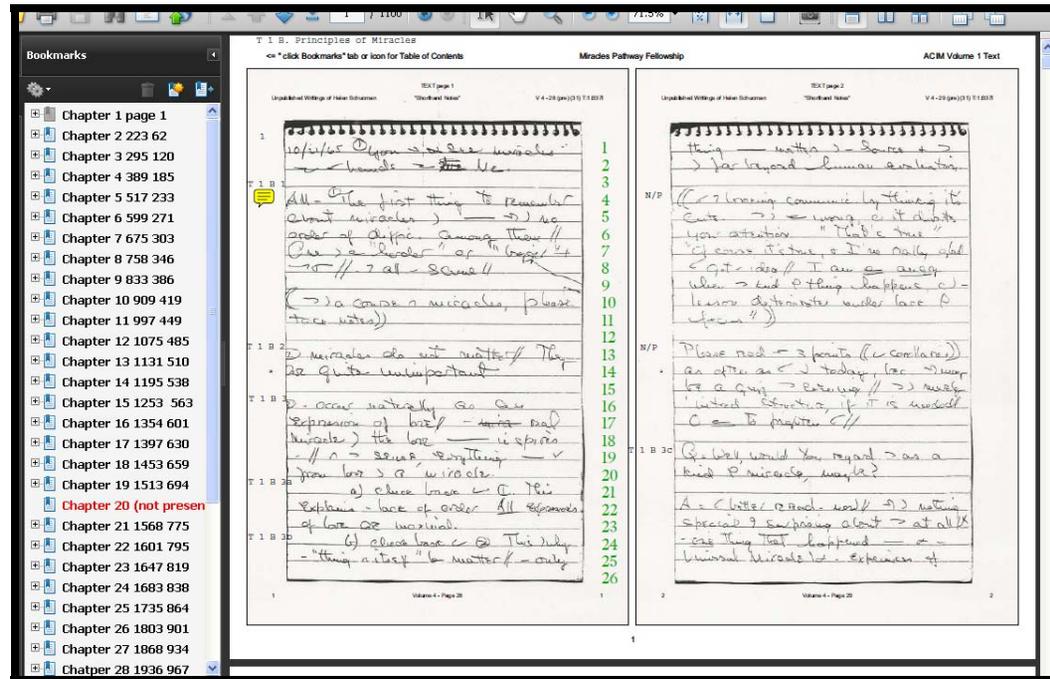


CHECKING THAT ACIM QUOTE IN THE “NOTES”



Using *Acrobat Reader* and the *Concordances* to locate ACIM passages in the Shorthand Notes

A [Tutorial](#) for the *Miracles Pathway Fellowship* distribution of Helen Schucman's *Shorthand Notes*
v B 0.9f

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1. Introduction

The *Scholar's Toolbox* is a library of primary source documents for four versions of *A Course in Miracles*. They consist of digitized photocopies of original manuscripts called *facsimiles* and word processor file copies which are machine searchable which we refer to as *e-texts*. To a substantial extent these are all cross-referenced making it relatively easy for the most part to quickly locate “the same page” across editions and versions.

The *Notes* themselves are not ‘searchable’ and originally contained no referencing, not even page numbers or dates. While it has a few large and many very small differences, The *Urtext* e-text is mostly very similar to the *Notes* and being searchable, can be used to locate specific passages in the *Notes* within a page or two, most of the time. The same is true for the other facsimile manuscripts, their corresponding e-texts are largely reliable enough to quickly and easily locate material in the unsearchable facsimiles.

This collection not only includes all available primary source material we know of, it provides a common reference grid to facilitate cross-referencing.

There are many thousands of differences between the versions and these tools were created to make it relatively simple to compare any passage in any two versions to identify variant readings. The basic technique is simply to get copies of the two on the screen at the same passage. Easy in theory, a bit more complicated in practice.

This tutorial is designed to provide simple and effective techniques using freeware (free software) to quickly and effectively find any ACIM passage in the facsimile copies of the *Shorthand Notes*, or any other version, provided it's actually there. The basic technique involves two steps:

- 1) find the passage you seek in the searchable e-text of *any version*, and note the “chapter/section/paragraph” reference or manuscript page number there,

- 2) using those references, you can then quickly locate the same relative spot in the facsimile copies (manuscript photocopies) which are not directly searchable. While this isn't hugely complicated, this tutorial is provided for those experiencing difficulties or new to this kind of software.

Without such cross-referencing, finding anything in the thousands of pages of facsimiles can be very tedious and time-consuming.

As with most tutorials, it works best if you can actually perform the operations described while going through this material. When displayed on your screen, unless you have two monitors, however, you won't easily be able to both look at the tutorial *and* perform the described operations. It can therefore be helpful to print out any sections which you wish to reference.

The techniques outlined here are less for the professional, expert, or well-equipped computer lab than for the novice or casual user unprepared to invest in specialized software for this application. There are ‘better’ ways and there is more expensive software but there are also ‘workable’ ways using free software outlined here.

Because no re-typed copy can preserve all the subtleties and handwritten mark-up of the original manuscripts, it is often desirable to “check the manuscript” to verify a quote or investigate a variant reading between versions. These tools were specifically created to make it easy to do just that.

Until one masters Helen's handwriting, even reading the *Notes* can be difficult without having a typed transcript alongside. With the latter, reading them is easy and one can quickly develop fluency with Helen's handwriting.

Note: we do not have a complete e-text transcript of the *Notes*. However, the *Urtext* is close enough, often enough, to make it a very useful "map" to the *Notes* contents. And, while not 100% accurate, it's the best which is currently available for most of the *Notes*. One can usually get within a page or two in the *Notes* from any passage found in the *Urtext* within a few seconds, once you are familiar with these tools. The exceptions involve those pages which are missing or out of order.

Nomenclature

In 1975 the Foundation for Inner Peace (FIP) published three volumes of ACIM, 1) *Text*, 2) *Workbook* and 3) *Manual for Teachers*. In 1976 a fourth volume called *Clarification of Terms* was added as an appendix to the *Manual*. It is included here under its original name, 4) *Use of Terms* as a stand-alone volume. Parts of the FIP edition are heavily edited. It's about 60,000 words *shorter* than the *Urtext* in the *Text* volume alone.

Four historical scribal versions of the ACIM *Text* volume are known to exist, and a fifth, the *Thetford Transcript* is presumed to exist but has not yet become available. To make life confusing, these versions have gone by many different names over the years. We are using the oldest and most original names we've been able to trace, generally those used by the Scribes themselves. They are:

- 1) *Shorthand Notes*
- 2) *Thetford Transcript* (little if any of this has surfaced)
- 3) *Urtext* (some portions of which may be the Thetford Transcript)

- 4) *Hugh Lynn Cayce* or *HLC* version (*Text* volume only)
- 5) *Nun's Version* or FIP Abridgement

The *Workbook* and *Manual for Teachers* and *Use of Terms* volumes of ACIM exist in three versions; there is no *HLC* for those volumes.

Following the initial publication in 1975-76, further material was scribed by Helen Schucman which is included here as volumes four through seven. These are called 5) *Psychotherapy*, 6) *Song of Prayer* and 7) *Gifts of God*. With the exception of Volume 7, *Gifts of God*, for which no *Notes* manuscript has emerged, we have both *Notes* and *Urtext* manuscripts for these volumes. FIP has also published edited versions of these volumes in one way or another over the years.

Extra-canonical material

In addition to this material widely regarded as "canonical" and "part of the Course" there are some additional manuscripts from the scribal era, including "personal material" in the *Notes* and *Special Messages*. The manuscript facsimiles and some e-texts of this material are included. There is also the *Preface* both in the original *Notes* manuscript and the heavily edited FIP version.

This is not the total collection of original manuscript copies prepared by the Scribes, it is simply all that is presently available.

The e-texts

When they first emerged as photocopies, these primary source documents were difficult to search. Over time "e-texts" emerged for the *HLC* and *Urtext* which were highly accurate in places, but due to inadequate proofreading, were sometimes very inaccurate. The need was apparent both for a standard reference system for all versions and of course, accurate e-texts.

Both these issues have been addressed to some extent in this compilation, and to use it you will need to understand a few basic elements. Due to the fact that there are differences in sequence and total length across versions, a standard common reference system is rather problematic.

For the *Text* volume, where most of the editing changes occur, the Scribes introduced a reference system in the 1972 *HLC*. The whole of the *Text* as it was abridged at that time was divided into 31 chapters with up to a dozen section divisions within each chapter. One could thus “reference” anything in the *Text* by chapter number, section number within a chapter, and paragraph number within a section. This is directly analogous to the time-tested “chapter and verse” system in the Bible which has proven so useful for that book. In 1975 FIP modified some of the chapter and section breaks and names but largely preserved that system. None of the earlier manuscripts are divided up that way. In the *Text*, there are really no divisions in the *Urtext* and *Notes*, it’s just one long continuous document.

The Reference Grid

For cross-referencing purposes then, we retro-fitted the *HLC* chapter and section divisions to the earlier manuscripts as closely as we could. For the most part, although the *HLC* is missing some 50,000 words found in earlier versions, except at the end of chapter one, it has the same sequence. With that exception then, the *HLC* break points identify the same material in all versions.

The chapter and section “grid” has been applied to all versions and except for some spots in the very early chapters of the *Text*, it will generally land you within a page or two of the spot you seek in any version. At the very least, instead of having to search a thousand pages

or more for a quote, you only have to search a page or two with this system.

Due to the fact that paragraph breaks were often changed from version to version, paragraph numbers do vary between versions. However, they don’t vary all that much for the most part. So while chapter 10, section 2, paragraph 5 in one version might be paragraph 4 or paragraph 6 in another, it is rarely off by more than one or two. So it’s still useful for narrowing the search.

A second reference system consists of manuscript page numbers. In our e-texts we’ve either preserved the exact pagination of the original manuscript or marked the original manuscript page breaks. Thus you can always quickly tell in the e-text what the manuscript page number is. Our e-texts also preserve the paragraph breaks of the manuscripts of which they are copies, so e-text references by page or paragraph will work exactly on the manuscript facsimiles.

Accuracy

While all the e-texts have been proofed, they have not been as thoroughly proofed as we’d like. There are some residual typos but for the most part they are few, far between, and minor in nature. The work of proofreading is on-going and should you discover any such typos, please let us know.

The methods outlined in this tutorial are by no means the only, nor even the best ways of viewing two documents on one screen. It’s not a topic on which I can claim much expertise; I use dual-monitor computers for almost everything. These techniques are merely simple, easy to explain, workable, and can get you started quickly with your first side by side look-up.

2. The Main Menu



Figure 1a The Main Menu

The **third item** takes you to the on-line *Concordance* discussed in greater detail later in this tutorial. The fourth item is for those who wish to order the 5 CD set of original high resolution scans of Helen Schucman's *Shorthand Notes*.

This is the *Main Menu* which should load automatically when the CD is inserted.

The first item is an *Introduction* written for first-time users. The second, the *Site Map* is primarily for advanced users who want a more direct, low-level way to examine the directory structure.

The items in the upper menu box take you to the *Primary Source Documents* sub-menus for locating and viewing any of the files. The third item is primarily for advanced users, and takes you to a single-level menu showing all the available source documents on one screen.. There is so much data on that menu, and it is printed so small, it's not recommended for beginners. It can be a bit overwhelming.

The *Documentation Menu* is where various kinds of descriptions, explanations, this tutorial, and other background information are provided.

3. The Versions Menu

The Scholar's Toolbox <beta release 0.9>
 ACIM Primary Source Documents cross-referenced in PDF format
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Primary Sources **Versions** Menu A

[Return to Main Menu](#) • [Jump to Global Menu](#) • [Jump to Volumes Menu](#) Click on the VERSION you wish to view. If you have difficulty, see the [Tutorial](#).

[Shorthand Notes](#) [Thetford Transcript](#) [Urtex](#) [HLC](#) [Criswell](#) [FIP](#)

Click on any Version Name (above) or thumbnail image to view the facsimile or searchable e-text file of any of the 11 volumes (below) in any version for which it is available.

Original Manuscript facsimiles	Searchable E-text copies
0. Preface	0. Preface
1. Text	1. Text
2. Workbook	2. Workbook
3. Manual for Teachers	3. Manual for Teachers
4. Use of Terms	4. Use of Terms
5. Psychotherapy	5. Psychotherapy
6. Song of Prayer	6. Song of Prayer
7. Gifts of God	7. Gifts of God
8. Special Messages	8. Special Messages
9. Pre-Canonical	9. Pre-Canonical
10. Miscellaneous	10. Miscellaneous

The present collection of Helen Schucman's original *Shorthand Notes* is presented in 11 volumes, some of which exist in multiple later, edited versions. Seven of them are widely considered authentic dictation from the "Voice" and three of these include other writings by Schucman.

Figure 1b: The Primary Source Documents **Versions** Menu

This is the **Versions** menu which you reach by clicking the first item on the **Main Menu**.

The **Volumes** menus are basically the same except they organize the source files by *Text*, *Workbook*, *Manual* etc., rather than by version.

In the **Versions** menu you see thumbnails and labels for the five distinct versions of ACIM for which we have source material.

Below that are listed the 11 different volumes into which we've divided the total body of data. Volumes 1, 2 and 3 correspond to the familiar FIP three volumes, but as you see, there is additional material, some of which FIP has recently begun to include with the three earlier volumes.

To select any volume of any version with this menu, simply select the **version** you'd like to check. Let's start with the *Urtex*, third from the left, and click either on the word "*Urtex*" or on the thumbnail page image itself.

The next screen shows what we'll see:

4. The Version-Specific Menus

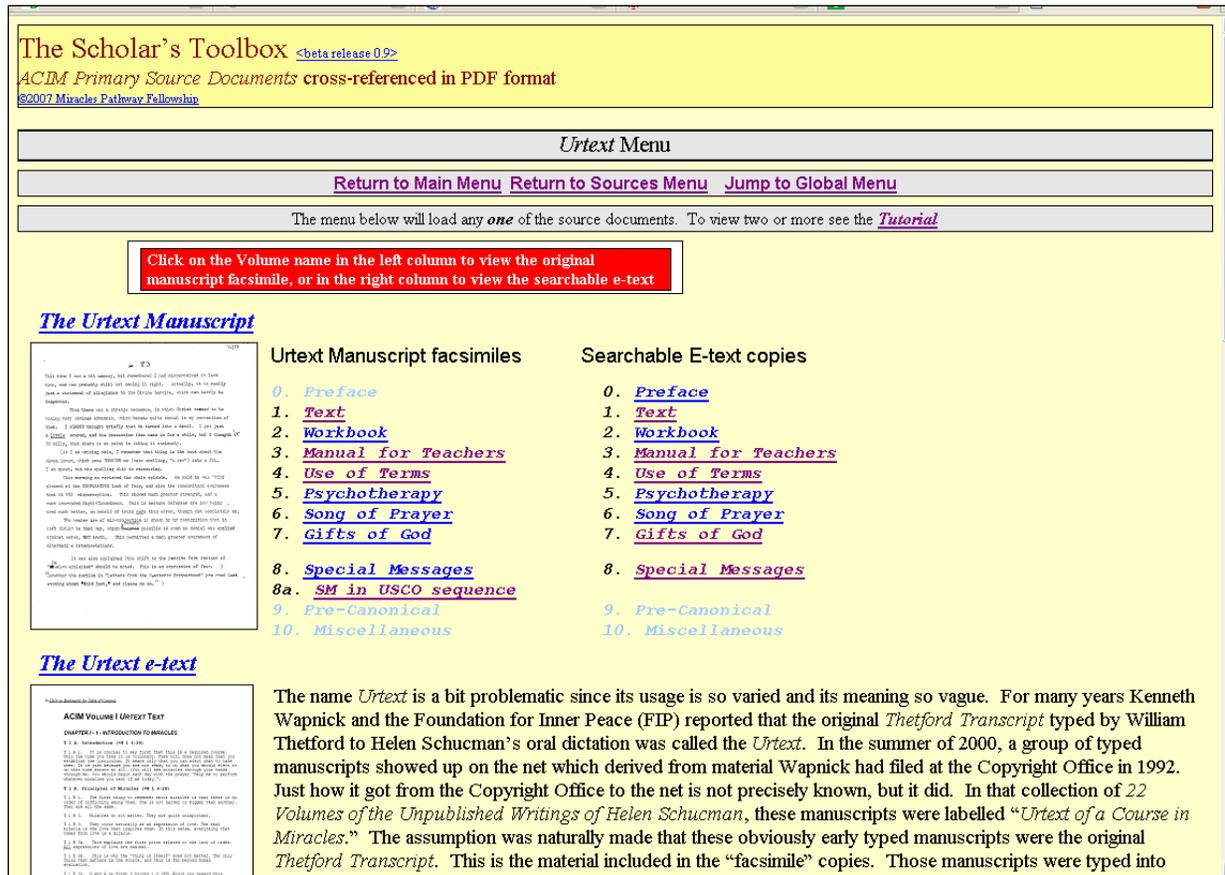


Figure 1c: The Primary Source Documents second tier version-specific Menu

Each version has its own menu, this one is typical. We see there are two columns of identical volume names, some are underlined in dark type and some are in very faint type. Those in faint type are volumes not present in this version. That means either they never did exist, haven't been created yet, in the case of e-texts, or exist but are unavailable to us. The volume names in dark type are hotlinks. Click on the name of the volume you want to view.

If you want to see the facsimile images of the original manuscript pages, click on the volume you'd like to see in the left-hand column. If you want to search an e-text of the same material, click on the volume you want in the right hand column.

Regardless of which version you chose from the previous menu, you will see something very similar to this menu.

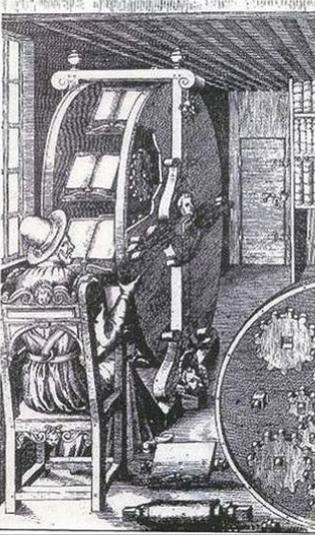
5. The Volume-Specific Menus

The Scholar's Toolbox I: Primary Sources <beta release 0.9>
ACIM Primary Source Documents cross-referenced in PDF format
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Primary Sources **Volumes** Menu

[Return to Main Menu](#) •
 [Jump to Global Menu](#) •
 [Jump to Versions Menu](#)

Click on the VOLUME you wish to view. If you have difficulty, see the [Tutorial](#)



This menu points to exactly the same source files listed in the **Versions Menu**. In this menu they are listed by **Volume**, while in the **Versions Menu** they are listed by **Historical Scribal Version**.

While brief introductory comments are made in these menus for each volume, more information can be found in the *Editor's Notes* at the end of each source file.

- 0) [Preface](#)
- 1) [Text](#)
- 2) [Workbook](#)
- 3) [Manual for Teachers](#)
- 4) [Use of Terms](#)
- 5) [Psychotherapy](#)
- 6) [Song of Prayer](#)
- 7) [Gifts of God](#)
- 8) [Special Messages](#)
- 9) [Pre-Canonical Text](#)
- 10) [Miscellaneous Poetry & etc.](#)

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[Download Acrobat Reader 8](#) •
 [On-Line ACIM Concordance](#) •
 [Release Notes](#)

For convenience, all the source files are listed according to the canonical or extra-canonical volume in this menu system.

Clicking on any menu item reveals a second menu showing the source material available for that particular volume

Figure 1d The Volume Specific Menu

6. The Primary Source Global Menu

The Scholar's Toolbox I: Primary Sources [<beta release 0.9>](#)
 ACIM Primary Source Documents cross-referenced in PDF format
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Primary Sources **Global Menu**

If you find this a bit overwhelming, all these files are accessible through a simplified multi-level menu system which starts [HERE](#)

[Return to Main Menu](#) The menu below will load any *one* of the source documents into your PDF viewer. To view two or more see the [Tutorial](#)

Original handwritten Dictation Original typed Transcript First Editing/Abridgement Second Editing/Abridgement Third Editing/Abridgement Mass Printing

Shorthand Notes Theford Transcript Urtext HLC Criswell FIP 2nd Ed.

1a) facsimile 1b) e-text 2a) facsimile 2b) e-text 3a) facsimile 3b) e-text 4a) facsimile 4b) e-text 5a) facsimile 5b) e-text 6b) e-text

ACIM VOLUME	Pr	*PR	*FR	*FR	*FR	Preface	Text	MF E-Text	Text	Text	Preface
0) Preface	Pr	*PR	*FR	*FR	*FR	Preface	Text	MF E-Text	Text	Text	Preface
1) Text	Text	*Text	*Text	*Text	*Text	Text	Text	MF E-Text	Text	Text	Text
2) Workbook	WB	*WB	*WB	*WB	*WB	WB	WB	WB	WB	WB	WB
3) Manual	Man	*Man	*Man	*Man	*Man	Man	Man	Man	Man	Man	Manual
4) Use of Terms	Use	*Use	*Use	*Use	*Use	Use	Use	Use	Use	Use	Terms
5) Psychotherapy	Psy	*Psy	**Psy	**Psy	**Psy	Psy	Psy	HLC/FIP Comparison	Psy	Psy	Psy
6) Song of Prayer	Song	*Song	**Song	**Song	**Song	Song	Song	CIDS(1) JCM	Song	Song	Song
7) Gifts of God	Gifts	*Gifts	*Gifts	*Gifts	*Gifts	Gifts	Gifts	"Original Edition"	Gifts	Gifts	Gifts
8) Special Msgs	SH	*SH	*SH	*SH	*SH	SH	SH	HLC Editions Compared	SH	SH	SH
9) pre-ACIM Notes	Pre-	Pre-	Pre-	Pre-	Pre-	Pre-	Pre-	JCM editing changes	Pre-	Pre-	Pre-
10 Misc (USCO v3)	Misc	*Misc	*Misc	*Misc	*Misc	Misc	Misc	"Original Edition" editing changes	Misc	Misc	Misc

** indicates material currently unavailable, it may be non-existent, or it may exist and is being kept secret.*
*** indicates material whose version identity is in doubt... we don't know if it is the original Theford Transcript or a later retyping.*

The present collection of Helen Schucman's original *Shorthand Notes* is presented in 11 volumes. Seven of those are widely considered authentic dictation from the "Voice" and four of those include other writings by Helen Schucman, some of which include "dictated" segments. Volumes 2 through 4 exist in three versions, *Notes*, *Urtext*, and *FIP*. Volume 1, the *Text* exists in a fourth version, the *Hugh Lynn Cayce* Version, or *HLC*. The *Urtext* and the *HLC* manuscripts, and portions of the *Notes* also have searchable "E-texts" in addition to the unsearchable facsimile images of the original manuscripts while *FIP* is available only in E-text. We have cross-referenced all versions to a standard 3-tier Chapter/Section/Paragraph system based on the *HLC* and *Urtext* to facilitate quick lookup of references in the unsearchable scanned image files for the *Notes*, *Urtext* and *HLC* manuscripts. Each version is broken down into discreet files, one for each of the native volumes. Although an "e-text" of the *Notes* has been created, I have been unable to secure a copy so, I very much regret to say, cannot include it here. Only a few hundred pages of the *Notes* is available as a searchable e-text transcription. Except for perhaps 100 pages or so, however, the *Urtext* material is a largely accurate transcript of the *Notes*. Those few pages for which we have no transcript at all will be, I am sure, available rather soon.

• [Download Acrobat Reader 8](#) • [Join the "Notesworkers" mailing list](#) • [On-Line ACIM Concordance](#) • [Release Notes](#)

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 Click to send e-mail to MPP

The *Primary Source Global Menu*, looks something like this image in **Figure 1e**. It's called "global" because *all* the source files are listed here.

Until you're familiar with the material, this can be a bit overwhelming and confusing. The previously illustrated two-tier menu systems are a simpler, if a bit slower, tool which accesses the exact same material.

The versions available on this CD are listed horizontally, **1** through **6** while the volumes within each version are listed vertically, **0** through **10**. Because each version does look a bit different, we included "thumbnail" images to assist quick identification.

Where they are available, for each volume of each version there is an "(A)" file which is a facsimile of the original manuscript, and a "(B)" file which is a searchable e-text. You will see that we do not have both for every volume of every version, but we have at least one for each volume.

Figure 1e The Primary Source Documents *Global Menu* showing all source files for all volumes. Pale blue indicates documents we believe do or may exist but for which we've been unable to obtain copies.

7. Comparing two documents

In General ...

The *Menu* systems are a convenient access point to locate any single volume of any single version. Within *Acrobat Reader* you can load any two of the PDF files and “tile” them horizontally or vertically side by side. This is one of the best ways I know to get both the facsimile and the e-text of any volume open on a single screen to the same spot for direct comparison.

Accessing *Acrobat Reader* from within the browser usually brings up the PDF within a browser window by default, and it doesn’t allow you to open a second PDF file in the same window for tiling and side by side comparison. With *Firefox 2* browser it is very simple to toggle the browser to call PDFs in a separate *Acrobat Reader* window such that you can load any number of PDF files for tiling. With the browser set that way, to open *Acrobat Reader* in a separate window, you can actually just quickly click on the two files you want and they both open up in a new *Reader* window.

I highly recommend using *Firefox 2* and adjusting it to open *Acrobat Reader* in a separate window. It is much faster and makes it easier to display two or more files at once. For details on how to modify PDF display, go back to the *Main Menu*, click on *Documentation*, and then select [Speeding up Acrobat Reader and displaying multiple files.](#)

If you don’t want to change your browser’s PDF display behaviour, there are some workarounds. I’ve yet to figure out any other really easy way to bring up two different versions for comparison using the web browser on a single monitor. However, it is not particularly difficult to do so using two separate windows, either browser windows or *Acrobat Reader* windows, and the operating system’s “tile” function, as explained below.

One way to do it in the *Firefox* browser, which is highly recommended for this material, is to load two *Firefox* windows. You can do that from the top left corner of the first *Firefox* window by clicking on **File => New Window**. Once loaded, look to the taskbar which shows all open windows at the bottom of your screen. Right click on the *Firefox* task (orange circle with the little blue fox in it) and then click on **Tile Horizontally**. Your screen is now split horizontally between the two *Firefox* windows and you can load any of the other files in the second window so you can compare side by side.

To load a file into a *Firefox* window from within *Firefox* use the **File** command in the top left corner again, and then **Open File**. You then have to browse to the directory (folder) you want and click on the particular file you wish to open. This will get you any two PDF files side by side horizontally. To get more of the text on the screen and fewer toolbars, right click on the second horizontal toolbar band from the top and toggle the **Bookmarks** and **Navigation** toolbars off by left clicking them. When they are checked, that means they are displayed, when the check mark is gone, that means they are not

displayed. (see **Figure 2a**) When you need to turn them back on, repeat that procedure. By toggling the toolbars off you get more of the actual text on the screen, which is useful when you wish to display more lines of the document.

When you've done this, the result looks something like the next screenshot in **Figure 2a**. In that screen shot I've opened the *Use of Terms* in the *Urtext* facsimile and the *Urtext* e-text for the same volume. The exact same thing can be done with any two files you wish to display at once, however.

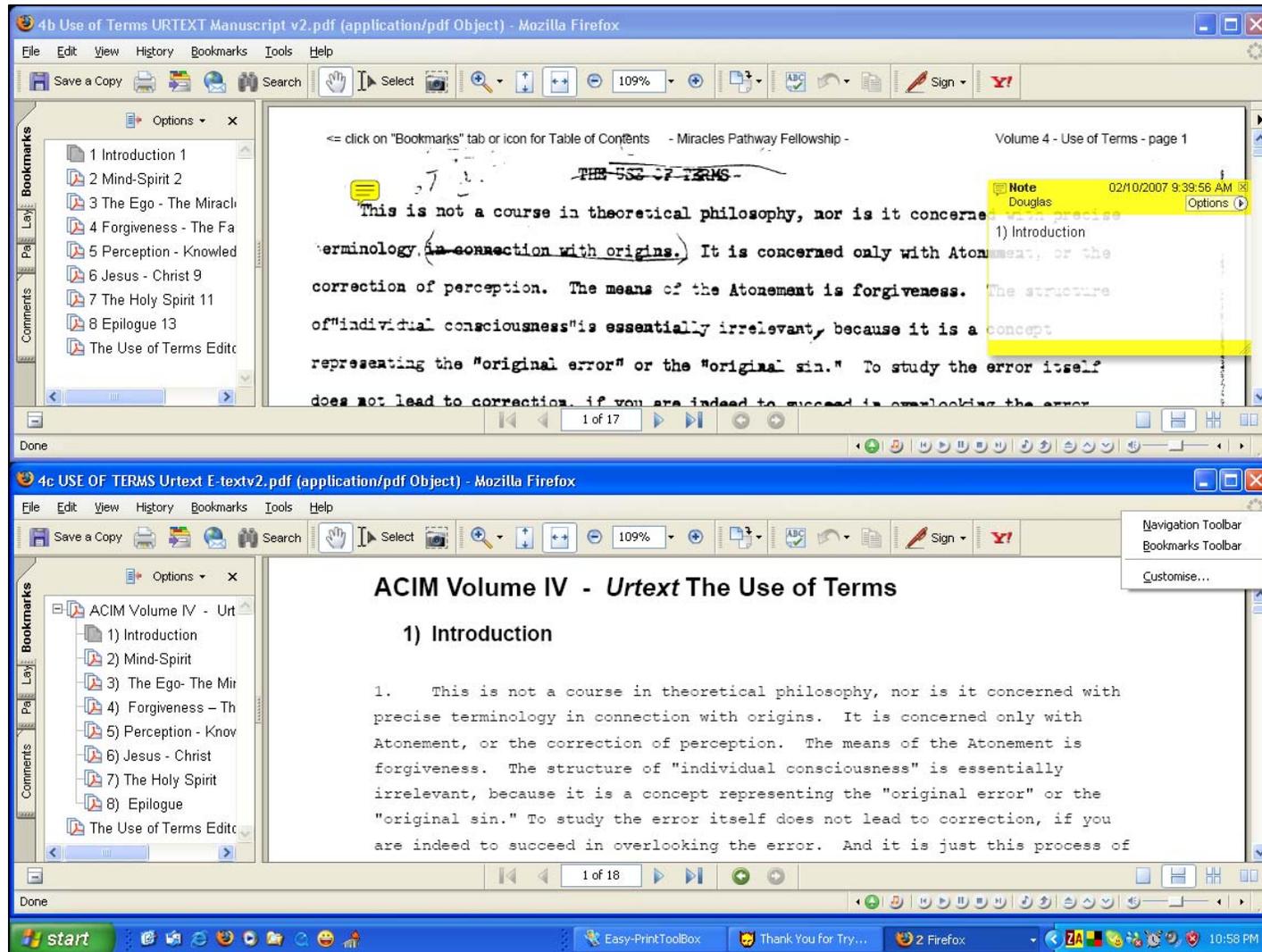


Figure 2a Horizontally tiled *Firefox* windows with the *Urtext* facsimile on top and the *Urtext* e-text on the bottom.

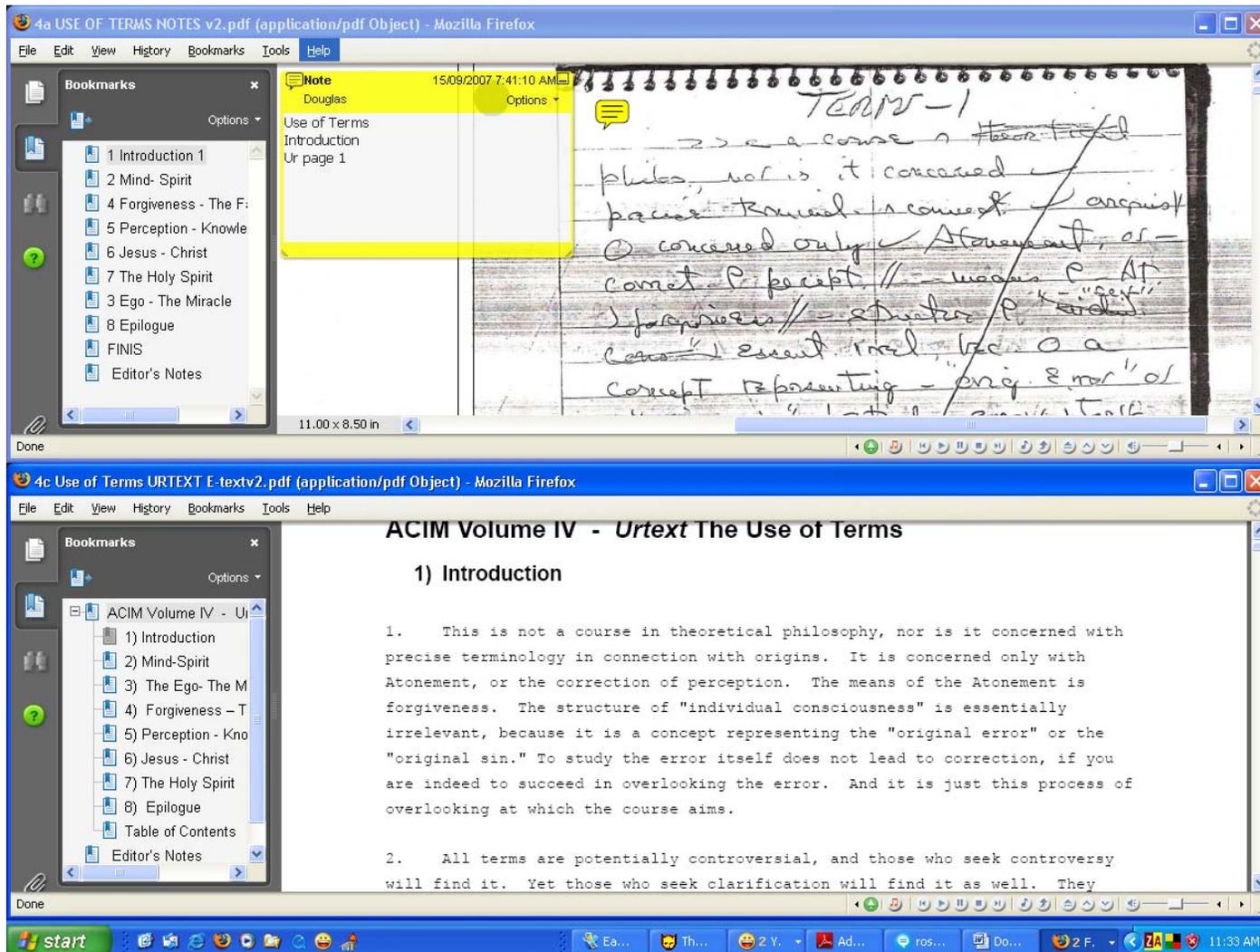


Figure 2b Horizontally split screen (1162 X 864 pixel resolution) with toolbars closed to maximize text window size.

With a single monitor, you can display two documents horizontally (seen on left) or vertically (see next figure).

The choice will depend on the nature of the material you're viewing and just what you want to do with it.

See below for precise instructions in how to get these views on your screen.

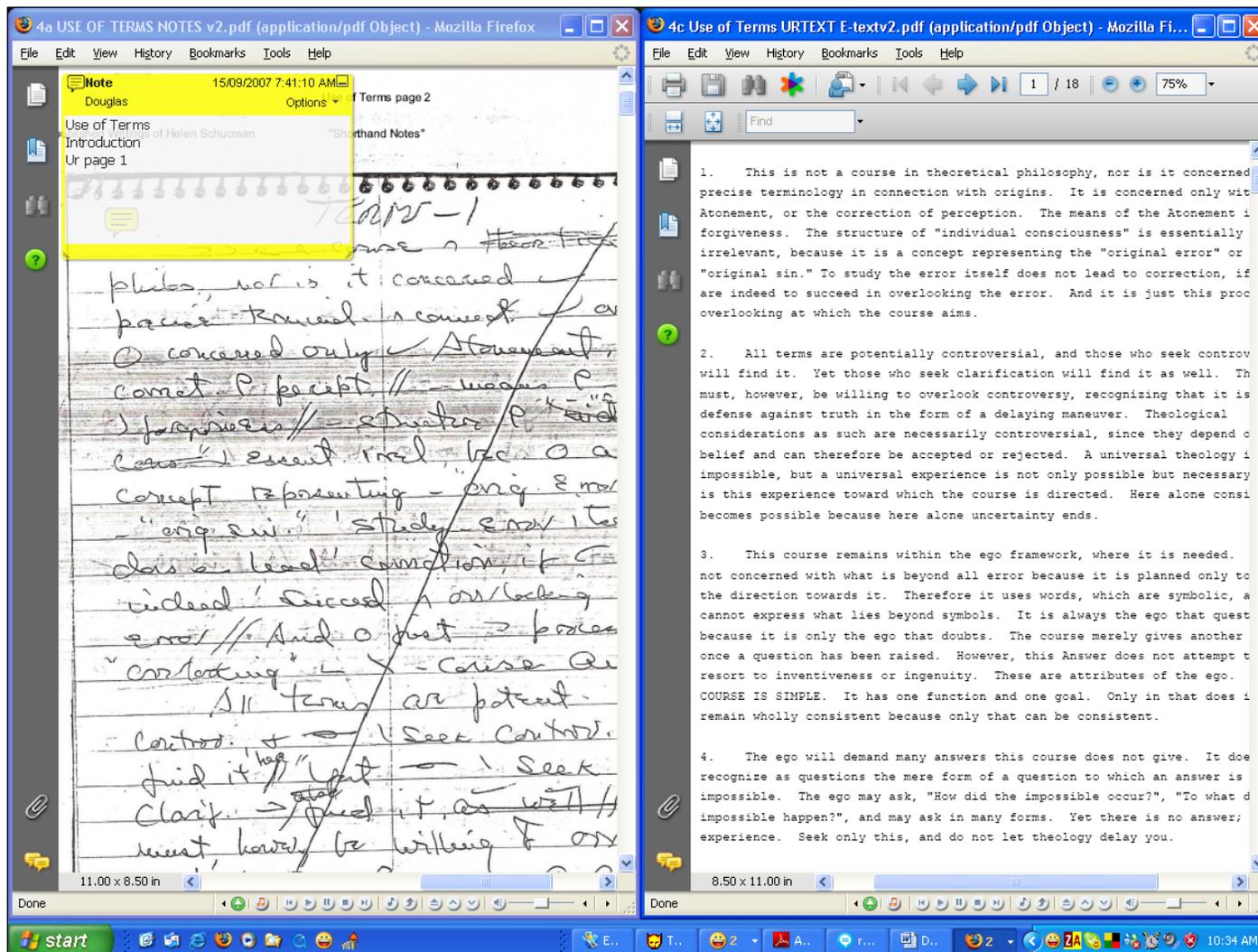


Figure 2c The same windows as in previous view vertically tiled with bookmark sidebars closed and text size reduced on right side window.

In the horizontal view, (previous page) you see that you can keep the **Bookmarks** sidebars opened and still have the text quite large enough to read. In the vertical tiling, (on left) you really need to close the **Bookmarks** Sidebars to get a good view of your document.

The vertical tiling gets more of the page on the screen while the horizontal gives you less of the page, but complete lines are larger and more legible, and of course you can keep the bookmarks open. Needless to say, the bigger your monitor, the better.

In Detail...

- 1) From the main menu select the first file to open. In this example we'll use the *Use of Terms*, and compare the *Notes* to the *Urtext* e-text. Clicking on the *Use of Terms* under the *Notes* heading will bring that file up in *Acrobat Reader* within *Firefox*.
- 2) In the top left corner of the *Firefox* toolbar click on **FILE**, then **New Window**. When the new window opens click **Open File** and “browse” to the file you want. (see figure on left) We'll go to the *Urtext* e-text folder and find the *Use of Terms*.

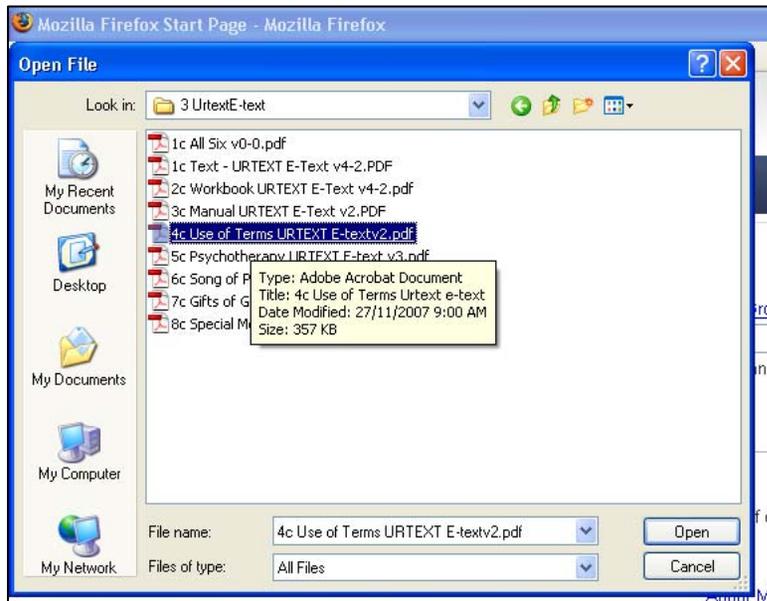


Figure 2d Window for browsing files in *Firefox*

- 3) Clicking on any of the PDF files will cause it to be displayed in the new window. To split the screen between the two windows look to the **Taskbar** at the bottom of your screen. We're interested in the orange ball with the little blue fox as shown below. Right click on that and see next illustration.

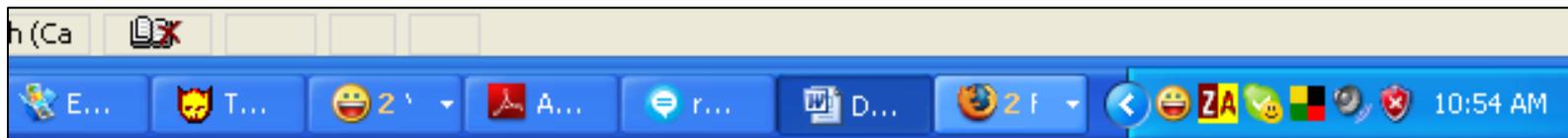


Figure 2e Windows Taskbar on the bottom of the screen (This example from Windows XP)

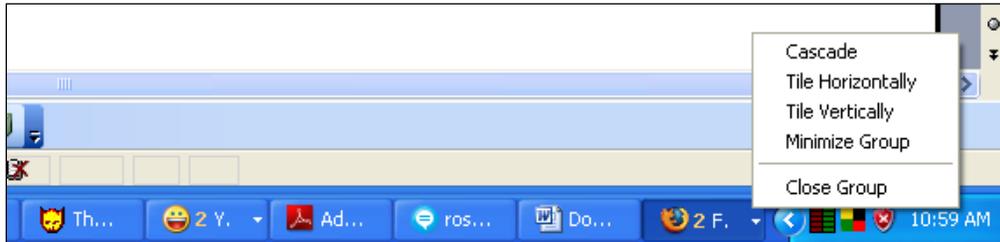


Figure 2f Tiling from the Taskbar

Having right clicked on the *Firefox* box in the **Taskbar** which is that bar along the bottom of your screen, you'll see this (left). We will select **Tile Horizontally** which will give us the following (bottom left figure):

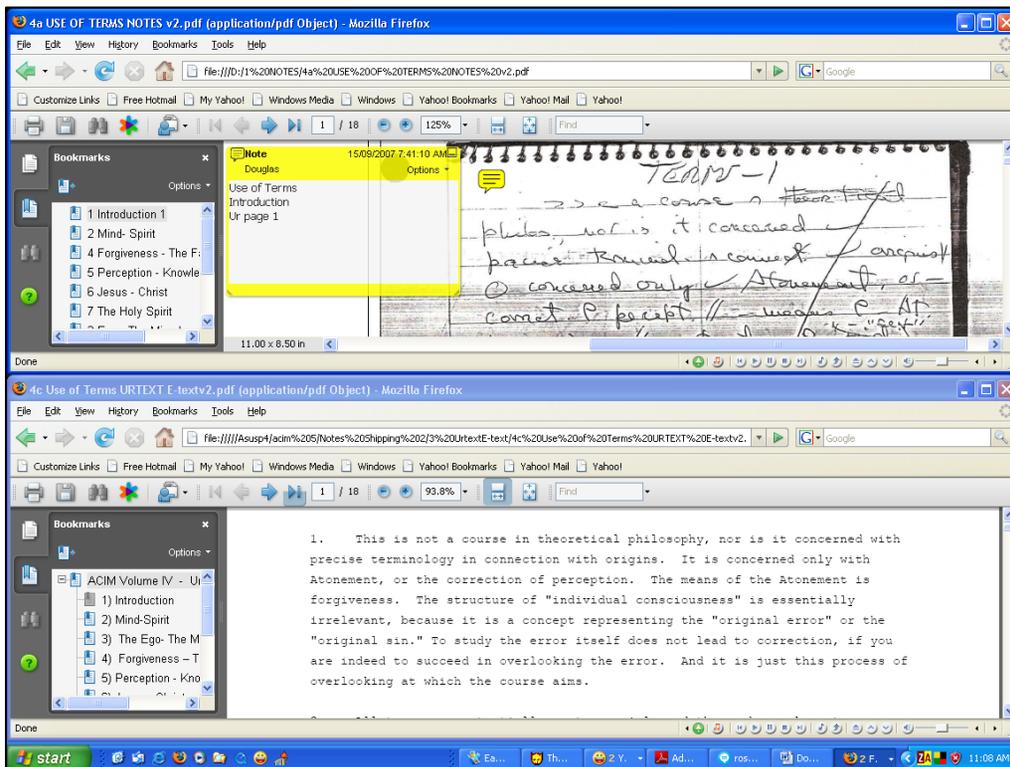
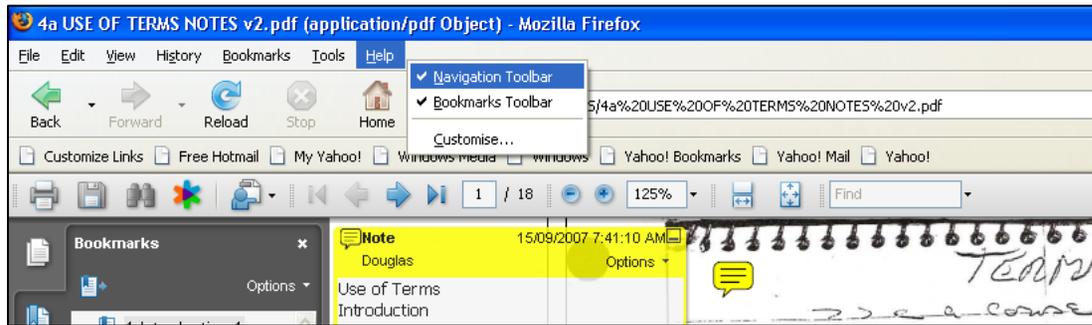


Figure 2g Horizontally Split Screen

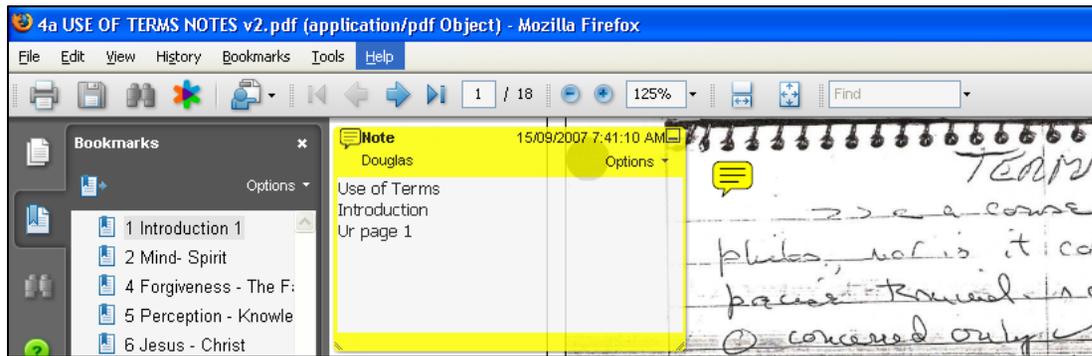
Now we have our *Notes* image on the top window and our e-text image in the bottom window. However we have lost almost half the area of our screen to the various toolbars.

Turn to the next page to see how to close and re-open the various taskbars.



These three images are of the top left corner of the screen when *Firefox* has loaded *Acrobat Reader*. The three screen shots show how to toggle toolbars off. By right clicking on the second line of the screen, just beside “**Help**” we see that little popup box with the words “**Navigation Toolbar**” and “**Bookmarks Toolbar**” and “**Customize.**”

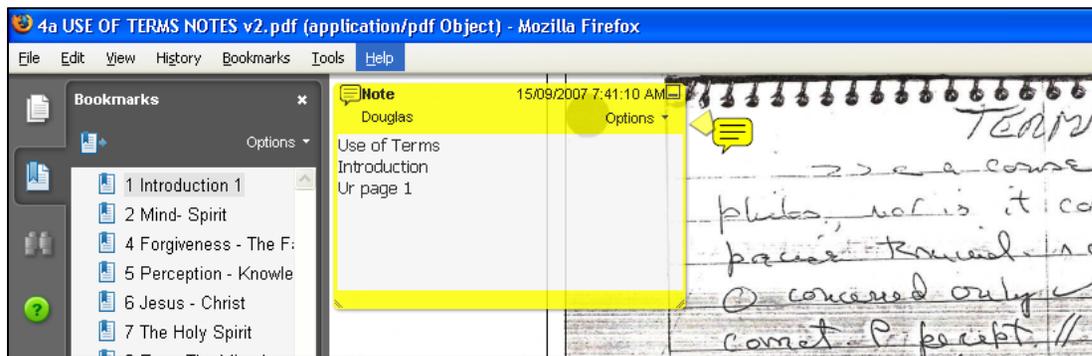
By clicking here we can toggle these toolbars on and off. I’ll toggle them off and we’ll see the result in the middle illustration.



You can see that both the *Firefox* toolbars are gone now and we can see much more of our document.

But there’s still one more toolbar we can toggle off, and that is the *Acrobat* navigation bar. Pressing **F8** will toggle it on and off.

I’m going to do that now, press **F8**.



Now you see we’ve got a good deal more of our document and a good deal less of the toolbars. They can all be brought back in an instant when they are required however.

To bring back the *Firefox* toolbars, right click the second line and then click on either or both the **Navigation** or **Bookmarks**. To bring back the *Acrobat* toolbar, press **F8**.

Figure 2h Toggling the toolbars to display more text, note how as each “toolbar” is closed, more of the document is visible.

8. Locating documents by Browsing

The other principal way of loading documents into viewing software is to browse from *Windows Explorer* or your favourite shell program. If you are not familiar with *Windows Explorer* it is found in Windows XP by clicking on **Start => All Programs=> Accessories => Windows Explorer**. With this tool you can view the contents of any folder on the CD, or on any other storage device on your computer for that matter, and click on the one you want to view. Left clicking will load the file into the default program for that file type, but by right clicking and then clicking on **Open With** you can select the

specific program to use when you wish to use anything other than the default application.

In this screen shot (**Figure 3**) we see Windows Explorer's view of the CD, in this case it's disk drive (E:)

Each of the versions listed on the Main Menu has its own directory (folder) and each volume in that version is listed in the folder. Click on whichever one you want to view, much as you would from the main menu.

In this example I've clicked "**1 NOTES**" on the left pane, causing each file in that folder to appear in the right pane. This is also set to "details view", which is the only Windows "view" that makes any sense to me at all.

To get the "Details" view click on **View =>Details** on the top bar of Windows Explorer.

As soon as you left click on any of the filenames, that file will be loaded into your default PDF viewer which we're assuming is *Acrobat Reader 9*.

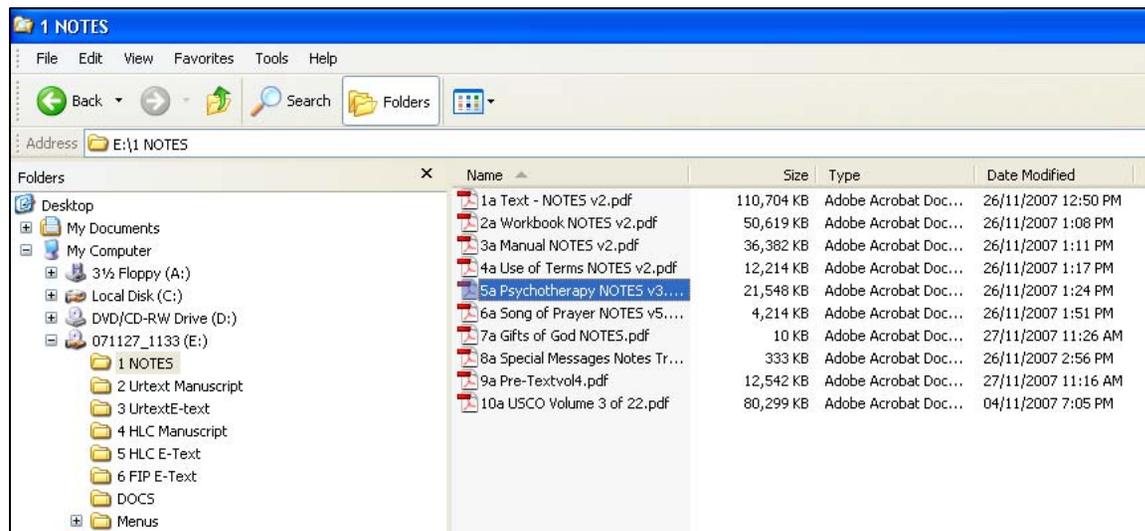


Figure 3 Selecting files with *Windows Explorer*

9. Basic Searching with Acrobat Reader

Searching with *Acrobat* is really quite simple once you are familiar with it but can be a bit daunting if you're not. If you're not, this section of the tutorial points out the basics.

First you need to load up one of the searchable “e-text” files either from *Windows Explorer* or directly from *Acrobat Reader* or from the menus. The search technique is the same with any of them. We just click on the “binoculars” icon [] up there in the top left corner and **Figure 4** is what we see. If you don't see the “binoculars” icon see “[Configuring Acrobat](#)” at the end of this tutorial.

NOTE: *Acrobat Reader*, when it is called from the Browser through the menu, for instance, generally only offers a subset of these search options.

Now we enter the character string, word, phrase, or anything we think we might find in the document, and press “**Search.**” In this case I've decided to look for the word “**teaching.**” Let's press “**Search**” and see what happens.

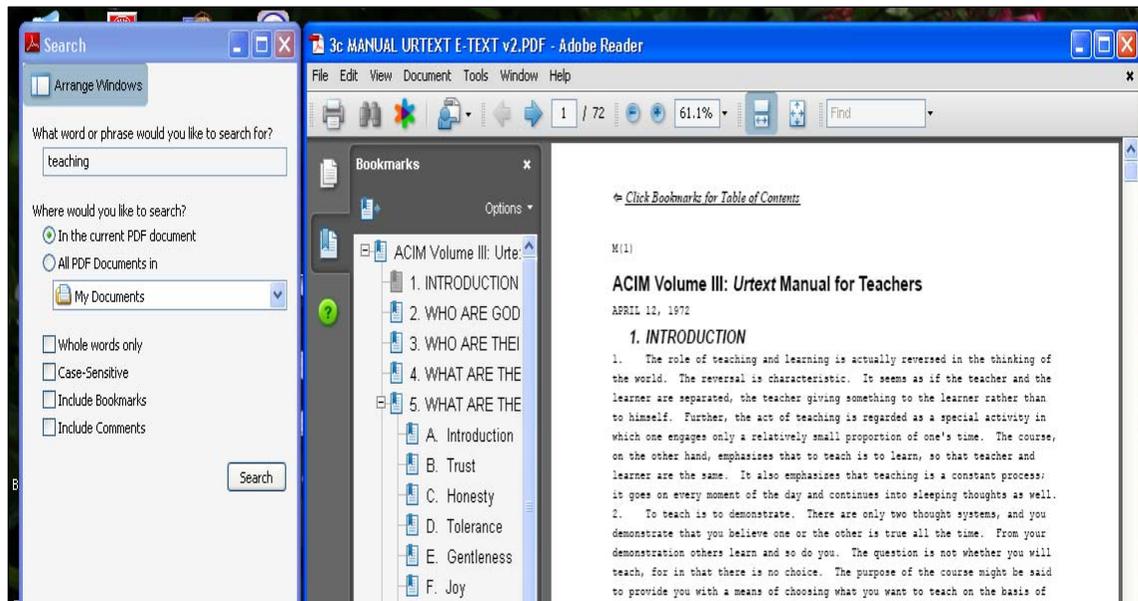
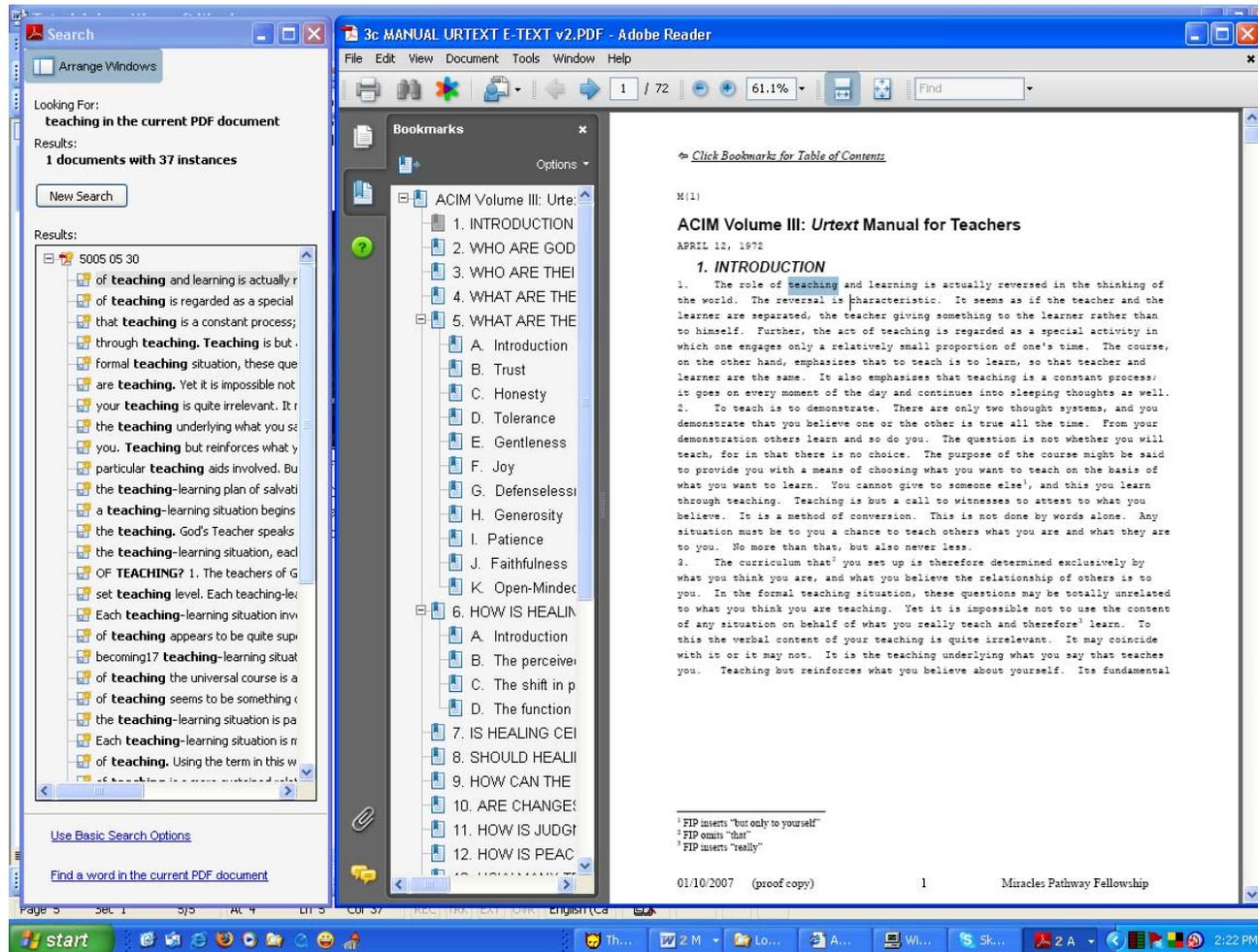


Figure 4, the “Search” window is opened up on the left. Again, I'm just showing the top half of the screen. Note the “**Arrange Windows**” button in the top left. When using the search window you sometimes will have to click that to get everything lined up on your screen.



What happens is a list of all instances of that search string appears in the search sidebar on the left, in this case all instances of the word “teaching.” If we click on any of one, the main window on the right scrolls to that point in the *Text*.

Figure 5, the search shows each instance of a match in the left hand sidebar and highlights the first one in the right hand text window.

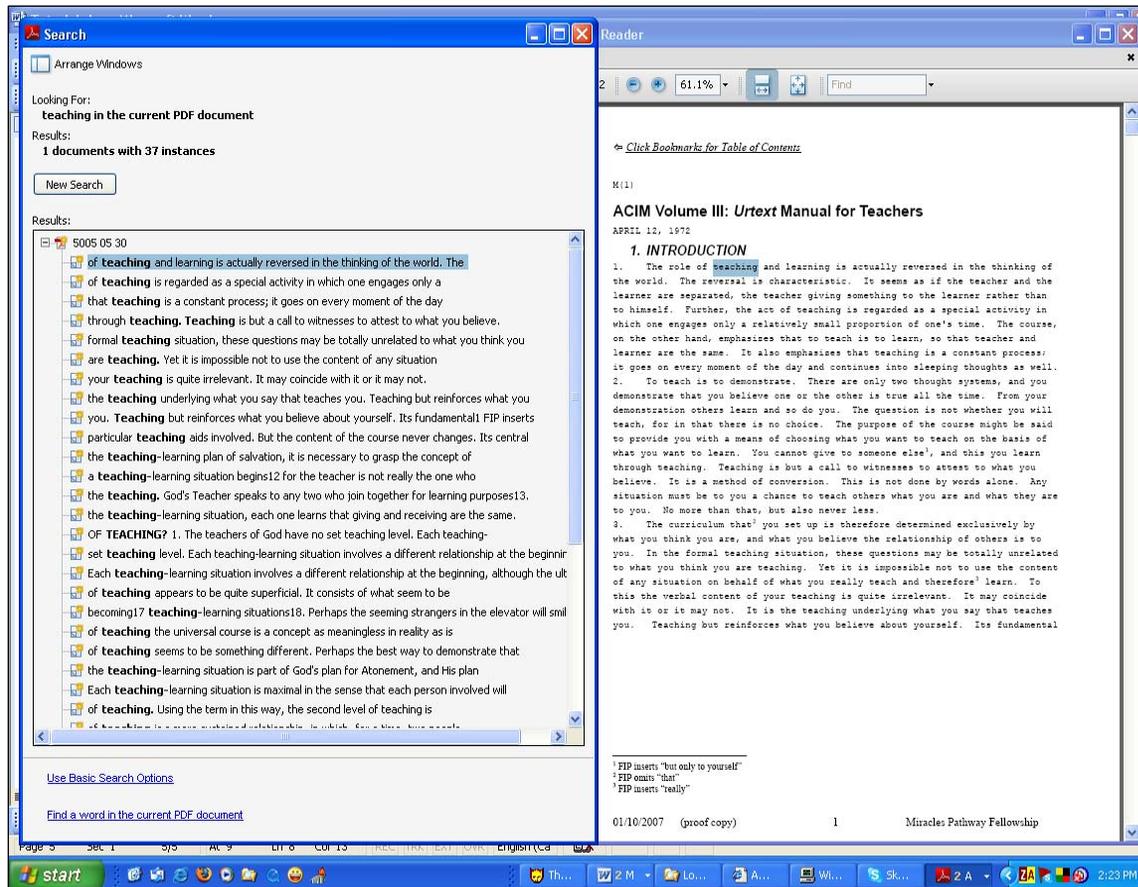


Figure 6, resizing the “search” window to see more context.

Note that you can resize the window so you can see more of the context, as in this screenshot:

Now you can scan through the list of “hits,” and when you click on any one, the right hand text window will scroll to that spot in the text. Go ahead and try a few. In this search tool we are not limited to a single word, as with the Concordance, but unfortunately we can’t get a “print-out” of our hits. And with the bigger files, *Acrobat’s* searching is very SLOW!!

But you’ve got to admit it is *simple!* So for the casual user, looking up something only now and then, it is probably adequate most of the time for locating a particular passage. So long as you remember any single word accurately, you will likely find it with this tool with moderate ease. With our cross-referencing, one you find it in any version, it’s usually easy to locate it in any other. Generally, the more words you remember accurately, the faster your search.

10. Quick Search

The simplest way to search with *Acrobat* is with the “Find” button on the right of your toolbar (**Control + F**). Enter the word you wish to find and *Acrobat* will jump to the next instance of that word. This is fast but if it’s a common word there are too many hits. With more common words I prefer to

have the whole list in the second window (see [Basic Search](#)) than jumping through each instance in the whole text body.

There are times, however, when this tool is best. It is so simple that I really don’t think you need a screenshot.

11. Advanced Searching in entire directories (folders)

You may have noticed that when you click on the “binoculars” [] icon to start the search, there are two options in that new search window: (Figure 7) →

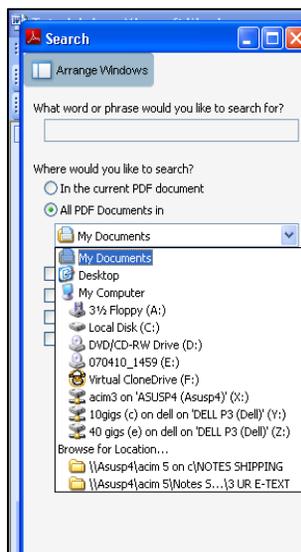


Figure 7 Searching Multiple Documents

Below that, as shown on the left, there is a “browse” dialogue box in which you can point to any directory on your computer or local network by clicking on the “v” to the right of “My Documents” as shown in Figure 7. The “e-texts” directories in our distribution are where all the searchable files are, and if you select that directory in this dialogue box, your search will cover all volumes of ACIM,

Where would you like to search?

- In the current PDF document
- All PDF Documents in:

rather than just the currently displayed one.

This can be slow, and the Concordance is a much quicker way to search all seven volumes, but still, this does work, and can be useful, so we’ll show you how to do it.

The main difference between this way of searching and the one we just did lies in where the search extends. So far our searches have been confined to a single file, or single volume of a single version. With this tool, we can extend our search as far as we wish. We enter our search parameters (*what* we want to search for) the same way as before, and then select the directory (folder) we wish our search to extend through.

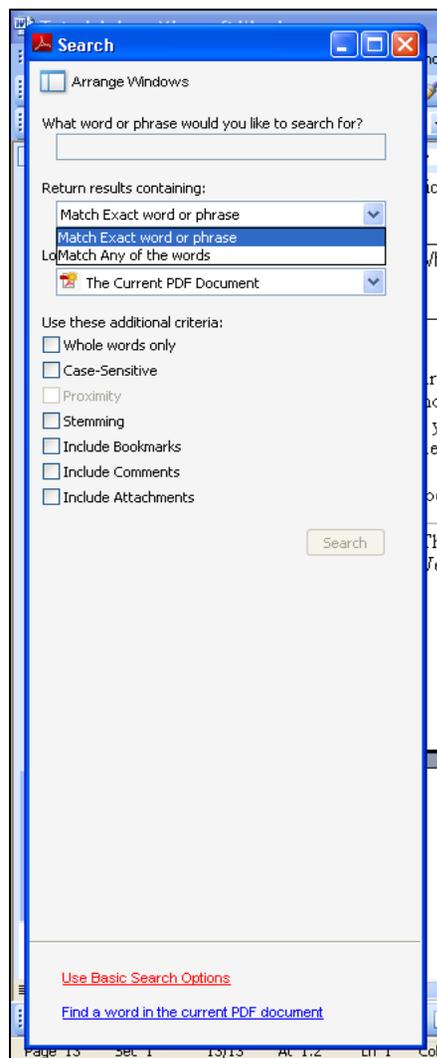


Figure 8 Advanced Search

12. *Advanced Search (other options)*

As you can see in **Figure 8**, you can select additional searching options, such as “exact word or phrase” or “Any of the words.” You can also make the search case-sensitive, match whole words only, so that a search for “**not**” doesn’t also find “**nothing**.”

One little caution is in order. When a footnote falls within a phrase, it causes problems. We’re working on a solution for this but at the moment *Acrobat* will not find a phrase if a footnote superscript indicator falls within it. It’s ok if the footnote is at the end or the beginning of the phrase, but if it’s in between words of the phrase, it effectively hides that phrase. This is not desirable, and as I said, we’re working on a fix.

This is one of several things which can cause a search for a precisely accurate phrase to fail. Generally if you start dropping words from either end of the phrase you’ll eventually find it.

Acrobat has additional highly advanced search features, including “Boolean” searches which are beyond the scope of this tutorial to explore. *Acrobat* Help has a good article on their use and a web search for “Boolean” will locate a great deal of additional information.

Our basic goal here is to locate a passage we know in the *Urtext* e-text so as to find a reference which we can then use to locate the same passage in the *Notes*. This isn’t a course in the tools of sophisticated textual analysis.

As noted previously, when *Acrobat Reader* is displayed within the Browser window, as is the installation default when using the menu, there is only a sub-set of the search capabilities available. You have to load *Acrobat* Reader directly or click on one of the PDF files in Windows Explorer to enable the full Advanced Search capabilities outlined here. Or you can reconfigure your browser to load *Acrobat* in a separate window. (see [Section 8](#), page 9 if you wish to do this)

13. Using Acrobat to find the reference in the Notes

We've just learned how to use *Acrobat* to search for words and phrases. Now we're going to search the e-text of the *Urtext* to locate the reference needed to find the same spot in the *Notes*. So load up *Acrobat* with the *Urtext* e-text as explained in the first section, and then click on the "binoculars"

[] to start a search. The search string for this example will be "teach only love." If we load the right volume we'll see the screen on the left. Our search string is highlighted in both the sidebar (left) and the text window (right of screen) and we need merely read our reference off from the beginning of the paragraph. We can see the paragraph reference is:

T 6 B 14.

We can also see two other instances of the phrase "teach only love" in the sidebar and we can check those out, but this is actually the one I was looking for.

If you don't find it, of course it's possible it's in another volume. Previously we showed you how to search across multiple volumes. Be advised that these searches can be very slow in *Acrobat*. That's where the *Concordance*, discussed later, comes in. It's also possible that punctuation or a footnote makes a correctly remembered phrase appear slightly differently.

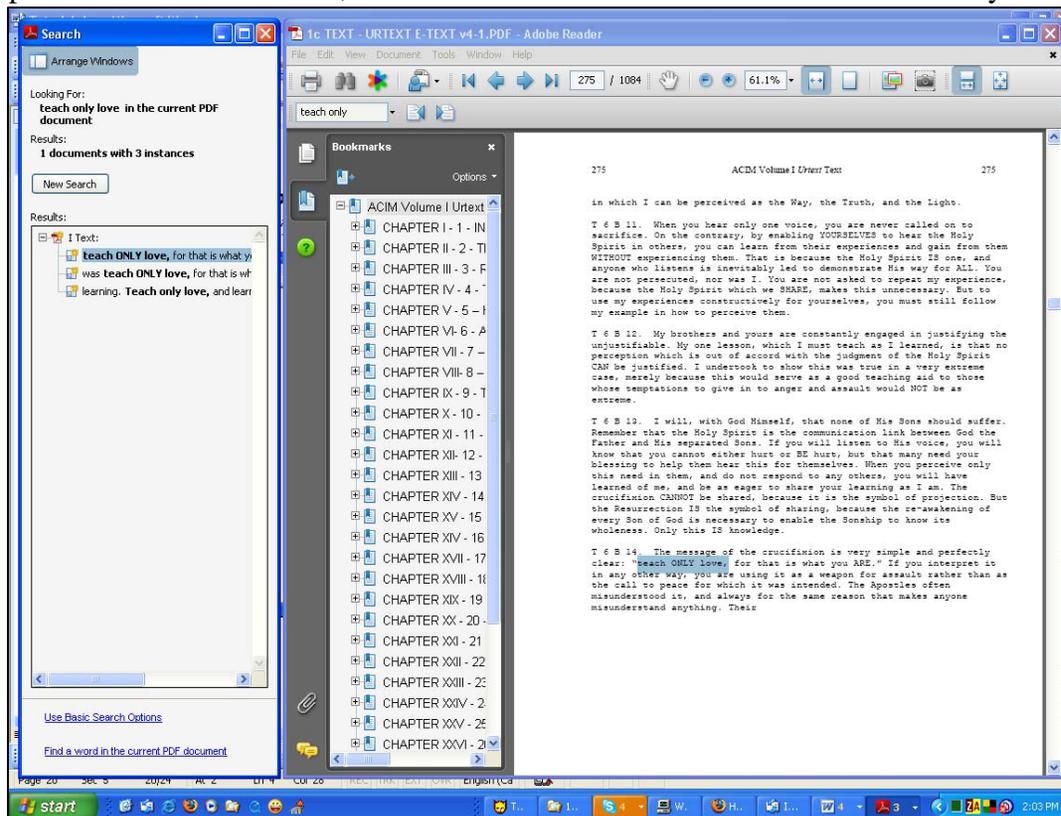


Figure 9 Finding our reference in *Acrobat*

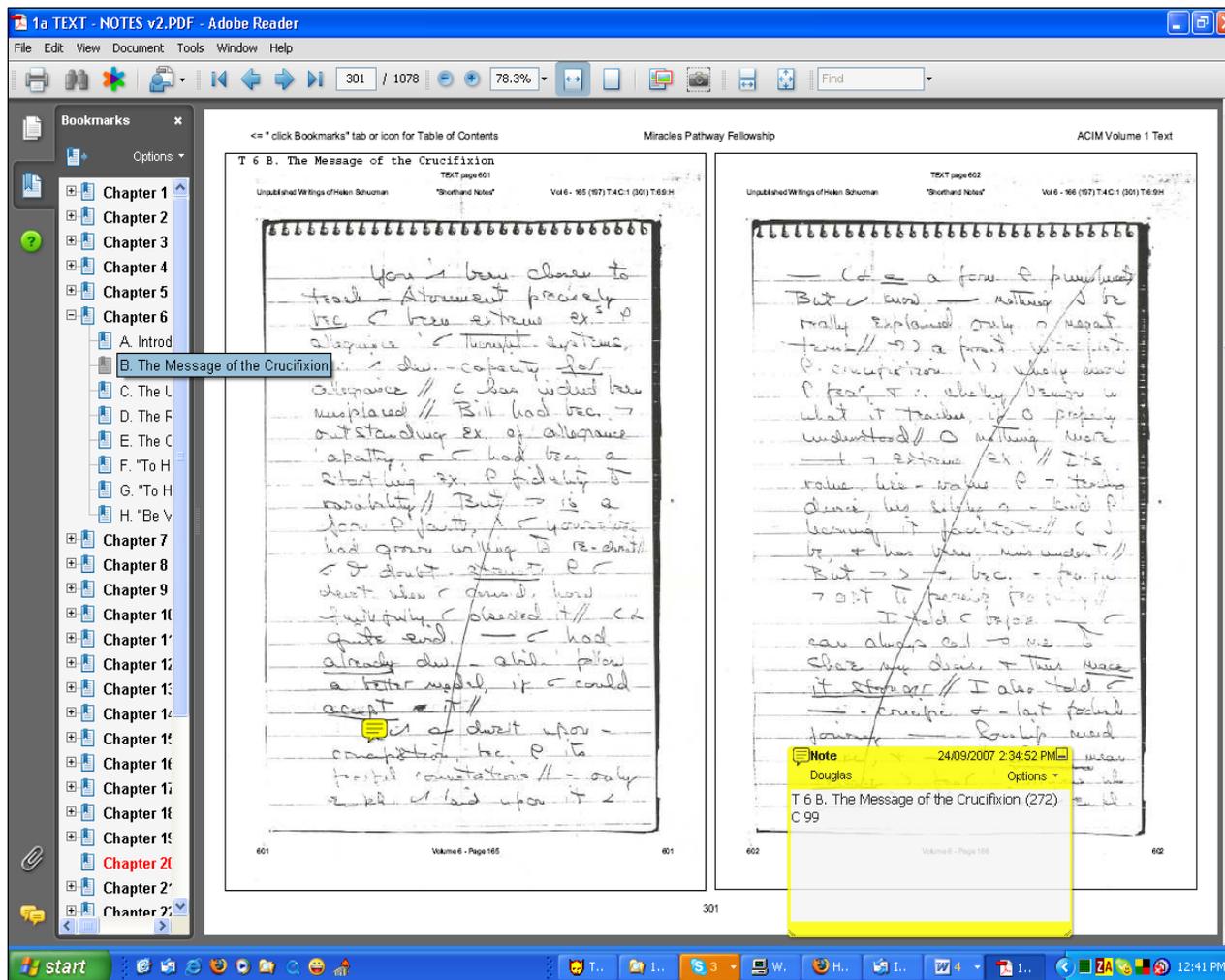


Figure 11 Using Bookmarks to jump to a section break

The yellow note points to the exact spot where section **B** begins, and now we have to go 14 paragraphs forward. That is actually unusually long. Only a few sections are more than 12 paragraphs.

At this point it is useful to be able to display both the *Notes* and the e-text of the *Urtext* so that we can precisely count and compare paragraph by paragraph.

The best tool for this is a second monitor, but we can do it with just one. We practiced doing this with two *Firefox* windows in section 3, and now we'll use another technique.

Load the two PDF files you want to view directly into *Acrobat Reader*, in this case the *Notes* and the e-text of the *Urtext*, and then click on **Window => Tile => Horizontally**. The result appears in the next screen shot.

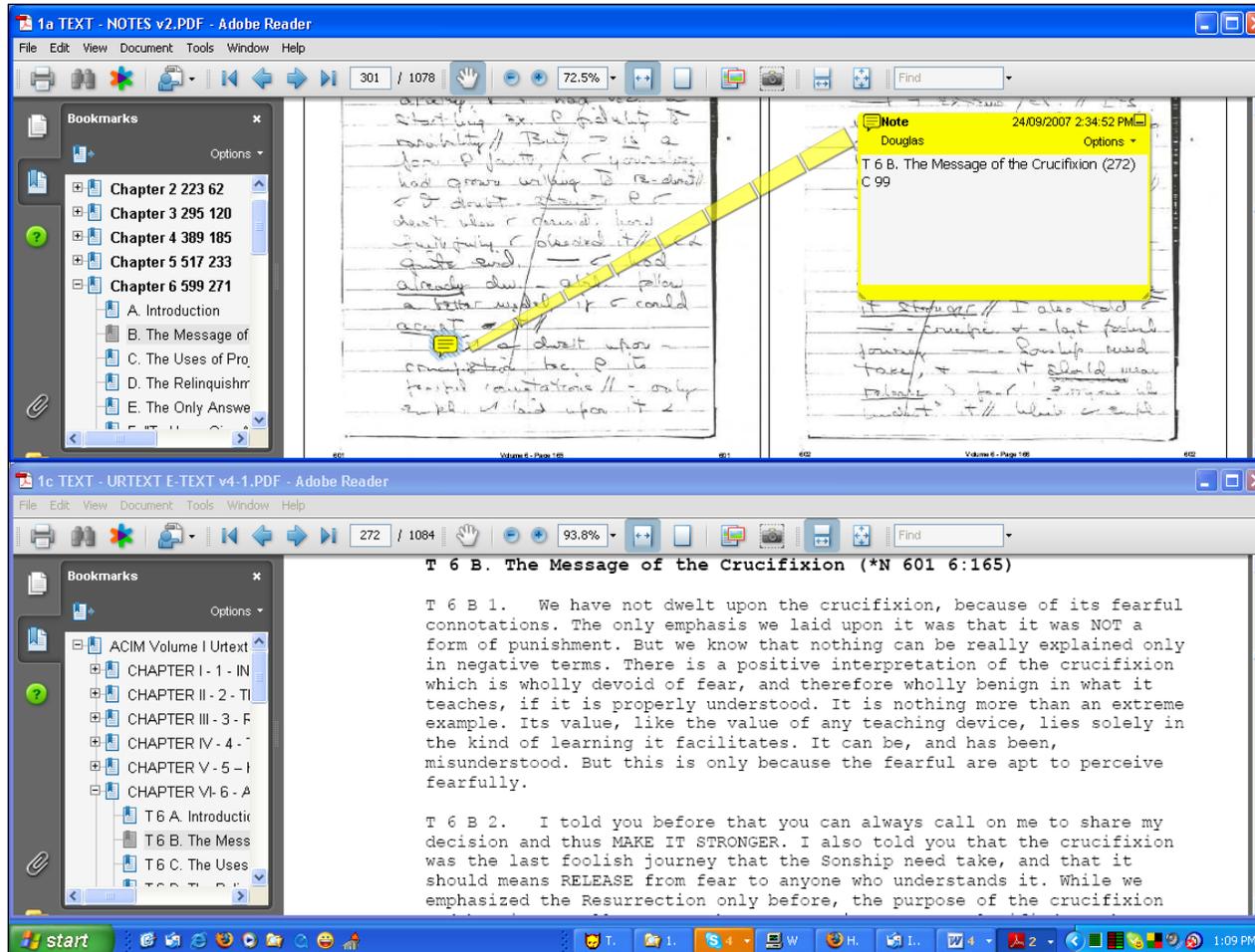


Figure 12 The *Notes* and the *Urtext* e-text viewed as horizontal tiles

Now, with the two copies side by side, the *Notes* on top here and the e-text of the *Urtext* below, we can scroll through both, paragraph by paragraph, until we get to the point we are seeking.

Remember that the yellow “sticky notes” can be moved or made to disappear when they obstruct our view of the text.

Note also that the paragraph breaks in the *Notes* and the *Urtext* are usually (though not always) the same, and are usually clearly marked with a large indentation. This makes it fairly easy, usually, to count paragraphs.

We can also count *Urtext* pages, and advance the *Notes* by the same number of double pages or twice the number of individual pages, and arrive roughly at the same point.

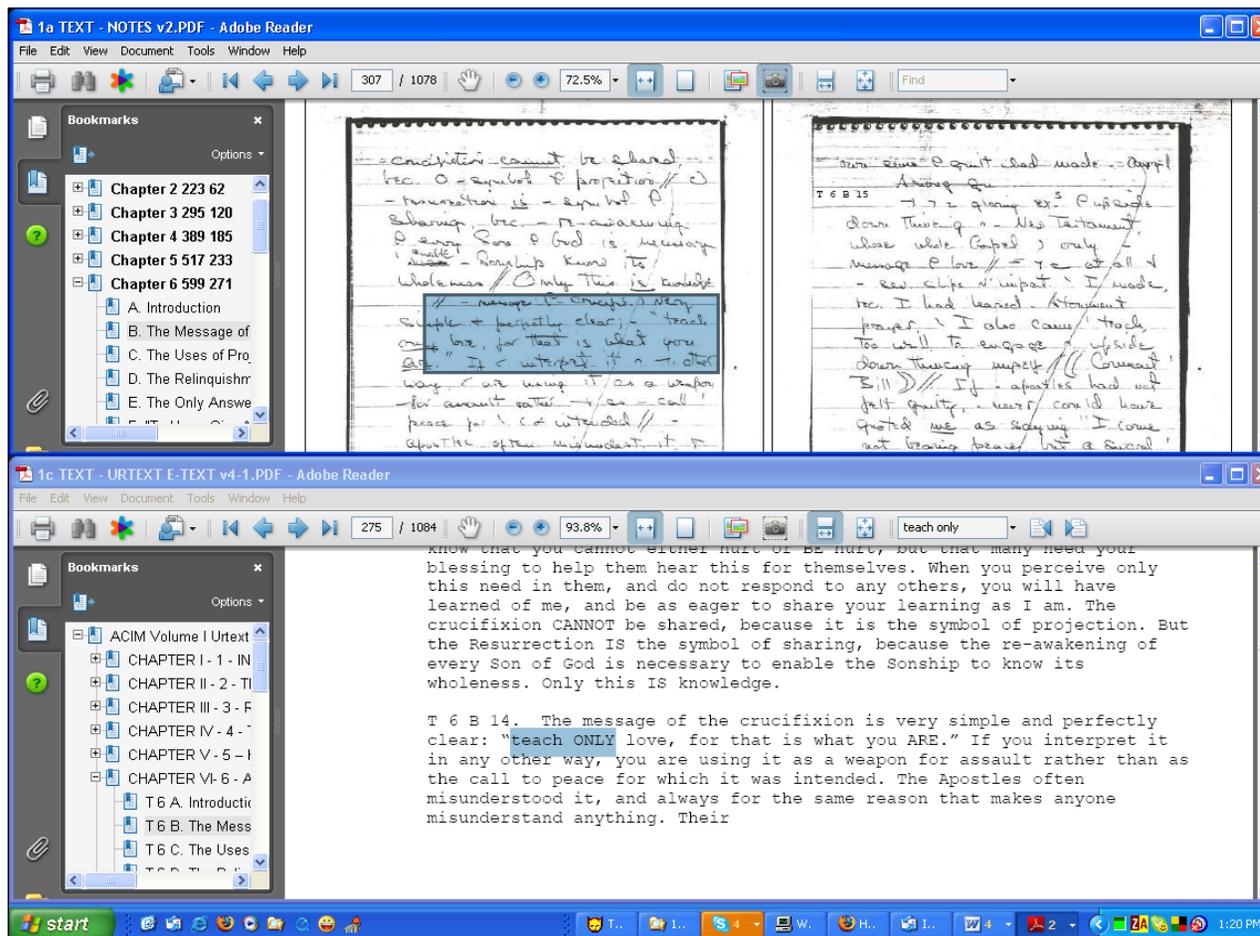


Figure 13 Aligning the e-text of the *Urtext* with the *Notes* to locate and compare the passage.

Hey! We found it just by counting paragraph indentations. I have shaded in the section here to point it out to you. It's not as easy to read the screen shot as it is on the actual screen.

You will notice also that on the right hand page here, the paragraph break is marked with the chapter, section and paragraph number in the left margin and the *Urtext* manuscript page number is marked in the right margin.

Since the *Tutorial* was prepared I have added paragraph references in all the *Notes* volumes except for the *Workbook* where only lesson and *Urtext* page numbers are added. These can be directly searched with Acrobat Reader's **FIND** and **SEARCH** functions, which greatly speeds up the process of locating particular passages.

15. Using Acrobat to Read Out Loud

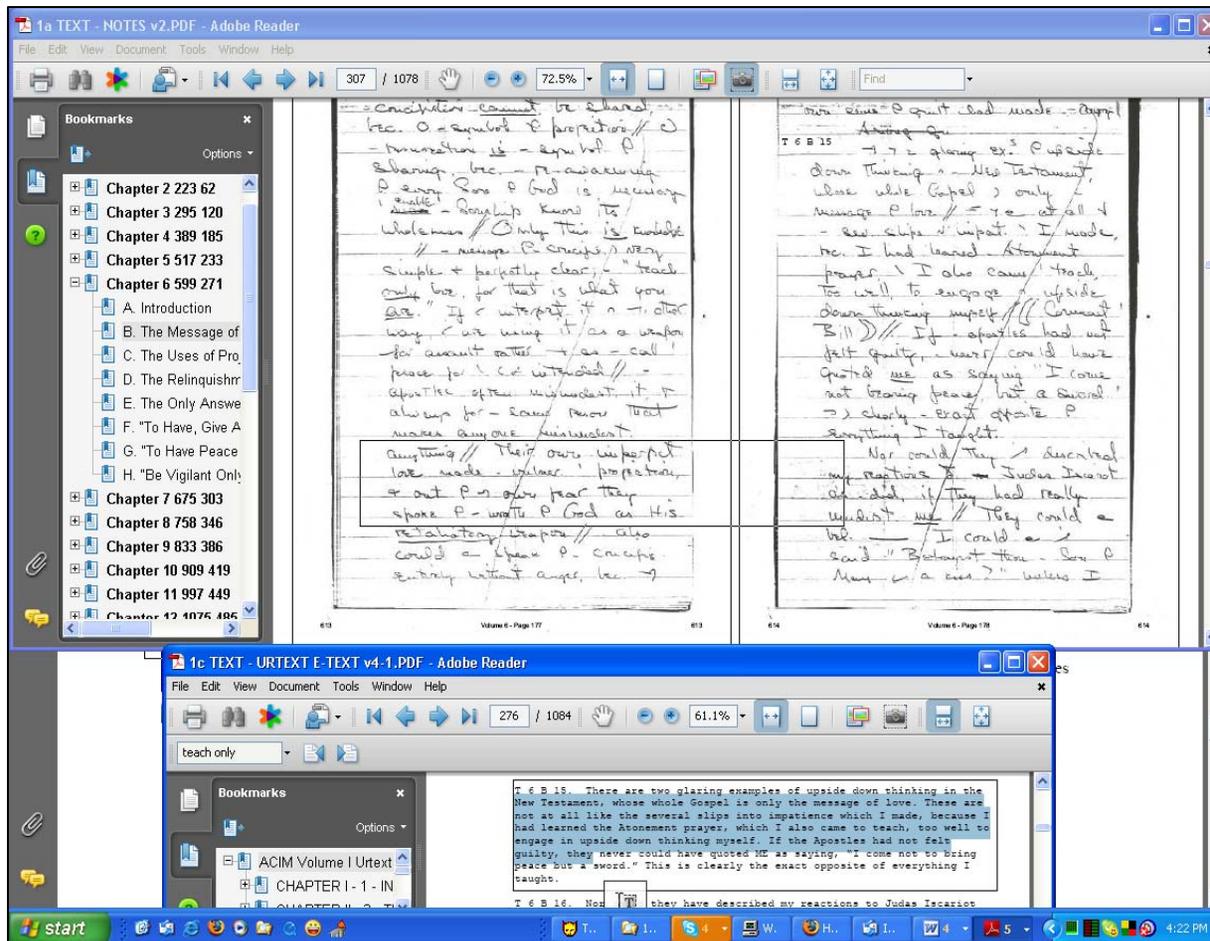


Figure 14 Acrobat reader configured for reading out loud

Now we get into some really fun stuff. We can get *Acrobat Reader* to *read out loud* from the e-text while we follow along in the *Notes*.

Click on **View => Read Out Loud => Activate** (see below for shortcuts)

If you reformat your tiled windows roughly as shown here you can get two whole pages of the *Notes* visible and then scroll through the smaller e-text window for the *Urtext*, highlighting the material there paragraph by paragraph. This makes it easy to get *Acrobat* to start and stop in small bits.

This is a whole lot faster than looking back and forth from one document to the other, word by word. It's also a great way to learn Helen's handwriting, to just have it read aloud as you follow along by eye.

Acrobat's "voice" is far from the best voice synthesizer which exists, but it is free and it's good enough

most of the time to be very useful. You can also use the e-text in the *Concordance* (see next section) and the free voice synthesizer in the *Opera Browser* to achieve results that are a bit easier to control.

Acrobat Out Loud Keyboard Controls

If you load *Acrobat* and then your file, you can use the **VIEW** menu on the top left of the screen in *Acrobat Reader 7* or *8* to activate the **Read Out Loud** feature. I can find no way to make the **VIEW** menu appear when *Acrobat* is called from within *Firefox* however. The keyboard controls do however work, but you will have to memorize them or refer to this page for a reminder.

Oddly, the keyboard controls are different in *Acrobat 7* and later versions. Those in versions *8* and *9* are more full-featured. Those are the only ones I'm going to describe because *Acrobat 8* and *9* are much better at reading out loud.

Shift+Ctrl+Y toggles it on or off.

Shift+Ctrl+V reads to end of page.

Shift+Ctrl+B reads to end of document.

Shift+Ctrl+C pause.

Shift+Ctrl+E stops.

Acrobat Reader 9 also allows you to highlight or box limited portions of a page, such as single paragraphs once **Read Out Loud** is toggled on and this very much increases the utility of the program for working through the *Notes*.

As shown in the previous illustration, if you can get a page or two of the *Notes* visible and in another window an e-text version of the same material, getting *Acrobat* (or any voice synthesizer) to “talk the paragraph” makes it much easier and faster to read Helen's *Notes* until you become fluent with her handwriting and shorthand. It's possible to move through the *Notes* quite quickly and in the process you gain fluency with her unique script.

A better, but more expensive way

I use “*Text Aloud*” software for this purpose which has the advantage of a pause button. Unfortunately it is not free software. Its pause button will sit in a corner of the screen and I can highlight and copy anything I can see and *Text Aloud* will read it. It also has configurable pronunciation so we get a better sounding voice.

I also use two monitors so I have the *Concordance* e-text in my web browser on one monitor and *Acrobat* displaying the *Notes* on the other and I highlight the portions I want to have read and away we go!

Of course you could also get a friend to just read it aloud “human-style.”

There are several other twists I've tried. One is to print out pages and prop those beside the monitor. Another is to print out both versions and put them in a binder on facing pages, so I have it on paper in front of me. And I've had *Text-Aloud* put whole chapters on audio CDs so I can sit back and listen on my CD player with its PAUSE button. You could similarly use any portable audio player.

This, in my view, is by far the best, and its advantages become more apparent the more of this you're doing. To check a single paragraph is reasonably easy with the techniques shown here. To check a whole chapter becomes quite awkward because you have to keep scrolling the screens and bouncing between windows and regulating the "voice." I find printing

the material on facing pages is vastly easier to work with and easier to mark-up. I just use an orange pencil.

The purpose here, however, is to show you how to FIND material in the *Notes* using the cross-referencing we've put into the material. It is beyond the scope of this tutorial to do more than mention the possibility and benefits of rendering the e-text in audio.

16. Using the Concordance for fast searching

At the URL <http://www.execulink.com/~dthomp75/2007/index.htm> you will find the *MPF On-Line Concordance*. Generally you

will find the most recent updated version on the website.

A simplified abridged Concordance is also available from the CD main menu.

A Concordance lists every word in a document along with its precise location and its context. In addition to the basic task of locating a certain passage, it has many more complex textual analysis uses, including the useful indicator of the number of occurrences of each word and a browsable list of all the words.

It is also lightning fast, unlike *Acrobat*, when dealing with all seven volumes. Locating all instances of a single word is instant in Concordance and can take up to a whole minute in *Acrobat* on a fast computer, and much longer on a slow one.

From the opening screen, shown here, click on “**Seven Volume Urtex Concordance**”.

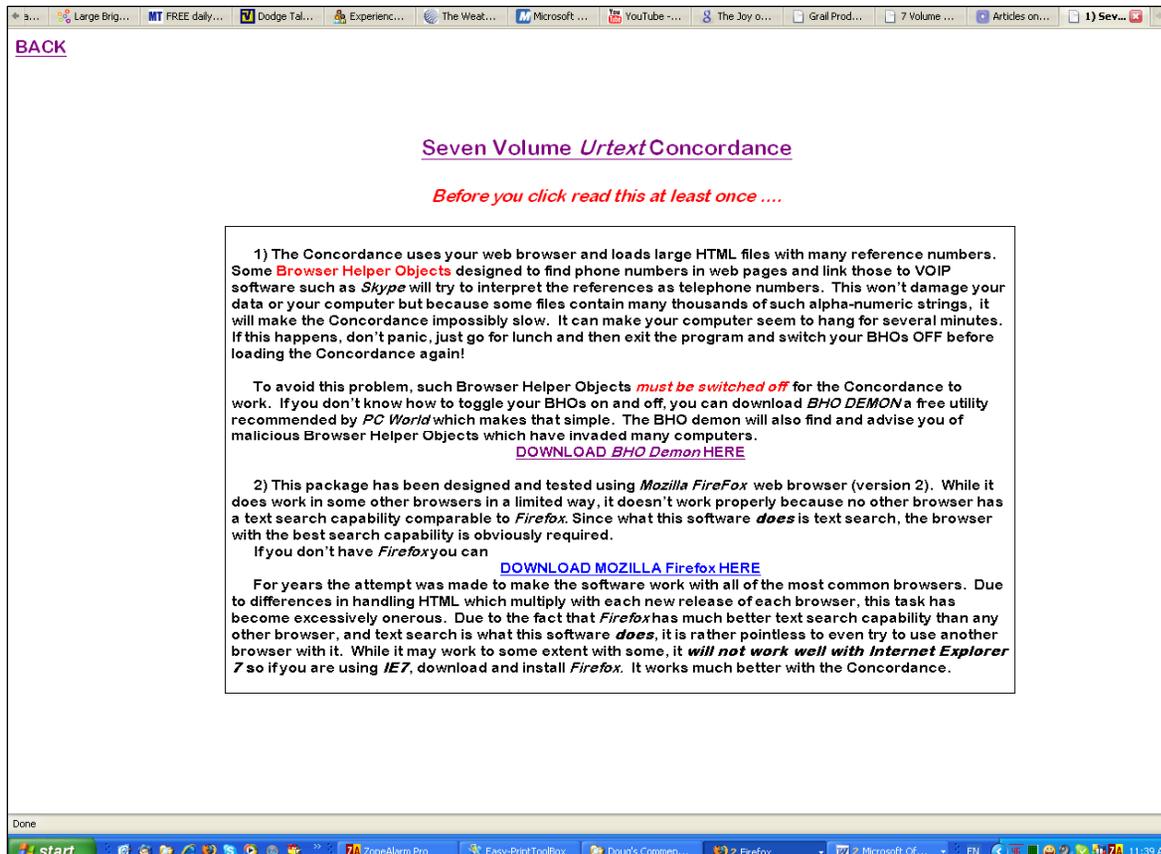


Figure 15 The opening screen of the Abridged Concordance

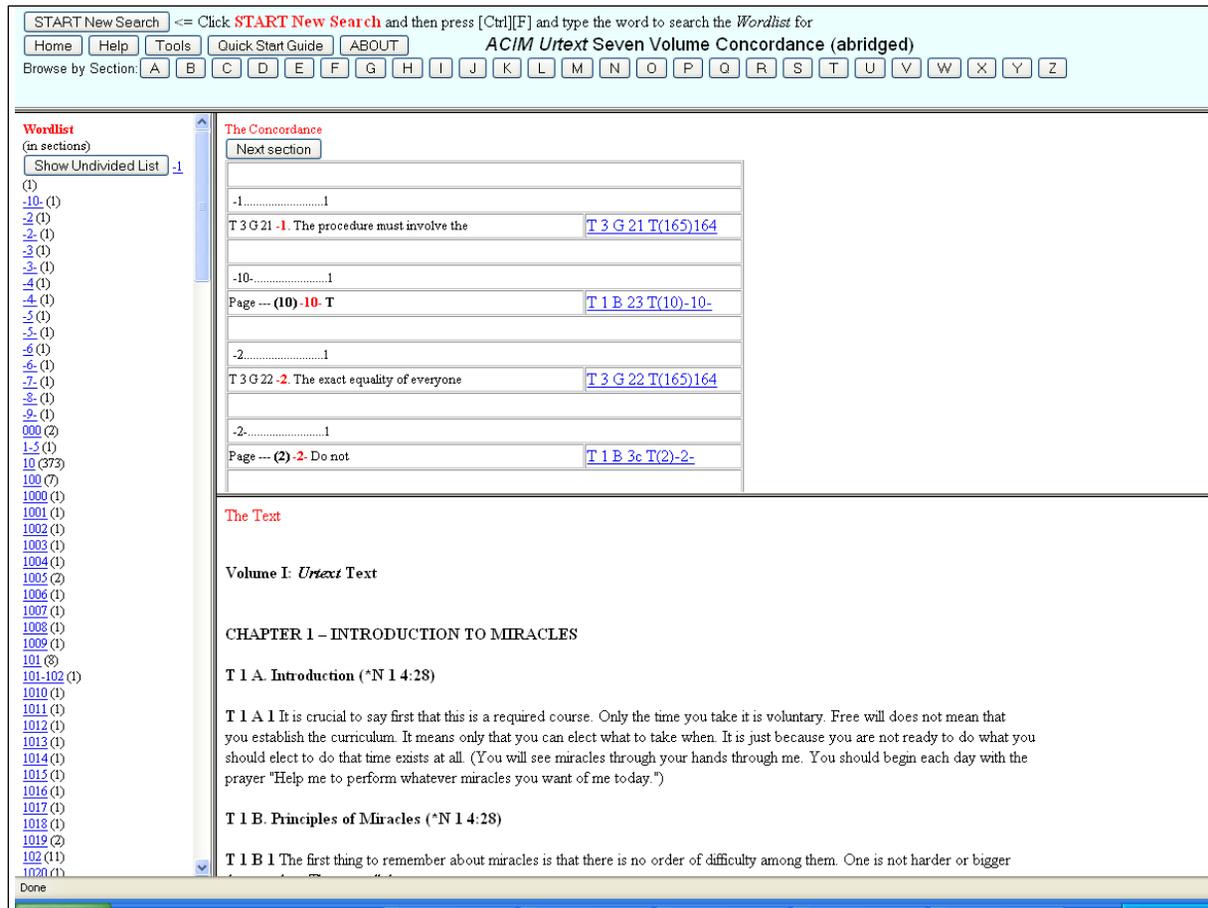
Now I know this warning looks scary, but it is necessary for first time users to know that certain “BHOs” will screw up the Concordance, most notably those which look for phone numbers to link to your VOIP software, if you use VOIP software such as SKYPE.

Because the Concordance has millions of “numbers” that look to the BHOs like phone numbers, even fast computers will stall right out as the BHO tries to turn a chapter and section reference into a number you can dial.

It won't actually damage your computer or your data but your computer will seem to ‘hang’ until millions of numbers are digested by such BHOs.

If you use such software it must be toggled **OFF** for the Concordance to work. This page explains how to do it. If you don't use such software or you have switched it off, just click on the top line to bypass the warning. Then you get to the following screen.

It is further important to know that while the Concordance works slowly and clumsily with *Internet Explorer* it works much better with the *Mozilla Firefox 2* browser, which is available as a free download. This browser is highly recommended for the Concordances.



(vertical frame on the left). This is necessary to direct the search to that frame first. Then press

Figure 16 Concordance opening screen where searching starts

This is the opening screen of the Concordance. While the user interface is not as *intuitive* as it might be and is not *graphical* as I'd like, it is actually *not complicated* either and doesn't take long to learn if you follow these instructions carefully.

You see the screen is divided into four frames, a pale blue horizontal *Navigator* frame along the top, a vertical white *Wordlist* frame on the left, and two horizontal white background frames in the middle and lower right. They are the *Concordance* frames and the *Text* frames.

That will all make perfect sense in a few minutes.

First, the *Navigator* frame is where you choose what you want to do and if we are here to **SEARCH** then we click on the first line: **START New Search**. Then follow the instruction and *left click on any blank spot in the **Wordlist***

Control + F.

START New Search <= Click **START New Search** and then press [Ctrl][F] and type the word to search the *Wordlist* for

Home Help Tools Quick Start Guide ABOUT
AC/IM Urtext Seven Volume Concordance (abridged)

Browse by Section: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

TEACH.....334

more to learn than to teach . When your equilibrium stabilizes, you	T 1 B 22r T(9)-9
your equilibrium stabilizes, you can teach AS MUCH as you learn	T 1 B 22r T(9)-9
expedient, or an attempt to teach man the meaning of mercy	T 2 B 8 T(74)74
a pupil who refuses to teach others. He wants to maintain	T 3 G 39 T(170)169
have made EVERY effort to teach you ENTIRELY without fear. If	T 3 G 41 T(171)170
paralyzed. He also cannot really teach . T 3 G 43	T 3 G 42 T(171)170
B. says that he cannot teach , he is making the same	T 3 G 44 T(172)171
could not be afraid to teach unless he still believes that	T 4 B 6 T(189)C 16
I learned it I can teach it. I never attack your	T 4 B 11 T(190)C 17
but I DO try to teach them how their thought-systems have	T 4 B 11 T(190)C 17
this foolishness, Bill. I will teach with you and live with	T 4 B 16 T(191)C 18
if he is afraid to teach than if he is frankly	T 4 B 17 T(192)C 19
Bill, you are afraid to teach ONLY because you are afraid	T 4 B 18 T(192)C 19

than to teach. When your equilibrium stabilizes, you can teach AS MUCH as you learn. This will give you the proper sense of balance. Meanwhile, remember that NO EFFORT IS WASTED. Unless you remember this, you cannot avail yourself of MY efforts, which are limitless.

T 1 B 22s (Have a good day.) Since only eternity is real, why not use the illusion of time constructively? You might remember that "underneath are the Everlasting Arms."

T 1 B 22t BIBLICAL QUOTATION: "If you are ashamed of me before men, I will be ashamed of you before God." (HS ? of misquote.) is interpreted as a threat ONLY as long you remain in the first step. (see bottom of p. 6 for steps.)

T 1 B 22u What it REALLY means is that if you are ashamed of me (or embarrassed by love), you will project and therefore make it impossible for me to reach you. Make every effort you can NOT to do this. I will help you as much as you will let me.

T 1 B 23 Miracles make time and tide wait for all men. They can heal the sick and raise the dead because man himself made both death and taxes, and can abolish both. Note: Tax also means "strain". (One definition for miracles is: "That which, or one who, is of surpassing excellence or merit.") (from Dictionary, third definition)

Find: TEACH Next Previous Highlight all Match case

Figure 17 initial search results

Now we have two choices, we can simply scroll through the list of “hits” in the central *Concordance* frame, or we can enter more words. In this case I’m searching for “**teach only love**” so in the search box, now that I have got all lines in which the word “teach” appears, I can search for “teach only.”

Now we entered the word “teach” in the text search box (which shows up on the bottom left after we press **Control+F**) and then clicked on the highlighted word “**TEACH (334)**” in the *Wordlist* frame and then we see all instances of the that word, with five words of context on either side show up in the central *Concordance* frame (the uppermost of the two large frames). By clicking on the reference (blue numbers and letters to the right of each Concordance line) the *Text* frame at the bottom right will instantly scroll to that point in the *Text*.

So to review: after pressing **Control + F** we enter the word we want to search for in the text search box and if we don’t see an immediate match, we press the “**Next**” green arrow to the right of the search box.

Then, when the word we want shows up we click on that and all instances of that word, with context are displayed in the central *Concordance* frame.

START New Search <=> Click **START New Search** and then press [Ctrl][F] and type the word to search the *Wordlist* for

Home Help Tools Quick Start Guide ABOUT **ACIM Utext Seven Volume Concordance (abridged)**

Browse by Section: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SYMPTOM LEVEL (1)
 SYMPTOMS (8)
 SYNDROME (1)
 SYNONYMOUS (4)
 SYSTEM (7)
 SYSTEMATICALLY (1)
 SYSTEMS (10)

TABLE (17)
 TABLES (1)
 TACTILY (2)
 TACTICS (2)
 TAINTED (1)
 TAKE (36)
 TAKEN (65)
 TAKER (1)
 TAKES (137)
 TAKEH (2)
 TAKING (32)
 TALE (2)
 TALENT (4)
 TALENTED (1)
 TALENTS (3)
 TALKS (1)
 TALK (2)
 TALKING (1)
 TALL (1)
 TAMPERING (1)
 TANGENTIAL (1)
 TANGIBLE (3)
 TANTRUMS (1)
 TARGET (4)
 TARNISH (3)
 TARNISHED (1)
 TARRY (1)
 TASK (46)
 TASKS (2)
 TASTE (1)
 TASTES (1)
 TAUGHT (103)
 TAX (1)
 TAXES (1)
 TAXI (2)
 TEACH (234)

I can upon you to **teach** what you have learned, because
 give it away. As you **teach**, so shall you learn. I
 His fairness, and let me **teach** you how to share it
 You have been chosen to **teach** the Atonement precisely BECAUSE you
 the crucifixion was intended to **teach** was that it is not
 it, you will help me **TEACH** it. **T 6 B**
 have said before, As you **teach** so shall you learn. If
 of God should WANT to **teach** if they are to realize
 realize their own salvation. Rather **teach** your own perfect immunity, which
 there is, and do not **TEACH** that there is. Remember always
 what you believe you WILL **teach**. Believe with me, and we
 for me. Help me to **teach** it to our brothers in
 for you, or you will **teach** amiss. **T 6 B**
 one lesson, which I must **teach** as I learned, is that
 very simple and perfectly clear: **teach ONLY love, for that is**
T 6 B 14 The message of the crucifixion is very simple and perfectly clear: **teach ONLY love, for that is what you ARE** If you
 interpret it in any other way, you are using it as a weapon for assault rather than as the call to peace for which it was intended. The
 Apostles often misunderstood it, and always for the same reason that makes anyone misunderstand anything. Their

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own imperfect love made them vulnerable to projection, and out of their own fear they spoke of the wrath of God as His retaliatory
 weapon. They also could not speak of the crucifixion entirely without anger, because their own sense of guilt had made them angry.

T 6 B 15 There are two glaring examples of upside down thinking in the New Testament, whose whole Gospel is only the message
 of love. These are not at all like the several slips into impatience which I made, because I had learned the Atonement prayer, which I
 also came to teach, too well to engage in upside down thinking myself. If the Apostles had not felt guilty, they never could have
 quoted ME as saying, "I come not to bring peace but a sword." This is clearly the exact opposite of everything I taught.

T 6 B 16 Nor could they have described my reactions to Judas Iscariot as they did, if they had really understood ME. They could
 not have believed that I could [?not] have said, "Betrayest thou the Son of Man with a kiss?" unless I BELIEVED IN BETRAYAL.
 The whole message of the crucifixion was simply that I did NOT. The "punishment" which I am said to have called forth upon

Find: TEACH only | Next Previous Highlight all Match case

Done

Figure 18 finding the line we want in the **Concordance** frame.

This is a good example to try. As you type additional letters you will see *Firefox* jump to the next match of the partial search string. Finally when I type "I" in "love" I find the one I want.

On the lower line of the central **Concordance** frame you can see it highlighted.

On the right of that line (bottom line of central **Concordance** frame) I see that the reference is **T 6 B 14 T(275)**. Text, chapter 6, section B, paragraph 14 on page 275 of the *Utext*.

If I'm here just to find the reference so as to look it up in the *Notes*, I have what I need, I have the reference now. The Concordance has done its job. I can click on that reference and see that line of text in the **Text** frame, so let's do that.

Now you can see the line we were looking for highlighted in the lower right **Text** frame.

And there it is ... the line I was searching for! In this *Text* frame the whole of the seven volumes is included and exceptionally fast text searches for phrases or words are simple.

If this description seems long and tedious and confusing and cumbersome, remember that *it isn't*. After you have any BHO issues dealt with and know which browser you'll be using, you can click through the first entry screen in a second, then just click "*Start New Search*" and **Control + F** and enter what you are searching for. In an instant you'll find all instances of that word.

With other options in the *Navigator* frame you can view a variety of help and documentation screens and you can click any letter to browse all headwords starting with that letter.

With the page number or chapter/section/paragraph reference you can of course readily check the manuscript facsimile or the *Notes* facsimile to verify accuracy of the e-text found. This is generally a good idea because while there aren't many mistakes in these copies, there still are a few. I encourage you from here to just click on the various buttons in the *Navigator* frame and see what they do. You'll find there are many other ways of using this tool to search ACIM in various ways. The "**HELP**" and "**ABOUT**" buttons also offer more extensive documentation. We have done what we came to do, we have found and identified our reference. The first time you use the software you'll likely spend a few minutes sorting out BHO and Browser issues. Once that process is sorted out, this kind of search can take 5 or ten seconds.

17. Using the Concordance in Split Screen mode with Firefox

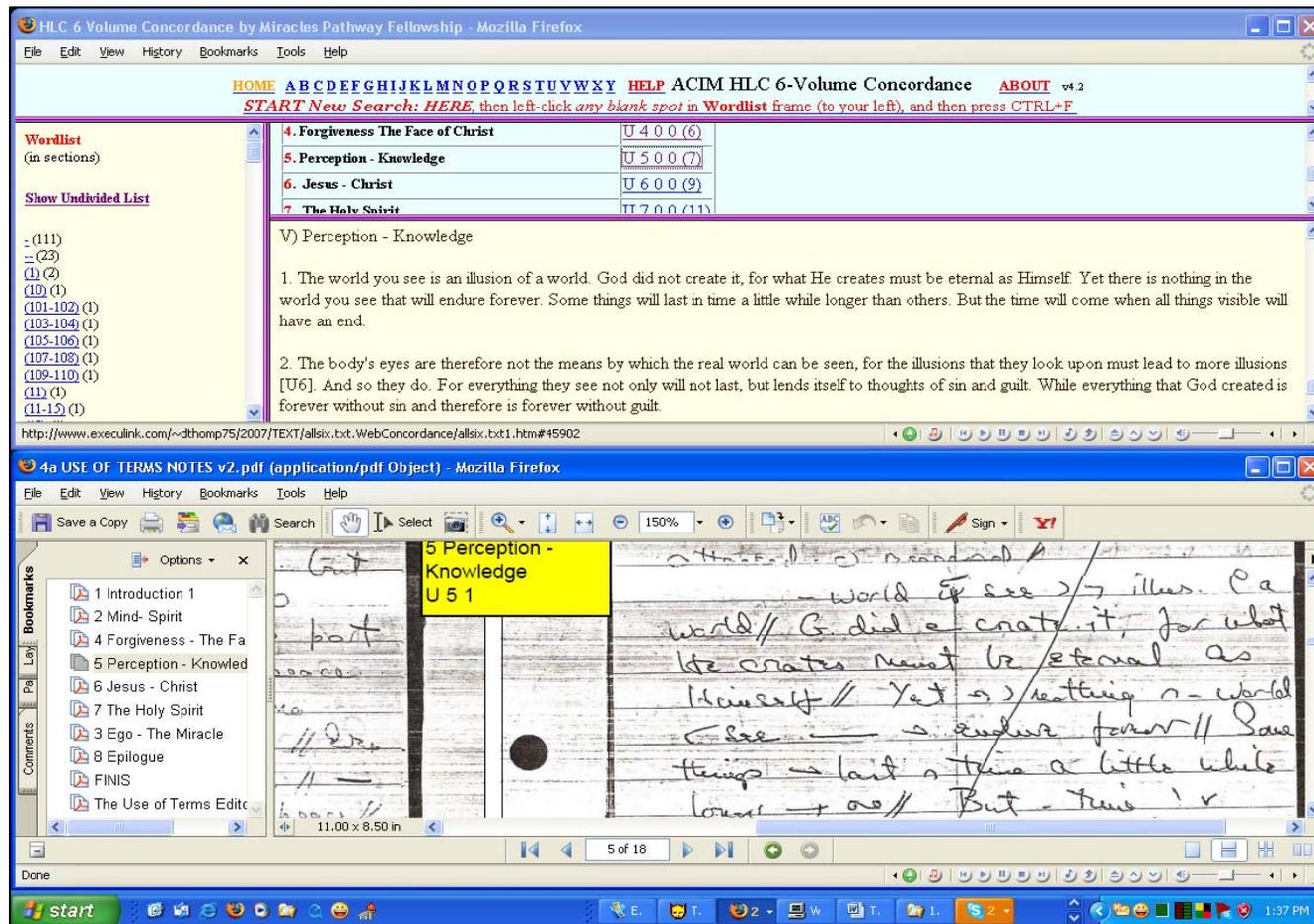


Figure 19 Concordance and Notes PDFs in horizontal split screen browser display. As you can see, by splitting the screen, even a rather large screen in this example, you end up with only a few lines of each document, displayed over and under.

We began by comparing two PDF documents using two *Firefox* windows and “tiling” them horizontally. We can do the same with the Concordance and a PDF file. We can tile two *Firefox* browser windows and have the Concordance in one and any of the PDF files in the other. The screen shot here shows the result.

We have the *Use of Terms* open to the beginning of section 5 in both. The advantage of using the Concordance rather than *Acrobat Reader* lies in the speed and flexibility of its searching features.

While either can certainly be used, the Concordance is considerably more powerful and flexible in certain very important ways, a key one of

which is the near-instantaneous searching of all seven volumes and the superiority of the *Firefox* text search capability. When you search in *Firefox*, rather than entering a search string and then pressing return, *Firefox* jumps to the first instance of the first letter you type, and so-on, which results in dramatically

faster searches and instant recognition when the string you're typing is not present. And *Firefox* can do this quickly over enormously large volumes of text.

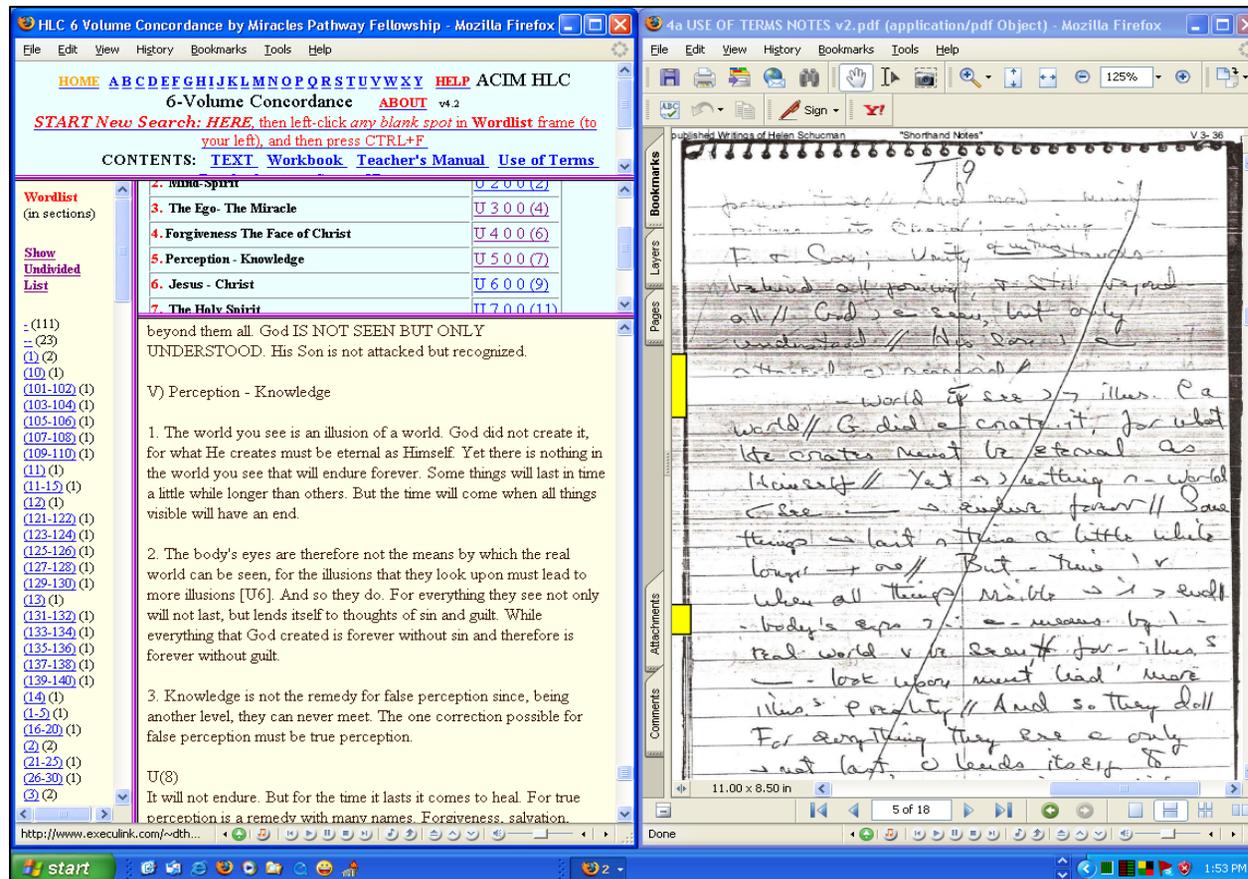


Figure 20 Concordance and Notes PDFs in split screen vertical display

It is sometimes preferable to split the screen vertically. This screen shot shows the previous horizontal view of the two browser windows when “tiled” vertically. The Concordance is on the left, the PDF viewer within *Firefox* on the right. You can see that we have somewhat more text visible on each side.

To achieve this result, however, we have to close the “Bookmarks” sidebar in *Acrobat Reader*. Once we have used the “Bookmarks” to locate the section we want, closing it is not a serious disadvantage.

Once again I wish to stress that for serious textual comparison work the split screen is no substitute for a dual-head hardware configuration with two monitors. Such a set-up allows you to have full pages of two documents displayed side by side in larger type.

The split-screen or “tiled” views do permit an adequate display of somewhat smaller portions of the pages but to achieve that display takes considerable fiddling whereas with two monitors, each one displays in “single screen” mode which requires no fiddling.

Of course I am speaking only from my own experience and the setup which works best for one may not be the best for anyone else.

The techniques of tiling windows on a single monitor are certainly usable to bring twin documents side by side for compari-

son. They are, however, rather clumsy when compared with the dual monitor option. In my view these techniques are not suitable for serious or sustained document comparison. If you plan on doing more than the occasional comparison, I strongly recommend that you seriously consider obtaining a second monitor.

The following screen shot shows the same windows as the previous figures, but this time spread over two monitors instead of squeezed onto one. No tiling or fiddling is required to achieve this view. This is the way it comes up when two windows are opened.

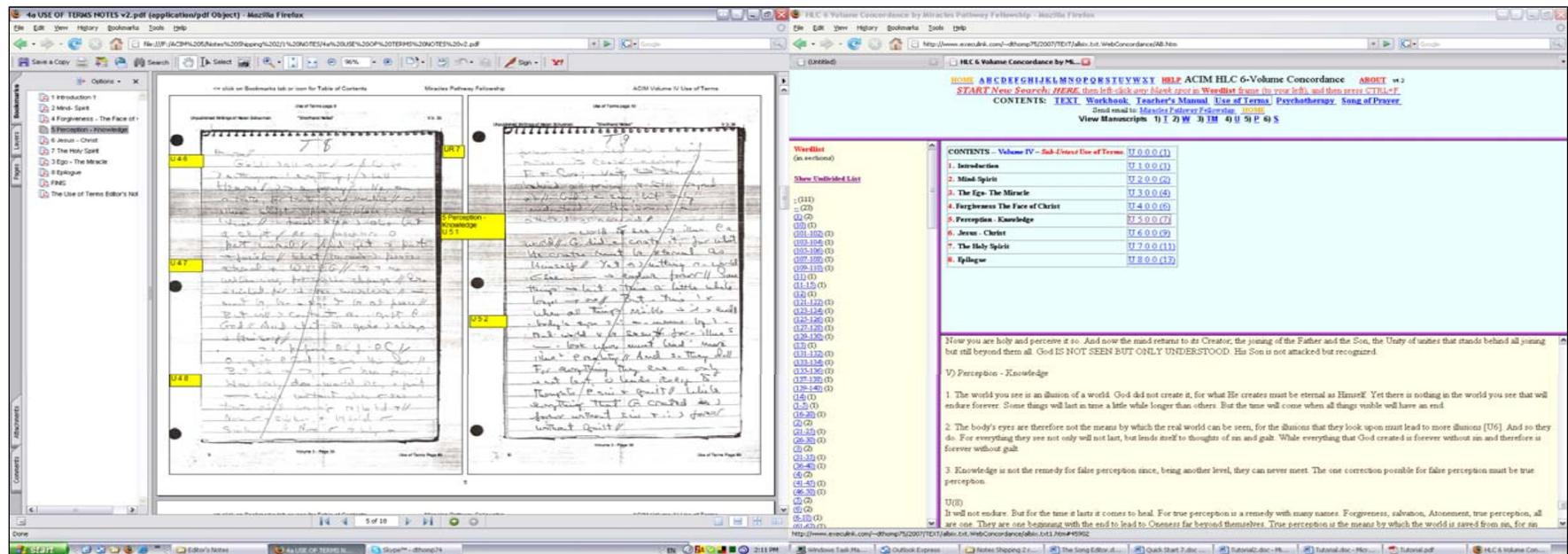


Figure 21 This “dual head” screen shot shows how much more you can get on your “desktop” by adding a second monitor.

18. *In summary – get a second monitor*

When I first began document comparison I fiddled a great deal with various ways to get two documents on a small computer monitor side by side. The results were never really satisfactory, and always “fiddly.” My fiddling ended when a good friend told me about the ‘dual head’ two-monitor option in Windows XP. When I discovered I could get a dual head video card and a spare used CRT monitor for a very modest price, I did so and I’ve never looked back.

For some operations, such as simply composing a letter, for instance, or reading a single document, the second monitor has little use. But as soon as you need to look something up, compare documents, or keep a tutorial or help window visible on one screen while you try to follow instructions on another, the benefits of this tool are enormous.

In preparing this tutorial for people who will mostly be using single monitor computers, I’ve once again engaged in a great deal of fiddling to see how to do what this collection of documents is for: DOCUMENT COMPARISONS.

Of course you can get two documents to display on one monitor but it takes a great deal more fiddling and in the end you have much smaller portions of the documents visible, and generally they are displayed in a smaller size.

I cannot recommend that second monitor highly enough. These days used CRT monitors, sometimes of very

high quality, monitors which cost hundreds of dollars a few years ago, are often found in these parts for \$20 or even less. Used dual head video cards cost about the same. If you plan on doing any significant amount of document comparison, invest in the “right tools” and you will never regret it.

With such tools it is really a snap to pop the *Urtext* e-text up on one monitor, either in the PDFs on this CD or in the Concordance, search for the phrase you want, locate the reference and then pop the appropriate *Notes* volume up on the other monitor and quickly have the two in front of you, side by side. But don’t take it from me, check out this article from PC World:

http://pcworld.about.com/news/May252005id120707.htm?iam=omma_100_SKD&terms=%22UltraMon%22

That article also discusses a very useful bit of software, “[UltraMon](#),” which makes it easier to use two monitors. That’s a \$40 expense, and well worth every penny.

And when you are shopping for used monitors, get the very largest you can manage ... with computer monitors and this kind of work in text comparison “bigger IS better.”

Check out **Figure 21** again. That’s what I’m looking at. What are you looking at?

19. Obtaining Acrobat Reader 9

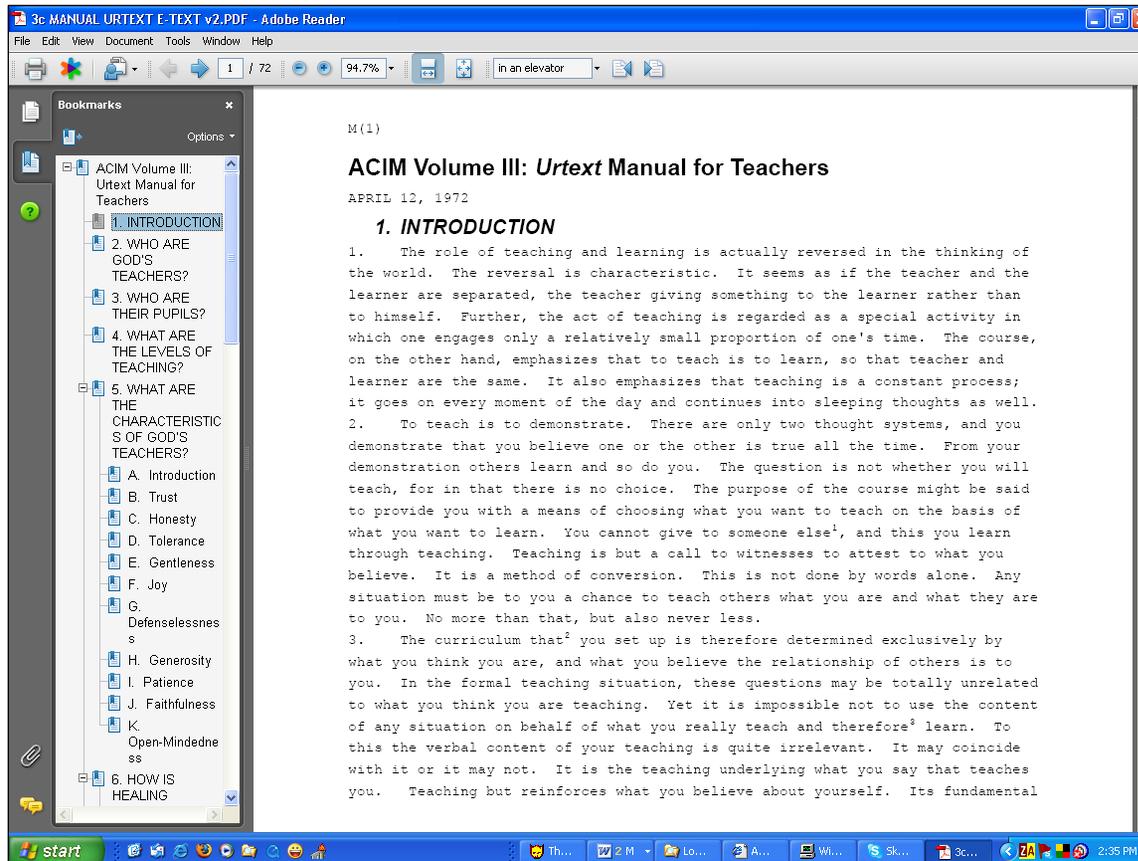


Figure 22 Initial view of the e-text in Acrobat Reader 9, in this case showing the *Manual for Teachers*

If you don't have *Acrobat Reader 9*, it's available free at ADOBE.COM and I suggest you download and install it. Whether your installation is new or old, there are some tools in *Acrobat* which aren't the defaults, which should be enabled for the kind of work we're going to be doing.

If you just installed *Acrobat Reader 9*, you'll see something much like this screenshot when you click on the file:

“3c MANUAL URTEXT E-TEXT v2.PDF”

That file is the third option in the third column of the menu: *Manual*.

20. Configuring Acrobat Reader 9

There are a few changes from the default setup which I highly recommend, and I'll show you how to do them. I find *Acrobat Reader's* “**Bookmarks**” sidebar is easier to use if it doesn't wrap long names, especially with some of the huge **Bookmark** lists we're

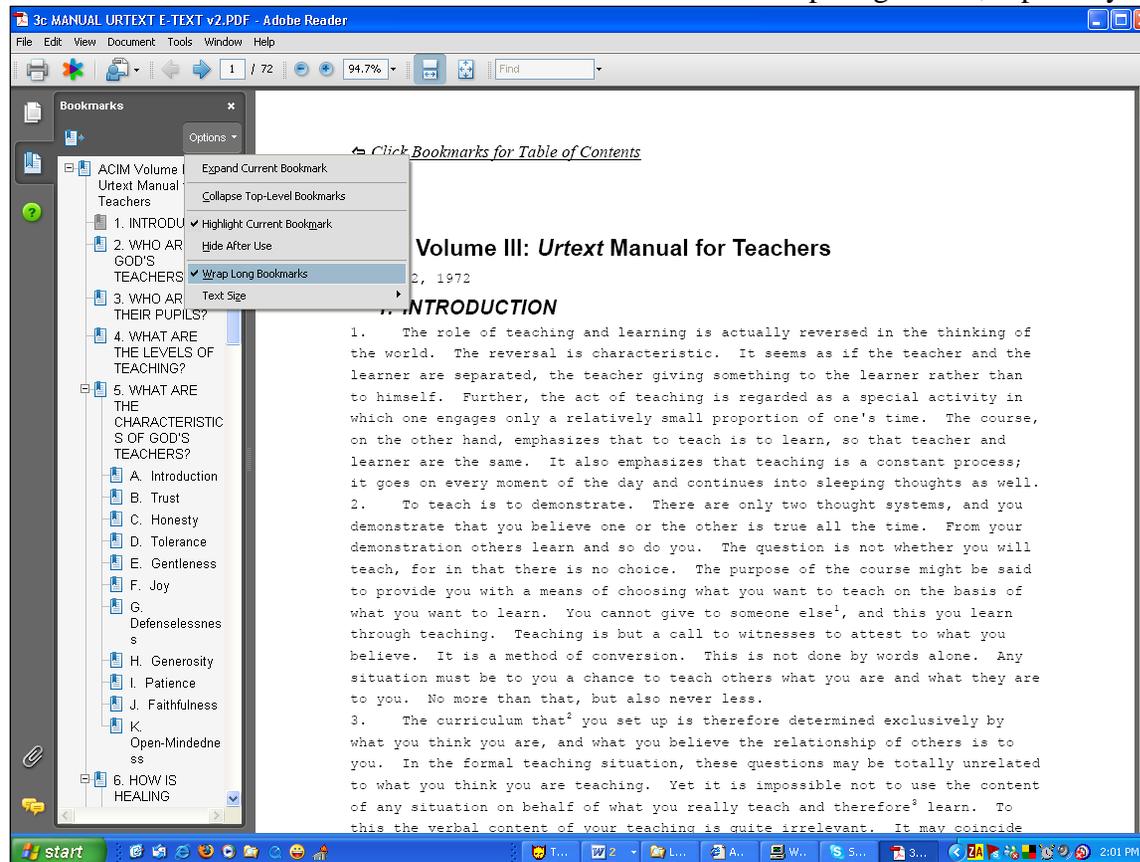
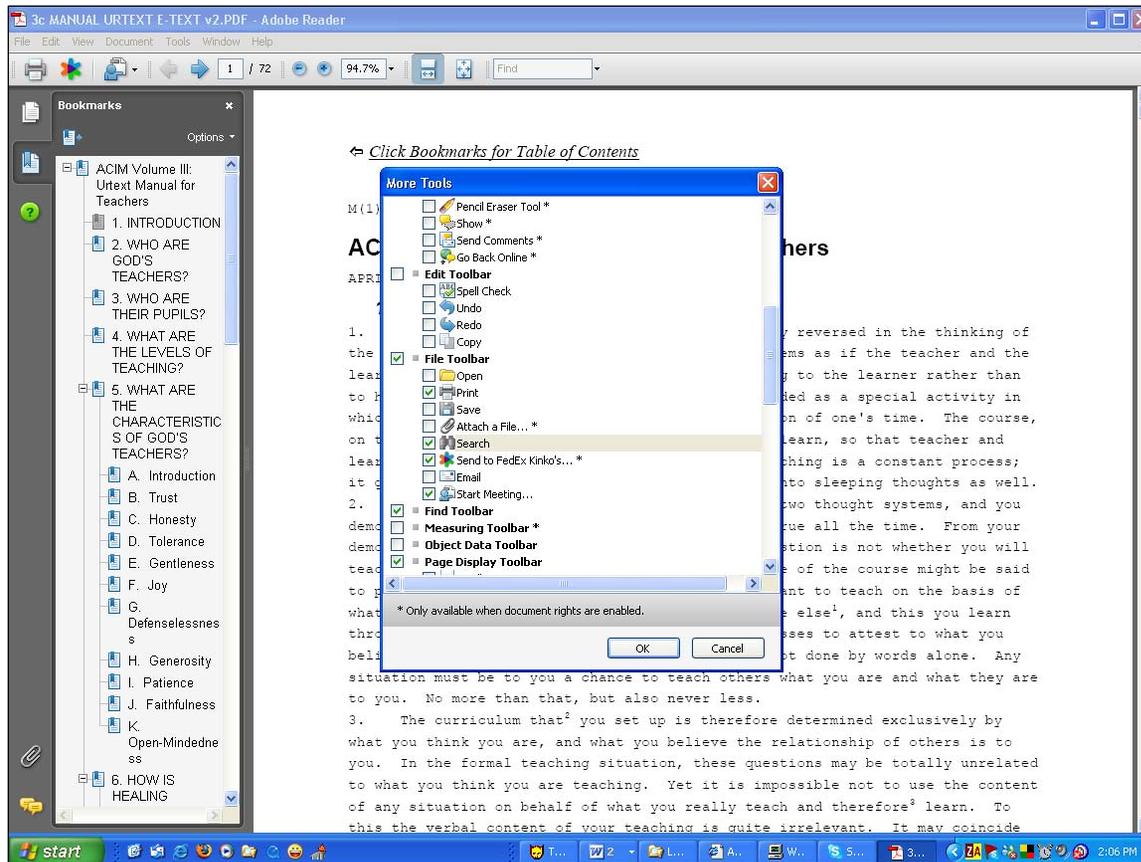


Figure 23 Wrap Long Bookmarks

using here. To turn “wrap” off, click on options (in the top right hand corner of the left hand sidebar) and then click on “**Wrap Long Bookmarks.**”

The second change I recommend is to get the “Binoculars” () icon into the toolbar. This is for advanced searching. You can use **File > Edit > Search** or **Shift Control + F**, instead of the “Binoculars” icon but since we plan on using this for searching, we might as well get it down to one click.

To set up the “binoculars” in Adobe Reader click on “**Tools**” on the top left and then “**Customize Toolbar**” and then scroll down the box you see as in the next screenshot to the File Toolbar section and then click on “**Search**” which is beside the binocular icon. This will put the icon in your toolbar.



This is the “Tools” dialogue where we are going to select “Search” to get our “binoculars” icon on our toolbar.

Figure 24, putting the “search” icon (binoculars ) in our toolbar in Adobe Reader

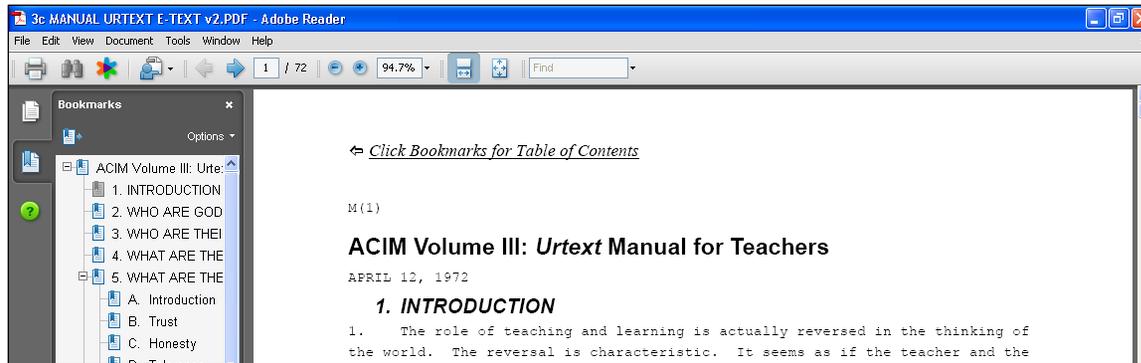


Figure 25, we've got the **Bookmarks** to stop wrapping and the "Search" tool in our toolbar.

Now our screen looks a little different, I'm just going to show you the top half here where the **Bookmarks** look better and the "binocular" icon is there second from the left at the top.

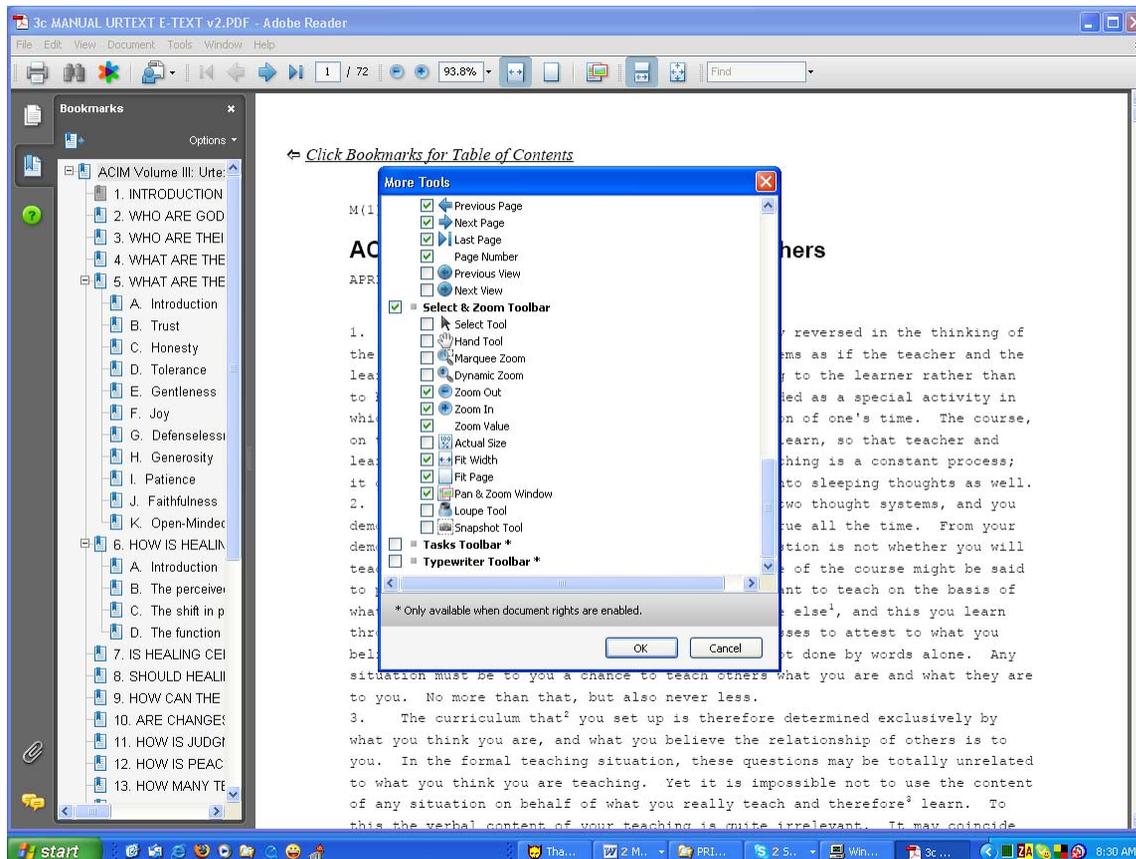


Figure 26 selecting First Page and Last Page Navigation Tool Icons

The next set of alterations I'd suggest is the addition of the “**First Page**” and “**Last Page**” icons, which make navigation in large PDF files faster and easier. In addition I suggest the “**Fit Page**” and “**Fit Width**” “**Hand Tool**” and “**Pan and Zoom**” tools. Click on “**Tools**” (top row of screen) and then “**Customize Toolbars**” and what you'll see is shown in the screenshot.

Of course this is not a full *Acrobat* tutorial; just some tips for people new to the software to get you started using the MPF ACIM materials. There are many other options you may wish to explore and make use of. There may be some you know and we don't that you'd like to share with us.

Now we're ready to use *Acrobat* to search the *Notes*!