "shape" option.
- Apply the highlights to your text as you so desire.
- To Search within a style:
  - Make sure the style is on (i.e. that you can see the highlights you have made).
- do a basic word search
  - use קדש as the example
- add the style restriction:
  - Search > enter command > <AND> (or shift + command + a)
  - Then define the range: Search > enter command > Style (or shift + command + s)
  - insert the name of your highlight style in place of the question mark, for me: "priestly"
  - If you want to search more than one style, you have to use the "or" command (shift + command + o) and make sure to use parentheses to construct the search correctly.
    - so it will look like this: ([style H] <OR> [style Priestly]) <AND> קדש
    - hit enter to perform the search.
- slightly more complex example:
  - ביום. When you are searching with extra limitations, you need to separate words and use only roots. (Annoying). So this becomes ב יום. The same applies with phrases so אלה הדברים would need to be input as אלה ה דבר if you wanted to search for that within a range or source.
  - Range: Another search limitation. There are two ways to do this: 1) the same as with style, but do Search > enter command > Range (shift + command + r) and then type in the range (examples: Gen-Deut or Isa-Mal or Ezek) in place of the question mark. Enter to search; 2) press the plus button to the right of the search box. "Range" will show up below your search bar. Pull a range from the drop-down menu or define your own. just search for the phrase as usual in the search bar once you have selected from here.
- How to copy lists of references:
  - once you have done one of these searches, you might want to generate a list of all of the results.
  - With the search results open in front of you, select all of the results. (Click your cursor somewhere within the results then type command + a).
  - Go to Edit > copy as > reference
  - Go to your word processor and enter the paste command. The list of references will appear.