

# TUTORIAL

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# Windows Tips


## Chapter 7

### Introduction

This chapter includes items that are a part of the standard features of most Windows programs. So once you learn how to use them in Concord, you can use them in other Windows programs.

### Starting Concord

If Concord is not already running, start it with the following steps:

1. Start Concord by double-clicking the Concord icon  on the Windows desktop.
2. If the Select Books dialog box appears, click the **checkbox** next to Science and Health. Click **OK**
3. If the Select Book(s) dialog box does not appear, your copy of Concord has been set to automatically open some or all of the Concord books. From the **Book** menu, select **Add or Remove Books**. On the Select Book(s) dialog box, place a **checkmark** next to Science and Health. Remove checkmarks next to any other book. Click **OK**.

### Pop-up menus

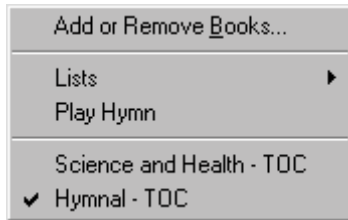
Windows programs have Pop-up menus that have commands, which are tailored for a specific location on the screen. Concord has four Pop-up menus. You "pop up" one of these menus by clicking on the right mouse button (the left mouse button if you are using a left-handed mouse).

Concord's Pop-up menus are associated with these areas on the screen:

- Book Text windowpane
- Citation Document windowpane
- List windowpane
- Search Field

You can use the Pop-up menu in the List windowpane to play a hymn.

4. Place the cursor in the Search Field and click to enable you to type in a search.
5. Type **.hymn 2**. (Make sure that you type the . in front of hymn.) Hymn 2 appears in the Book Text windowpane.
6. In the List windowpane, **right**-click the mouse to bring up a Pop-up menu.



7. From the **Pop-up** menu, select **Play Hymn**.



## Creating a Folder

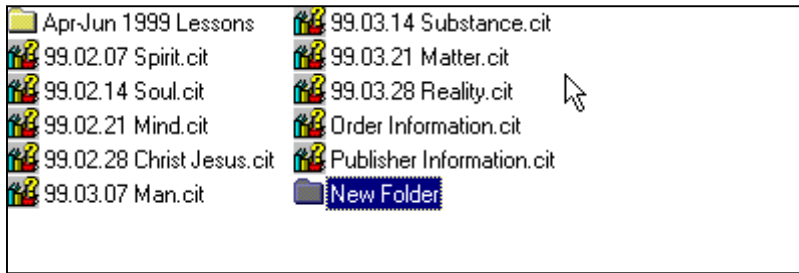
When Concord is installed on your computer, a file folder (also called a directory) is set up to store your Concord Citation documents. The name of this folder is “Documents.” It is located under two other folders. “Program Files” is the top folder. “Concord” is the next folder. In Windows terminology, this is written as

\Program Files\Concord\Documents

You can create other folders under the “Documents” folder to help you keep your Citation documents organized. You may create a folder, called “Bible Lessons” to store the Citation documents with the weekly Bible lessons. If you are a First Reader, you may create a folder called “Wednesday Readings” to store all the Citation documents for the readings you prepare.

You can create new folders from within the Save As or Open dialog box.

8. From the **File**, select **Save As**.
9. Move the cursor slowly over the buttons along the top row of the Save dialog box until you find the button  whose Pop-up Tool Tip says "Create New Folder".
10. Click on the **Create New Folder** button . Notice that a new folder is displayed in the list of files. This folder is highlighted when it is created, so it is ready for you to type your own name for it.



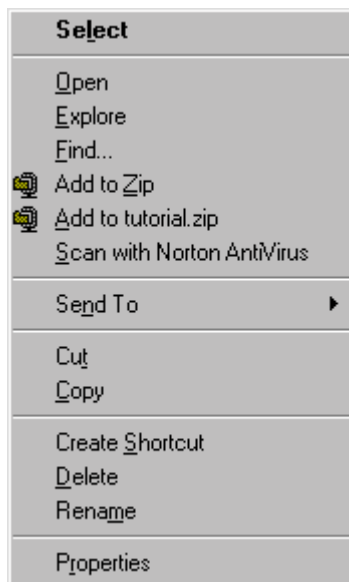
11. To give the new folder a name, type **tutorial**.

12. Press **Enter**.

## Renaming a File

You can rename a file or a folder while you are in Concord. Now you will rename the new folder you created in the last section.

13. **Right-click** on the folder name, **tutorial**. This brings up a Pop-up menu with several items.



14. From the **Pop-up** menu, select **Rename**.

15. Type **Concord Tutorial**.

16. Press **Enter**. The folder now has a new name.


## Deleting a File

You can delete a file or a folder while you are in Concord. You are now going to delete the folder you renamed in the last section.


17. **Right**-click on the folder name, **Concord Tutorial**. This brings up a Pop-up menu with several items.
18. From the **Pop-up** menu, select **Delete**.
19. At the prompt “Are you sure you want to remove the folder ‘Concord Tutorial’ and move all its contents to the Recycle Bin?”, click **Yes**.
20. Click the **Cancel** button to close the Save As dialog box.

## Resizing a window

You can adjust the size of the windowpanes in the Study window. You click on the border between the List windowpane and the Book Text windowpane and drag it to make it larger or smaller.

21. You will now resize the Search Results/Citation Document windowpane.
22. Slowly move the mouse over the border between the Search Results/Citation Document windowpane and the Book Text windowpane.
23. When the mouse pointer changes to a double bar with an upward and a downward pointing arrow , click on the border and hold the mouse button down.
24. Drag the border down the screen to make the Search Results/Citation Document windowpane larger.
25. Let go of the mouse button.

You will now resize the List windowpane.

26. Slowly move the mouse over the border between the List windowpane and the Book Text windowpane.
27. When the mouse pointer changes to a double bar with a rightward and a leftward pointing arrow , click on the border and hold the mouse button down.
28. Drag the border to the right to make the List windowpane larger.

29. Let go of the mouse button.

You can now move on to Chapter 8 or exit from Concord and do Chapter 8 at a later time.