

# AccordIt User's Guide

Version 2

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# AccordIt User's Guide

**Introduction** AccordIt is a text processing utility intended for use with Accordance Bible Software. It allows you to

- display verses from any Bible installed in your copy of Accordance
- edit the text using Accordance fonts and text capabilities
- copy and paste text into a word processor
- save text as a text file or RTF file
- import documents with LaserHebrew or LaserGreek, and convert those fonts to Accordance fonts.

The correct version of AccordIt for your Mac OS should be placed and kept in the *Accordance folder* so that it can access the *Accordance settings f* folder and the texts used by Accordance.

Version 2 of AccordIt has been updated to run natively in OS X and to access the texts formatted for Accordance 6.x. It has NOT been updated with all the text export options, such as Copy as Citation or Unicode, that are now offered in Accordance. AccordIt is mainly provided as an update for those who have been using this utility, and as a quick means of copying verses without running Accordance.

## Using AccordIt

AccordIt uses the Accordance settings file to get the list of Bible text modules available to Accordance, and the default text display settings for each module. Any changes you make to these settings in Accordance will also affect AccordIt. However, changes in AccordIt settings do not affect Accordance.

### The AccordIt window

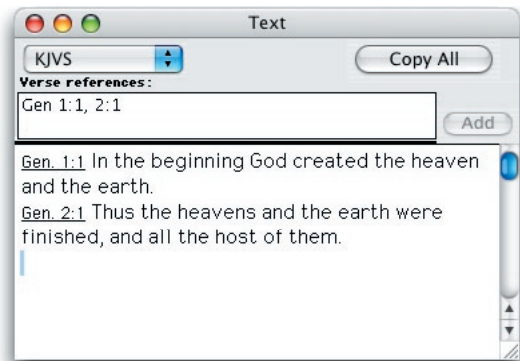
When you open AccordIt a new Text window appears.

The text pop-up menu shows the current default text and allows you to select from the other Bible texts you have available.

**Caution:** If you remove or change the order of the texts using the Edit Modules item in Accordance while AccordIt is open, the menu will not function correctly.

Verse references are typed into the entry box under the prompt.

The text window pane is used to display and edit text. The insertion point is indicated by a small selection when the cursor is in the entry box.



Pressing the *tab* key when the cursor is in the text pane selects all the contents of the entry box, so a new entry replaces the previous contents. Pressing the *tab* key when the cursor is in the entry box returns the cursor to the insertion point in the text pane.

Clicking the **Add** button (or pressing *return* or *enter*) adds the new references to the text pane at the insertion point. The text is displayed in the default styles and colors. If there is text selected in the text pane, it will be replaced by the new references. Up to 150 verses may be added at one time.

The **Copy All** button copies all the text in the text pane to the clipboard.

## Getting verses

To get the text of certain verses into your word processor follow these simple steps:

- Set the text pop-up menu to the desired text
- Enter the verse references in the entry box
- Click **Add** or press *return* or *enter*
- Click **Copy All**, then click on the word processor and paste as usual, or drag the selection over (see below).

## Editing text

Unlike the Accordance Search window, in AccordIt you can edit the text pane in any way you want. The **Set Initial Text Display...** (**Edit** menu or ⌘-T) affects only new verses added to the pane, but all the other **Edit** and **Text** menu items can be used to change the appearance of the text, or enter your own words.

AccordIt supports the Macintosh drag and drop feature. When you select text, the cursor changes to a white arrow and a square. You can now drag the selection to anywhere in the window, or to another window.

Holding the *option* key down while you drag copies the selection to the new location (a plus sign on the cursor indicates that it will make a copy).

If you attempt to drag the selection to a part of a window which cannot accept it, the cursor changes to a large X. If you drag the selection to a window which does accept it, the selection appears to return to its original location when you release the mouse button.

## Copying to a word processor

Use the **Copy** or **Cut** items (**Edit** menu or ⌘-C or X) or the **Copy All** button to copy text to the clipboard. Then click on the word processor document, and select **Paste** (**Edit** menu or ⌘-V) to paste it at the insertion point.

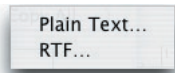
**Note:** Not all word processors accept font and style information from the clipboard. You may need to reformat the text if it does not appear the way you want.

You can also simply drag your selection and drop it in your word processor document. Most word processors support this feature.

If you drag and drop your selection onto a Finder window or the desktop, a text clipping is created. It forms a stand-alone file which can be opened in the Finder, and copied to the clipboard at any time. Some programs that support drag and drop also allow you to drag the text clipping and drop it into a document.

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## Saving as a file

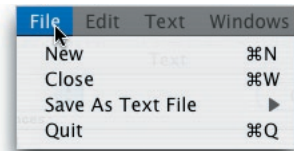


The **Save As Text File** submenu (**File** menu) lets you save the text from the front window to a file. The file can be saved in either ASCII or Rich Text Format (RTF). The Greek and Hebrew text conversion options currently set in **Set Clipboard Options...** (**Edit** menu) also apply, as described below. Rich Text Format preserves the font and style information, and can be read by most word processors. You can use this method to export your work if your word processor does not accept this information from the clipboard. *Saving text files is described in Chapter 23 of the Accordance User's Guide.*

## AccordIt Menu Items

### File

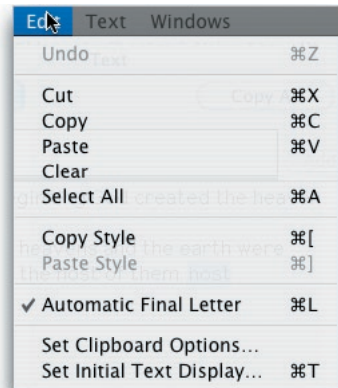
The **File** menu lets you open a **New** window ( $\text{⌘-N}$ ), **Close** the front window ( $\text{⌘-W}$ ), **Save As Text File**, or **Quit** ( $\text{⌘-Q}$ ).



### Edit

The **Edit** menu has the standard **Undo** ( $\text{⌘-Z}$ ), **Cut** ( $\text{⌘-X}$ ), **Copy** ( $\text{⌘-C}$ ), **Paste** ( $\text{⌘-V}$ ), **Clear**, and **Select All** ( $\text{⌘-A}$ ) items as well as the following special items:

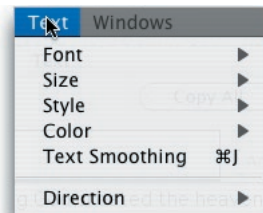
- **Copy Style** ( $\text{⌘-I}$ ): Stores the styles of the selected text. The styles include the font, size, style and color.
- **Paste Style** ( $\text{⌘-J}$ ): Replaces the styles of selected text with the previously stored styles.
- **Automatic Final Letter** ( $\text{⌘-L}$ ): When checked, this feature alters the form of certain Greek and Hebrew letters depending on their position in the word.
- **Set Clipboard Options...**: Opens a dialog box which affects the export of Greek and Hebrew. These options are described below.
- **Set Initial Text Display...** ( $\text{⌘-T}$ ): Sets the display details of new verses which are added from that text. The text display dialog box is similar to the window of the same name in Accordance, except that there is no **Use as default** button. The default options for each text are the same as those currently set in Accordance.



### Text

The **Text** menu lets you change the appearance of text you select (or enter) using the submenus:

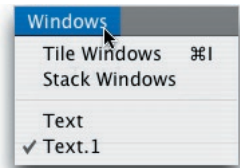
- **Font**: lets you choose from any font installed in your system.
- **Size**: lets you choose from a range of sizes.



- **Style:** lets you choose the styles of the text, including superscript and subscript.
- **Color:** lets you choose from a range of colors.
- **Text Smoothing** (or ⌘-J) (active only in OS X) turns on the anti-aliasing which smooths the text (but makes Hebrew text in particular look ragged).
- **Direction:** lets you choose the basic direction and justification of the text in the whole pane. The default is **From Left** but you can select **From Right**, which is used when Hebrew is the primary text.

## Windows

The **Windows** menu includes **Tile Windows** (⌘-I), **Stack Windows**, and the names of the currently open windows.



## Greek and Hebrew

AccordIt offers sophisticated features to facilitate the use of the Greek and Hebrew fonts.

### Automatic ending forms

When the **Automatic Final Letter** item (**Edit** menu or ⌘-L) is checked, characters which have a different form at the end of the word are automatically entered correctly. For example, if you type a *sigma* in Greek it takes the ending form. If you follow it with another character (not an accent) it then changes to the regular form. If you add a *sigma* in the middle of a word, the normal form is used. If you now type a space the *sigma* takes the ending form. The same features apply to the relevant Hebrew characters, *caph*, *mem*, *nun*, *peh*, and *tzadi*.

### “Smart” accents

AccordIt automatically enters the correct overstrike character as you type. This applies to accents and breathing marks in Greek, and vowel points and the dagesh in Hebrew. It enables you to learn just one keystroke for each overstrike character, and still create correctly accented text.

Most accents and other diacriticals are entered after the character in both Helena and Yehudit (to the right of the character in Greek, and to the left of the character in Hebrew). Most are offered with a short, medium, and long overstrike so that they are correctly positioned over or under each character. Some marks, such as the Hebrew dagesh, have special positions for specific characters. In AccordIt you can type any position of an overstrike character, and it will be converted to the correct overstrike for the character which precedes it. For example, if you type any dagesh after a character which takes a dagesh, the correct dagesh will be entered. In Greek, if you enter an accent and a breathing mark after the same vowel, the correct combination character is entered. Before an uppercase vowel you will need to enter the non-overstrike breathing mark (*option* or *shift-option-J*) before the vowel, and any position of the accent, in order to get the combination.

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**Text direction** The default text direction is from left to right. If you select the Hebrew font Yehudit from the **Font** submenu (**Text** menu), the direction of subsequent text entry is reversed, and any selected text is reversed to read from right to left.

AccordIt will automatically use the **From Right** direction and justification whenever the first verse added to the text pane is from Hebrew text. This direction always applies to all text in the pane, so it will affect the justification of English or Greek text. However, if Hebrew text is added while the direction is **From Left**, the verse references will appear on the left of the verses. This can be corrected by changing the direction to **From Right**.

See Chapter 22 of the User's Guide for details on using Hebrew and English text together.

## Clipboard Options

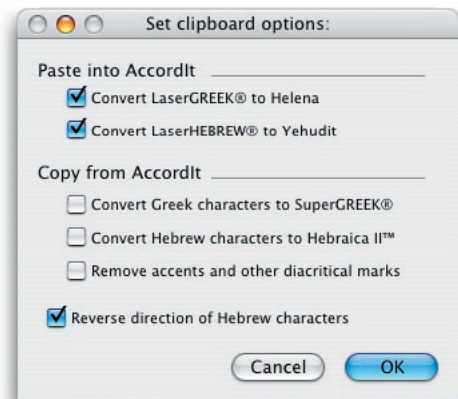
The Clipboard Options in AccordIt affect both the import and export of Greek and Hebrew text when you copy to the clipboard or drag and drop. Select **Set Clipboard Options...** (**Edit** menu) to open the Clipboard options dialog box.

**Paste** You can copy text from a word processor in which you used the *LaserGREEK*<sup>®</sup> or *LaserHEBREW*<sup>®</sup> fonts which use a slightly different key mapping than Accordance fonts. (The *Alexandria*<sup>™</sup> and *Jerusalem*<sup>™</sup> fonts use the same key mapping as *LaserGREEK* and *LaserHEBREW*.)

The two options in the **Paste into AccordIt** section will convert any text in these fonts to the equivalent Accordance fonts. This allows you to incorporate your previous work while continuing to use *Helena* and *Yehudit* fonts. The default setting is that these two boxes are always checked.

**Copy** In the **Copy from AccordIt** section, the first two options make AccordIt convert Greek or Hebrew characters into *SuperGREEK*<sup>®</sup> or *Hebraica II*<sup>®</sup> (the later versions of *LaserGREEK*<sup>®</sup> and *LaserHEBREW*<sup>®</sup>).

The third option strips all accents and breathing marks from the Greek, and all cantillations, vowels and dagesh points from the Hebrew text.



The **Reverse direction** checkbox reverses the direction of each line of the Hebrew text so that it can be pasted from and into an English language word processor. The length of each line will be the same as it appears in the text pane or window. This option applies to text copied into or from AccordIt, and should be left checked.

The Copy options also apply to text saved as a file. These options are independent of the ability of the other program to accept font and style information. If the font information is lost, you can select the text in your word processor and set the font yourself.

Each of these options apply only when you leave AccordIt and click on, or drag a selection to, another program or the desktop. However, if you then return to AccordIt and attempt to paste, the checked options will affect the pasted text. Thus if you strip the diacritical marks, copy text, click on the desktop or any window other than AccordIt, and then paste the contents of the clipboard into AccordIt, the text is pasted without diacritical marks.

**Note:** Changes to these settings are NOT retained when you quit AccordIt. They must be reset each time you open the program.

**Note:** Unlike Accordance, AccordIt does not support the export of Hebrew text to a Hebrew language word processor and a right-to-left font. You can paste or import text only after reversing the direction, and view it only in Yehudit or LaserHEBREW which work in a word processor as left-to-right fonts.

**Note:** Accordance 6.x has additional options for the export of Greek and Hebrew to other fonts and to Unicode, and for the selective stripping of the diacritical marks in Hebrew.

## For More Information

Visit our website at <http://www.accordancebible.com> for news of the latest releases, free downloadable upgrades, tips for users, etc.

If you have questions about using AccordIt software, email or call for technical support.

Accordance support

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