

# **MANUAL FOR GRANDMAN WINDOWS**

(First revision 10-17-07, no figures yet)

**[please watch us develop this manual, patience please]**

## **WHAT THE PROGRAM CAN DO FOR YOU**

GrandMan Search for Windows consists of a program and a data file. The data file is the text of the three Revelations (the Old Testament, the New Testament, and the Writings of the Second Coming). You can see these in Appendix 1 and 2. This text is well over 40 million characters. But then you need to have some way of reading it, and that is where the program comes in.

The program reads the text data and puts it on your computer screen. Part of this program is commercial software, produced by the Folio Corporation, called Folio VIEWS. The other part is software written by Walter J. Weiss, and the necessary text changes were effected by Jan H. Weiss.

The program makes it possible for the user to search anywhere in the data file, also to go from one portion of the Bible to other portions in the Writings and from portions in the Writings back to the passages in the Bible. There are over 100,000 such links to do this. The GrandMan Program, pretty well replaces the famous Searle's Index and the Potts Concordance.

Folio VIEWS is a very powerful program. As you will soon discover for yourself; it allows you to navigate and search large amounts of text with ease. If you are reading a passage in the Bible, you can click on the verse, and immediately you will see all the passages in the Writings who explain this verse. When the Writings make a reference to a verse in the Old Testament, then a click of the mouse will bring up that verse for you to read, after which you can go back to where you were in the Writings.

You can search all three Revelations for the occurrence of any combination of words and phrases, and you can do the same search restricted to just selected books or chapters. If you type in the query window in quotation marks the words Lead us not into temptation, you will find the two passages in the New Testament, and the five passages in the Writings. All this is done quickly and easily by the GrandMan Program.

You can read anywhere in these books anytime, and you can get to where you want to read in a number of ways. You can search for a word or a combination of words. You can find the beginning of a book, or of a chapter, or a verse, in the Bible, or you can find any number of any book of the Writings.

The Shadow File enables you to do many things, like change the text, make many different studies, which you then you then can transfer to other users of GrandMan. For more particulars so the section of Shadow Files.

## **HOW IT COMES TO YOU**

The program comes to you on a CD disk and you will have to transfer it from this CD to your hard disk. Once you have done that, you can store the CD disk until you may have to do again for some reason.

## **INSTALLING THE PROGRAM**

Before using the GrandMan Search program, you must FIRST install all the program and text files onto the hard disk of your computer. To do this, proceed as follows.

1. Put the GrandMan disk in your CD-ROM drive.

2. Click on the Start button.
3. Click on the Run menu item.
4. Click on the Browse button.
5. In the File Name: text box, enter "C:\\" and click the Open button.
6. In the File Name: text box enter "..", which will replace "C:\\"; and click the Open button.
7. Double click on the drive icon to the left of "GRANDMANWIN".
8. Click on SETUP.EXE file icon.(.EXE may not be displayed)
9. Click on the Open button.
10. Click on the OK button.
11. Click on Continue button.
12. Click on the "Copy to and run from local drive" radio button.
13. Click on the Continue button.
14. Click on the Continue button.
15. Close the "GrandMan Windows" explorer window.
16. Click on the OK button.
17. Click on the Start button.
18. Click on the Run menu item.
19. Click on the Browse button.
20. Click on RUNONHD.BAT file icon.(.BAT may not be displayed)
21. Click on the Open button.
22. Click on the OK button. You will have to wait 15 to 60 seconds for a DOS window to start and complete the necessary copying. You are done.

### **STARTING THE PROGRAM**

To start the GrandMan Search proceed as follows:

1. Click on START.
2. Then go to either All Programs, then to GrandMan Windows, then to Infobase.GrandMan, and click there.
3. Now the green title page will appear for about 10 seconds, and then you are in the program.

### **BEFORE HANDLING THE PROGRAM**

When you see an asterisk ( \* ), there may not be instruction for that item. Either look in the Folio Manual, or write [nco@secondadevnt.net](mailto:nco@secondadevnt.net)

### **HOW TO WORK WITH THE MANUAL**

We have worked hard on this manual, and our advice is that you keep the GrandMan Program on your monitor, and read through the whole manual. You may not remember it all, but that is alright, for then you will know what your manual says and where it says this, so you can go back there later on again and again when it is needed.

## **USING THE MOUSE IN GRANDMAN**

To point to an item on the screen means to place the tip of the mouse pointer on the item. To click an item on the screen means to point to that item, and then press and release the left button of the mouse. To double click an item means to press that button twice. To right-click an item means to to point at that item, and then press and release the right button of the mouse.

Look carefully at the document window. You will see a blinking vertical line. This is the cursor, which always shows your position in the text. It behaves the same way as the cursor in a word processing

### **THE OPENING SCREEN**

When the program has been loaded on the hard disk, you will first see the Opening Screen with the Title Page. After a few seconds this Title Page will disappear, and you are looking at the Main Screen.

### **THE MAIN SCREEN**

In the top of screen you will find the Title Bar, and below that the Menu Bar, and below that the Reference Window, and below that the Document Window. On the left you will find the Toolbelt, on the right Vertical Scroll Bar, and in the very bottom the Status Bar.

### **EXPLAIN TITLE BAR**

The Title Bar displays the name of the program.

### **EXPLAIN REFERENCE WINDOW**

In the Reference Window you will find where in the total text you are at any moment. Push CTRL Home, and you will see that window change. Push CTRL End, and it will show the end of the text.

### **EXPLAIN DOCUMENT WINDOW**

In the Document Window you will see the text of the three revelations, whatever you call there.

### **EXPLAIN MENU BAR ITEMS**

The menu bar provides access to all the features of GrandMan Search. It has the words File, Edit, View, Search, Layout, Customize, Window, and Help, If you click on any word, another list of words and features drops down. You can do the same thing by pressimgt the ALT key and the underlined letter. For example, ALT+F will bring down the file menu.

Hint: Next to some of the items in the drop-down menus you will see a “shortcut” keystroke. For example, the first item on the View menu is Table of Contents Ctrl+T. This means that pressing CTRL+T will have the same effect as selecting the View menu and then selecting the Table of Contents item. If you make a small effort to learn the “shortcut” keys for operations which you perform often, you will find that the program is noticeably easier to use.

## **FILE**

File has New, Open CTRL O, Close CTRL F4, Save CTRL S, Save as, Page Setup, Print, Print Setup, Login, Security, Information, Preferences, Exit Alt F4.

NEW

OPEN

CLOSE

SAVE

SAVE AS

PAGE SETUP

PRINT

PRINT SETUP

LOGIN

SECURITY

INFORMATION

PREFERENCES

EXIT

**EDIT**

Edit has Undo, Cut, Copy, Paste. Paste Special, Object, Object Manager, Spelling, Replace, Tag Record F6, Invert Tags, Keep Tags, Clear all Tags.

UNDO\*

CUT\*

COPY\*

PASTE

PASTE SPECIAL

OBJECT\*

OBJECT MANAGER

SPELLING

REPLACE

TAG RECORD

INVERT TAGS

KEEP TAGS\*

CLEAR ALL TAGS\*

**VIEW**

View has Table of Contents CTRL T, Reference Window, Hidden, Codes, Records with Hits, Rule, Ribbon.

## TABLE OF CONTENTS

### Using the Table of Contents

Let us say that you want to read chapter 6 of the Book of Joshua. It would be possible to find this passage using only the cursor keys and scroll bar, but it would be cumbersome. A better way would be to use the table of contents. Click the Contents tool. (Alternately, press CThi.+T, or choose View, Table of Contents.) Note that the Reference Window and the Document Window have been replaced by the Contents Window, where you can see the three top-level headings: Old Testament, New Testament, and Writings of Emanuel Swedenborg.

To the left of each heading there is a plus sign. If the plus signs are not visible, choose Show Expandable Branches from the View menu. Double-click the plus sign next to Old Testament. (Alternately, press + on the keyboard). The Old Testament branch of the table of contents will be expanded, that is, the plus sign will change to a minus sign, and all the book-level headings — the titles of the books of the Old Testament-- will appear indented beneath the Old Testament heading. There is a plus sign next to the title of each book, indicating that it can be further expanded. Double-click the plus sign next to Book of JOSHUA. This branch will expand to show the chapters of the Book of Joshua. In this book, there are no subheadings below the chapter level. This is indicated by the fact that there are no plus signs next to the chapter headings. (See Figure 6.)

### Figure 6. Table of Contents Window

Click JOSHUA Chapter 6 so that it is highlighted by a blue bar. To return to the Document Window, click the Contents tool. (Alternately, press CTRL+T, or press ENTER, or choose View, Document). Note that the cursor is now at the beginning of the sixth chapter of Joshua. (See Figure 7.)

Return to the Contents Window. Collapse the Old Testament branch by double-clicking the minus sign. Double-click the plus sign in front of Writings of Emanuel Swedenborg to expand that branch. You will see the names of the 27 books of the Writings which are contained in the GrandMan Infobase. Expand the Arcana Coelestia branch to show the chapter headings. Note that most of the chapter headings have plus signs next to them. This is because there is a fourth level of subheadings, below the chapter level. This level, called the “passage” level, is encountered only in the Writings, not in the Old Testament or the New Testament. Expand the branches under some of the Arcana chapters to see examples of “passage” headings.

As you have seen, we can expand or collapse individual branches in the table of contents by clicking on appropriate plus signs or minus signs. But what if we want to expand or collapse all branches? This is easy to do. Press the 1 key in the top row of the main keyboard (not in the numeric keypad). All branches are collapsed to the first (“revelation”) level. Similarly, press 2 to expand all branches to the second (“book”) level, press 3 for the third (“chapter”) level, and press 4 for the fourth (“passage”) level. (Alternately, choose Search, Levels and double-click the name of the appropriate level.) Figure 7. Come Here from Figure 6

Before you go on to the next topic, spend some time familiarizing yourself with the use of the Contents Window. Try looking up several different passages in each of the three revelations.

Here is a tip which you may find useful when using the table of contents. In order to return to the Document Window from the Contents Window without moving the cursor from where you left it in the Document Window, press CTRL-TAB. (Alternately, choose Grand Man Search Program from the Window menu).

## REFERENCE WINDOW

### The Reference Window

You have already seen that the reference window is continually updated to display your position in the GrandMan Infobase with respect to the four levels of organization: revelation, book, chapter, and passage. There are only a few additional things to point out about the reference window.

At any time that the reference window is visible, you can jump to the beginning of the current passage, the current chapter, the current book, or the current revelation, by double-clicking its name in the reference window. In the situation shown in Figure 7, for example, double-clicking Book of JOSHUA would take you to the beginning of that book. Try it.

You can change the size of the reference window by choosing Preferences from the File menu and entering the number of lines to show. (See Figure 3.) You can also change the size of the reference window by using the mouse to drag the line which separates the reference window and the document window.

HIDDEN

CODES

RECORDS WITH HITS

RULER

RIBBON

**SEARCH**

Search has Query F2, Next Hit F5, Previous Hit, F4, Go to CTRL G, Backtrack F5\*, Show Trail, Query Template.

QUERY

NEXT HIT

PREVIOUS HIT

CLEAR QUERY

GO TO

BACKTRACK

SHOW TRAIL

QUERY TEMPLATE

**LAYOUT**

Layout has Character, Paragraph, Tabs, Border, Character Style, Paragraph Style, Level, Field, Remove Field, Object.

CHARACTER

PARAGRAPH

TAB

BORDER

Overview

Borders allow you to graphically enhance the appearance of your infobase quickly and easily. With the ability to set top, bottom, left, and right borders of varying styles, thicknesses, and colors, you can easily enclose notes, warnings, instructions, or other areas of interest in your infobase.

#### Description

The following procedures are detailed in this section:

- Creating a Border
- Removing a Border

#### Creating a Border

Borders affect entire paragraphs. To border a paragraph, the insertion point must be somewhere in the paragraph, or multiple paragraphs must be selected.

Consider using a paragraph style or level style to create and apply borders.

To create a border:

Step 1 Access the border dialog.

- The Border dialog may be accessed from the Layout menu or any one of several dialogs.

Step 2 Enter the Line Width for each border you wish to include around the text.

- Borders may be placed on the Top, Bottom, Left, or Right.
- A width of zero (0) indicates no border.
- Hairline borders have a measurement of 1 point or 0.013 inches.
- You can use or modify one of the predefined borders. Click on one of the buttons on the right side of the dialog to select a border. The predefined borders are:
  - None: No borders on any side. A fill color may still be specified. (Keyboard users press ALT+N to select this option.)
  - All: Borders on all sides. (Keyboard users press ALT+A to select this option.)
  - Some: Borders on the top and bottom. (Keyboard users press ALT+S for this option.)

Step 3 Enter the Distance from Text for each border.

- Distance from Text measures the distance from the border to the text contained by the border.
- Generally, Distance from Text should be less than ¼ inch.

Step 4 Choose Line Color to specify the color of the border.

- Line colors must be non-dithered colors. See Color for more information.

Step 5 Choose Fill Color to specify the background color for the text enclosed by the border (if desired).

- Fill colors must be non-dithered colors. See Color for more information.

Step 6 Choose OK to close the Border dialog.

- Choosing Cancel closes the Border dialog without saving or applying the changes.

#### Removing a Border

You may remove a border from text or objects by clearing all lines and setting the fill and line colors to white. If the border is created in a paragraph style or level style, you should remove it through the style.

To remove a border:

Step 1 Place the insertion point in the paragraph containing the border or select the object containing the border.

Step 2 Access the Border dialog.

Step 3 Choose the None predefined border.

- Click the top right button in the border dialog to choose None (or press ALT+N).
- You may also manually type a zero into each of the Line Width and Distance from Text edit controls.

Step 4 If the border has a fill color, choose Fill Color and set the color to white. (See Color for more information.)

Step 5 Choose OK.

•Choosing Cancel closes the dialog without making any changes to the border.

Quick Keys

None: ALT+N

All: ALT+A

Some: ALT+S

CHARACTER STYLE

PARAGRAPH STYLE

LEVEL

FIELD

REMOVE FIELD\*

OBJECT\*

## **CUSTOMIZE**

Customize has Bookmark CTRL M, Highlighter CTRL H, Note, Remove Note, Jump Destination, Jump Link, Pop Up Link, Query Link, Object Link, Program Link, Remove Link, Group, Ungroup

### **BOOKMARK**

Overview

Bookmarks allow you to hold your place in an infobase while you browse, while you move to another infobase or application, or when you close the infobase. Use them to mark points of interest that you would like to return to quickly or to serve as guides through a research project. You may have an unlimited number of bookmarks, each individually named for easy reference, and may use them to mark any point in the infobase which you may need to return to later.

Description

The following procedures are detailed in this section:

- Placing a Bookmark
- Turning to a Bookmark

Placing Bookmarks

Place a bookmark at locations you want to return to quickly.

To place a bookmark:

Step 1 Place the insertion point where you want the bookmark to be located.

Step 2 Choose Bookmark from the Customize menu.

•Pressing CTRL+M also opens the Bookmark dialog.

Step 3 Select Name and type a name for the bookmark.

•Bookmarks must have unique names.

•Use descriptive names for your bookmarks.

•Bookmark names may be up to 127 characters long, including spaces.

Step 4 Choose OK to place the bookmark.

•Choosing Cancel closes the dialog without creating or placing a bookmark.

Turning to a Bookmark

Turn to a bookmark whenever you need to reference the information that it marks.

To turn to a bookmark:

Step 1 Choose Bookmark from the Customize menu.

- Pressing CTRL+M also opens the Bookmark dialog.

Step 2 Select the bookmark you wish to turn to.

- Type the first one or two characters of the bookmark name, and then press the down arrow. The bookmark name should now be highlighted.

Step 3 Choose OK to return to the bookmark location.

- Choosing Cancel closes the dialog without turning to a bookmark.

Quick Keys

Bookmark: CTRL+M

## HIGHLIGHTER

To highlight text or graphics with a highlighter:

Step 1 Select the text you wish to highlight.

Step 2 Choose Highlighter from the Customize menu.

- The Highlighter dialog appears.

Step 3 Select the highlighter you wish to use.

Step 4 Press ENTER or choose Apply to apply the highlighter to the selected text.

- If you do not wish to apply the highlighter, press ESC or Close to quit.

Clearing a Highlighter

You may clear highlighters from selected text in the infobase. To clear a highlighter:

Step 1 Select the text you wish to remove the highlighter from.

Step 2 Choose Highlighter from the Customize menu.

- The Highlighter dialog appears.

Step 3 Select (None) from the Highlighter Name list.

Step 4 Press ENTER or choose OK to clear all highlighters from the selected text.

- If you do not wish to clear highlighters from the selected text, press ESC or Close to quit.

Creating a New Highlighter

Highlighters must be created before they can be applied. To create a highlighter:

Step 1 Choose Highlighter from the Customize menu.

- The Highlighter dialog appears.

Step 2 Select Highlighter Name and type the name of the Highlighter you wish to create.

- Highlighter names may be up to 123 characters in length (including spaces).

Step 3 Choose Add.

- The new highlighter is added to the Highlighter Name list.

Editing a Highlighter

You may add or remove character attributes from your highlighters. To edit an existing highlighter:

Step 1 Choose Highlighter from the Customize menu.

- The Highlighter dialog appears.

Step 2 Select the highlighter you wish to edit from the Highlighter Name list.

Step 3 Choose Character.

- The Character dialog appears.

Step 4 Select the options you wish to have added or removed from the highlighter.

- All of the options in the Character dialog may be applied.

Step 5 Press ENTER or choose OK to modify the highlighter, ESC or Close to quit.

Step 6 Press ENTER or choose Apply to apply the current highlighter to any selected text in the infobase and apply the changes of any other edited highlighters.

- If you do not wish to apply the changes to any edited highlighters, press ESC or Close.

#### Renaming Highlighters

Highlighters may be renamed at any time. To rename a highlighter:

Step 1 Choose Highlighter from the Customize menu.

- The Highlighter dialog appears.

Step 2 Select the highlighters you wish to rename from the Highlighter Name list.

Step 3 Choose Rename.

- The Rename dialog appears.

Step 4 Enter the new name for the highlighter.

Step 5 Press ENTER or choose OK to rename the highlighter.

- If you do not wish to rename the highlighter, press ESC or Cancel to quit.

#### Removing Highlighters

Highlighters may be removed from the infobase. When a highlighter is removed, all occurrences of that highlighter are removed from the infobase and the highlighter name is deleted from the Highlighter Name list. There is no way to "undo" a remove, so be certain that you want to remove the highlighter before choosing this option.

To remove a highlighter from the infobase:

Step 1 Choose Highlighter from the Customize menu.

- The Highlighter dialog appears.

Step 2 Select the highlighter you wish to remove from the Highlighter Name list.

Step 3 Choose Remove.

- A dialog appears, verifying that you wish to remove the Highlighter.

Step 4 Choose Yes to remove the style, No to quit.

#### NOTE

Use notes to annotate the infobase with your comments and suggestions. Notes appear as a note icon to the left of the paragraph where you create the note. (Each paragraph may have one note.)

To create a note:

Step 1 Place the insertion point (cursor) in the paragraph where you want the note.

For practice, place the insertion point in the first record in the Online User's Guide.

Step 2 Choose Note from the Customize menu.

Step 3 Type the text you wish to appear in the note.

For practice, type This is a great feature!

- Click the right mouse button or press F10 to access the popup menu if you wish to format the text.

Step 4 Press ESC to close the note.

- Save the changes to the note when prompted.

Step 5 Open the note at any time by double-clicking the note icon. Or place the insertion point in the record and choose Note from the Customize menu, or CTRL N

#### REMOVE NOTE\*

When you no longer need the comments in a note, you may remove it. If you accidentally remove a note, choose Undo from the Edit menu before other edits are made to restore the note.

To remove a note:

Step 1 Place the insertion point in the paragraph containing the note you wish to remove.

- You may remove notes from several paragraphs at the same time by first selecting all the paragraphs.

Step 2 Choose Remove Note from the Customize menu.

## JUMP DESTINATION

Jump Destination CTRL D,

## AOUT LINKS

This infobase uses all five of the standard VIEWS link types. Each link type, its appearance, and general use, are described below.

To follow a link, double-click the link launch point. The link launch point is identified by colored, underlined text. You may also scroll to the link launch point and press CTRL+ENTER to follow the link.

The types of links used in this infobase are:

### JUMP LINK\*

Jump Link CTRL J,

### POP UP LINK\*

### QUERY LINK

Query Link,

### OBJECT LINK\*

### PROGRAM LINK\*

### REMOVE LINK\*

### GROUP

### UNGROUP

.

## WINDOW

Window has New Window, Cascade, Tile Vertical, Tile Horizontal, Arrange Icons, Close All, Refresh.

### NEW WINDOW

### CASCADE

### TILE VERTICALLY

### TILE HORIZONTALLY

### ARRANGE ICONS

### CLOSE ALL

### REFRESH

## HELP

Help has Contents, Keyboard, Tutorial, Infobase, About. You investigate!

### CONTENTS

### KEYBOARD

### TUTORIAL

INFOBASE

ABOUT

### **EXPLAIN TOOLBELT ITEMS**

In the tool belt on the left you will see from top to bottom small square that you activate by a left click of the mouse. There is Open, Save, Query, Clear Query, Next, Previous, Back Track, Trail, Contents, Highlight, Bookmark, Go To, Field.

These tools on the Toolbelt may be adjusted as needed to fit your individual usage. Choose these in the Preferences from the File menu.

**OPEN:**

Opens to four different info bases

Step 1 Click the Open button on the Toolbelt.

Step 2 Select the file you wish to open.

Step 3 Choose OK.

Clicking on icon opens to create sgadow file.

**SAVE**

**QUERY:**

Opens the Query dialog to search the infobase.

Query Template: Opens a customized Query dialog for the infobase (if a template is provided with the infobase).

**CLEAR QUERY**

**NEXT**

Advances the cursor to the next line of query hits

Click moves cursor to next number

**PREVIOUS**

Returns the cursor to the previous line of query hits.

**BACKTRACK:**

Backs you up through searches you have performed and links you have followed.

**TRAIL**

**CONTENTS**

Opens up the Contents window for the infobase. The Table of Contents is a navigational tool designed to help you easily browse through the infobase.

You may leave Help open and toggle between it and VIEWS (press ALT+TAB to toggle between open applications). You may also close Help when you are not using it by choosing Close from the File menu, or by pressing ALT+F4.

HIGHLIGHTER  
BOOKMARK  
GO TO  
FIELD

### **EXPLAIN VERTICAL SCROLL BAR**

In the vertical scroll bar on the right allows you to scroll the document window up or down by means of the mouse.

### **EXPLAIN THE STATUS BAR**

The Status Bar shows your position in the GrandMan Infobase by record number, and also the query that is in effect, if any. The status bar also functions as a “Quick Help” line: as the cursor moves over items in the main menu, the status bar displays a brief message telling you what that item does. (Note: Folio’s online help often refers to the status bar as the “status line.” The terms “status line” and “status bar” will be used interchangeably.)

### **SIMPLE AND EASY PROCEDURES**

#### **FINDING TEXT IN THE BIBLE**

Go to the Query Window. You can do this in 3 ways: Either push F2, or click on Search and then on Query, or click on the Query block on the Tool Belt.

In the Query Window you will see the Word window and the Query For window. Below this window you will see in blocks the two brackets [ ], the words Apply to all, Help, OK, and Cancel.

Click on the bracket [ . The Word window will change to the Scope window with the words Field, Group, Highlighter, Level, Note, and Popup. Double click on the word Group and it will appear behind the bracket in the window below.

Click once in the Query For window and the cursor will appear there one space behind the word Group. Now type in the passage you want (like Mark 1:1). Click on OK. You will see the passage.

#### **FINDING TEXT IN WRITINGS**

Go to the Query Window in either of 3 ways. Click on the bracket [ . The Word window will change to the Scope window with the words Field, Group, Highlighter, Level, Note, and Popup. Double click on the word Group and it will appear behind the bracket in the window below.

Click once in the Query For window and the cursor will appear there one space behind the word Group. Now type in the passage you want (like AC 10). Click on OK. You will see the passage.

#### **FIND A WORD OR COMBINATION OF WORDS**

Go to the Query Window in either of 3 ways. Type in the Query For window the word you are seeking (like secret). Above you will see you have 351 hits. Then click on OK. The word is colored so you can see it. You will see the first case, and when you click on NEXT, you will see the next hit.

Type “lead us not into temptation” in the Query For window. You will see 7 hits. Then click OK. You will see the first hit in blue. Click on NEXT and you will see the next hit.

#### **IF YOUR FINDS ARE FAR APART**

## FINDING THE INTERNAL SENSE OF THE BIBLE

While you are reading in the Bible, you may ask yourself: What is the internal sense of this passage? It usually is very easy to find the internal sense of a bible verse. For example, go to Genesis 1:1, and click on that in red. Automatically you are linked to all the passages in the Writings that speak about Genesis 1:1. There are over 100,000 such links between the Bible and the Writings. But go to James 1:1 and that reference is in light blue. Clicking on that reference will not lead to any other passage, there are no immediate link, there is no internal sense in the Writings, and you will have to search for the words via the Query Window.

## HOW TO COPY FROM GRANDMAN TO WORD PROCESSING

Whatever you want to copy from the Document Window should be blocked first (Shift key and up/down or left/right keys. Then press CTRL C. Now go to Word, and in the Word window CTRL V, and the copied material will appear. Then save it.

## SHADOW FILES

A shadow file is like a tracing paper you place over the top of a book page. You can write on the tracing paper and make various changes and additions in the text without changing the original text in the GrandMan Program.

Each shadow file can be saved under a file name either somewhere on the hard disk or on a floppy, and can be returned to the GrandMan Program any time thereafter, but only one shadow file at a time.

With a shadow file, you can change the text, font, format, and you can add bookmarks, notes and highlighters. The highlighters can have different colors. Any changes you make in the shadow file remain in the shadow file after saving. This capability allows for interesting applications.

You can do specific research on a particular topic in one shadow file and perform another research project in a different shadow file. You can then return to these various research projects at any future time. You can send the shadow file to a friend or fellow researcher who also has GrandMan who can then see what you have done, can add to it, and then return to you.

You can create your own groups and links. For example, if you create a complicated search, you can group the results with a customized group and then reference the group in a link.

(An example is the Index infobase, that has a list of Writings topics taken from various works, and then this Index has links back to the Writings. Each link points to a list of writings passages that discuss the particular topic. A shadow file for the Index is also included so that the Index can be extended with links to new groups in one or more shadow files that you create. A shadow file is always created based on the text of the Info base that appears at the time on the screen. This could either be the GrandMan Infobase or the Index Infobase) .

One thing we can do with the shadow file is to color those parts of the sense of the letter that are bare with one color, and the covered parts with another color. The doctrinal background can be put in the notes that are installed in different parts.

We can change the font of all the letters, make them larger and thicker, so they are more visible to people who have vision problems.

Ministers can use the shadow file to make the Writings more readable , to help people read the Writings, and to give various seminars.

## CREATING A SHADOW FILE

1. Open the GrandMan Program. Then select "File" and "New".  
Make sure to specify your hard drive (Typically C:).
2. Select the directory you want to put the Shadow File in.
3. Change the File Type from "NFO" to "SDW". Then specify a new file name in the "File Name" field. Click on "OK".

NOTE THAT THE SHADOW FILE WILL BE LOST IF YOU DON'T SAVE IT BEFORE YOU EXIT THE GRANDMAN PROGRAM.

## MARKING PASSAGES WITH "GROUPS"

1. In the shadow file block a section
2. Click on Edit
3. Tag (F6) Red lines appear in the left column
4. Customize
5. Group
6. Make new group name: "Covered"  
Make sure everything is tagged. A Dot in the window in the little circle means that all tagged passages are included in covered group
7. Add
8. Apply (The window now disappears).
9. Edit
10. Clear All tags
11. Click - move cursor unselects text
12. Save

To add records to group:

1. Block different section  
Repeat steps 2 - 5
- 6a. In Window type "cov"
- 6b. In window below is a list, click "covered".
- 6c. On right side "tag" is clicked  
Repeat steps 8 - 12 above

Query:

If text is tagged do: a. Block text b. Edit c. Clear all tags d. OK

1. Query
2. Type: [Group Covered]
3. OK
4. View

5. "Records with Hits" must be clicked
6. Block text in query
7. Edit
8. Tag record

If you click "Clear Query", "Covered" section in shadow file remains tagged.

## CHANGING THE TEXT

## ADDING BOOKMARKS

## ADDING NOTES

## ADDING HIGHLIGHTS

## BOOKMARKS

## COLORING OF SHADOW FILES

## NOTES IN SHADOW FILES

## REMOVING NOTES

## MARK PASSAGES WITH "GROUPS"

## **MORE COMPLICATED PROCEDURES**

### HOW TO GET SEARCH RESULTS IN FEW LINES

### SETTING PREFERENCES

GrandMan Search can be customized in many different ways to suit your own preferences. Later on, you will learn about this in more detail. To start with we strongly recommend that you set your preferences as shown in Figure 3. This will ensure that your copy of GrandMan Search behaves the way the examples in the manual describe, and will help to avoid confusion.

To do this, choose Preferences from the File menu. The dialog in Figure 3 will appear. Make changes so that the dialog on your screen exactly matches the picture; if you have just installed GrandMan Search, it should only be necessary to click Ribbon and Personalize and Records With Hits. When you are done, click OK. After setting the preferences, you will note that the program window has changed in appearance somewhat when compared with its original appearance shown in Figure 2. The Layout menu heading no longer appears on the menu bar, and there is no longer a horizontal "ribbon" of drop-down boxes and buttons immediately below the menu bar.

Figure 3. Preferences Dialog

### NAVIGATING THE INFOBASE

In GrandMan there are often several ways to perform a certain task. Almost always there is a menu selection. In many cases there will also be a toolbelt button, a keyboard shortcut, or both. You are free to choose any of the suggested methods, as they all perform the same task.

Because the GrandManInfobase is so large, our goal in this section is learning how to get around in the infobase. We will learn how to go directly to any book, chapter, verse, or number of the threefold revelation.

We will also learn how to jump to and from cross-references in the text., and how to backtrack to previously visited passages.

This section of the manual is structured as a tutorial. This means that you are expected to follow along while seated at your computer, entering the examples as they are presented. This is very much a “learn- by-doing” approach, and we encourage you to “do” as much as possible. Don’t confine yourself to the one or two examples given here to illustrate each feature of the program. Try to come up with examples of your own, and use each feature until you are really comfortable with it. No one is looking over your shoulder or rushing you on to the next lesson, so take as much time as you like. Experiment with different possibilities. Don’t be afraid to try something which hasn’t been covered in the manual yet .

Let me repeat: don’t be afraid to experiment and explore. There is nothing you can do which will damage your computer, the infobase, or the program, so don’t worry about that. The worst that can happen is that you may get yourself to a point where you don’t know how to get back to where you started. If this happens, stay calm. It isn’t the end of the world. Explore for a while. You will probably get back to familiar territory eventually. If not, all you have to do is exit the program (choose Exit from the File menu, or simply press ALT+F4) and then start the program again. Then follow the instructions on page 6 to make sure that the program preferences are still set the way you want them.

On the status bar, after the word Query, you may see [ Revelation/writings of emanuel swedenborg:]. Don’t worry now about what this means. It is put there automatically by GrandMan Search every time the program starts, and all you need to know at this point is that we want to get rid of it before we proceed with the tutorial. Click the Clear Query tool (alternately, choose Search, Clear Query) and the query will be removed, as reflected by the status bar.

## CURSOR MOVEMENT AND SCROLLING

Look carefully at the document window. You will see a blinking vertical line. This is the cursor, which always shows your position in the text. It behaves the same way as the cursor in a word processing program. Press the various arrow keys on your keyboard (up, DOWN, LEFT, and RIGHT) and observe how the cursor moves in response. At some point you may have observed a pause of several seconds before the cursor responded. Sometimes GrandMan Search for Windows will appear to pause in the middle of doing something. This is normal behavior. It happens when the program needs to retrieve more text from the CD-ROM. Because the CD-ROM is a relatively slow device, and because the GrandMan Infobase contains such a large amount of text, this process can take a noticeable amount of time. Just be patient, and avoid the temptation to pound frantically on the keyboard.

We have already noticed similarities to a word processing program, and you might wonder what happens if you type in some text. Try it! Nothing happens. The GrandMan infobase has been designated as “read-only,” which means that you cannot add to it or delete from it.

Press CTRL+END. The cursor jumps to the very end of the infobase (the last footnote at the end of The Spiritual Diary.) Note the status bar; it tells us that we are in record number 58805 out of a total of 58805. (In other words, the last record.)

Press CR The cursor jumps to the beginning of the infobase, and the status bar announces that we are in record number 1 (out of a total of 58805). The cursor is in a gray box with large type, which reads Old Testament. This is the title of the first revelation. Note that Old Testament appears in the Reference Window as well.

Press DOWN. You are now in record 2 (check the status bar), which is a white box with blue border and blue, slightly smaller type, reading Genesis. In the Reference Window, Genesis appears under Old Testament.

Press DOWN again. You are in the chapter title. Press DOWN several more times. (See Figure 5.) As you move through the chapter, the three lines of the Reference Window continually tell you where you are in the infobase. When you get to Chapter 2, the Reference Window changes to reflect that fact. (Try it!)

### Figure 5. Cursor Movement and Scrolling

Let's move a little faster. Press PAGEDOWN several times, and see what happens. The PAGEUP and PAGEDOWN keys scroll the text a screen at a time. Note that when a key is pressed and held down, the action of the key repeats automatically for as long as the key is held down.

You can also use the scroll bar to move around in the text. Try clicking on the arrows at the top and bottom of the scroll bar. To get repeat action, try clicking and holding down the mouse button. That little square thing on the scroll bar is sometimes called a thumb (see Figure 5). Clicking in the space below the thumb is similar to pressing PAGEDOWN. Now try dragging the thumb. Now we are really moving! The problem is, there is no way to tell where we are going to end up. Notice, by the way, that the scroll bar scrolls text relative to the Document Window, but leaves the cursor in its original position. As a result the Reference Window will not change, since it always reflects the position of the cursor. After scrolling by means of the scroll bar, you can move the cursor into the visible portion of text by clicking in the Document Window, or by pressing any cursor-movement key, such as Down. (Alternately, press n, or choose Window, Refresh.)

## WHEN YOU GET VISION PROBLEMS

### REFERENCES, CROSS REFERENCES, FOOTNOTES, AND BACKTRACKING

### PRINTING AND EXPORTING TEXT

### GRANDMAN PROGRAM DETAILS

### HOW LEVELS WORK

### MANIPULATING STYLES

### EXAMPLES OF DIFFERENT STYLES

### HOW CHARACTER STYLES WORK

### HOW PARAGRAPH STYLES WORK

### HOW LINK STYLES WORK

### NAMING CONVENTIONS FOR LINKS AND GROUPS

### CUSTOMIZING THE INFOBASE APPEARANCE

### QUERY SYNTAX SUMMARY

### USING THE CONTENTS WINDOW

### SHORTCUT KEYS

### FOCUS CERTAIN SECTIONS OF TEXT

## APPENDIX 1

Abbr	Book	Records	Abbr	Book	Records
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GEN	GENESIS	2 - 1585	NAH	NAHUM	23620 - 23670
EX	EXODUS	1586 - 2839	HAB	HABAKKUK	23671 - 23730
LEV	LEVITICUS	2840 - 3726	ZEPH	ZEPHANIAH	23731 - 23787
NUM	NUMBERS	3727 - 5051	HAG	HAGGAT	23788 - 23828
DEUT	DEUTERONOMY	5052 - 6045	ZECH	ZECHARJAH	23829 - 24054
JOSH	JOSHUA	6046 - 6728	MAL	MALACHI	24055 - 24114
JUD	JUDGES	6729 - 7368	MATT	MATTHEW	24116 - 25215
*	RUTH	7369 - 7458	MARK	MARK	25216 - 25910
1SAM	1 SAMUEL	7459 - 8300	LUKE	LUKE	25911 - 27086
2 SAM	2 SAMUEL	8301 - 9020	JOHN	JOHN	27087 - 27987
1 KINGS	1 KINGS	9021 - 9859	ACTS	ACTS	27988 - 29023
2 KINGS	2 KINGS	9860 - 10604	ROM	ROMANS	29024 - 29473
1 CHRON	1 CHRONICLES	10605 - 11576	1 COR	CORINTHIANS	29474 - 29927
2 CHRON	2 CHRONICLES	11577 - 12435	2 COR	CORINTHIANS	29928 - 30198
EZRA	EZRA	12436 - 12726	GAL	GALATLANS	30199 - 30354
*	NEHEMIAH	12727 - 13146	EPH	EPHESIANS	30355 - 30516
*	ESTHER	13147 - 13324	PHILI	PHILIPPIANS	30517 - 30625
JOB	JOB	13325 - 14437	COLO	COLOSSIANS	30626 - 30725
PS	PSALMS	14438 - 17049	1 THES	1 THESSALONIANS	30726 - 30820
PROV	PROVERBS	17050 - 17996	*	2 THESSALONIANS	30821 - 30871
*	ECCLESIASTES	17997 - 18231	1 TIM	1 TIMOTHY	30872 - 30991
SOL	SOLOMON	18232 - 18357	2 TIM	2 TIMOTHY	30992 - 31079
ISA	ISAIAH	18358 - 19716	*	TITUS	31080 - 31129
JER	JEREMIAH	19717 - 21133	*	PHILEMON	31130 - 31156
LAM	LAMENTATIONS	21134 - 21293	HEB	HEBREWS	31157 - 31473
EZEK	EZEKIEL	21294 - 22615	JAM	JAMES	31474 - 31587
DAN	DANIEL	22616 - 22985	1PETER	1PETER	31588 - 31698
HOS	HOSEA	22986 - 23197	2 PETER	2 PETER	31699 - 31763
JOEL	JOEL	23198 - 23274	1 JOHN	1 JOHN	31764 - 31874
AMOS	AMOS	23275 - 23430	*	2 JOHN	31875 - 31889
OB	OBADIAH	23431 - 23453	*	3 JOHN	31890 - 31905

JONAH	JONAH	23454 - 23506	JUDE	JUDE	31906 - 31932
MICAH	MICAH	23507 - 23619	REV	REVELATION	31933 - 3239

Bible Book Names and Abbreviations

## APPENDIX 2

Table shows all books of the Writings which are included in the GrandMan Infobase.

Abbr.	Book	Records
AC	ARCANA COELESTIA	32361 - 43600
HH	HEAVEN AND HELL	43601 - 44505
HD	THE NEW JERUSALEM AND ITS HEAVENLY DOCTRINE	44506 - 44832
L	THE DOCTRINE OF THE NEW JERUSALEM CONCERNING THE LORD	44833 - 44916
S	THE DOCTRINE OF THE NEW JERUSALEM CONCERNING THE HOLY SCRIPTURE	44917 - 45048
LIFE	THE DOCTRINE OF LIFE FOR THE NEW JERUSALEM	45049 - 45168
F	THE DOCTRINE OF THE NEW JERUSALEM CONCERNING FAITH	45169 - 45245
DLW	ANGELIC WISDOM CONCERNING DIVINE LOVE	45246 - 45687
DP	ANGELIC WISDOM CONCERNING THE DIVINE PROVIDENCE	45688 - 46050
AR	THE APOCALYPSE REVEALED	46051 - 47117
CL	CONJUGIAL LOVE	47118 - 47751
TCR	THE TRUE CHRISTIAN RELIGION	47752 - 48624
Q	NINE QUESTIONS	48625 - 48637
AE	THE APOCALYPSE EXPLAINED	48638 - 50397
WHAPP	APPENDIX TO THE WHITE HORSE	50398 - 50402
BE	BRIEF EXPOSITION	50403 - 50524
CHAR	CONCERNING CHARITY	50525 - 50752
CLJ	CONTINUATION LAST JUDGMENT	50753 - 50847
CORO	THE CORONIS (APPENDIX TO TCR)	50848 - 50908
EU	EARTHS IN THE UNIVERSE	50909 - 51145
INV	INVITATION TO THE NEW CHURCH	51146 - 51205
ISB	INTERCOURSE BETWEEN SOUL AND BODY	51206 - 51226
LJ	LAST JUDGMENT	51227 - 51320
LJP	LAST JUDGMENT POSTHUMOUS	51321 - 51693

VERBO	THE WORD OF THE LORD FROM EXPERIENCE	51694 - 51764
WH	WHITE HORSE	51765 - 51782
SD SDM	THE SPIRITUAL DIARY	51783 – 58805

### **HOW THE MANUAL CAME INTO BEING**

The GrandMan Windows manual was started by Cameron Pitcairn, later on sections were created and/or written by Walter J. Weiss, Mark H. Weiss or Jan H. Weiss, and certain sections were checked by various users of the program. This happened over a period of over ten years.

### **MORE COMPREHENSIVE MANUAL**

Beyond this manual, there is more information under the word Help in the menu bar. This information is from the Folio Corporation, but does apply to the GrandMan Program.

### **INVITING REACTIONS BY USERS**

As this Manual is on internet, it can be consulted by anybody and at any time. But each user is invited to make suggestions how to improve the Manual. Email these suggestions to [nco@secondadvent.net](mailto:nco@secondadvent.net)