PC Study Bible®, Version 3.0

QuickStart Guide
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>Welcome!</td>
<td>4</td>
</tr>
<tr>
<td>Using this Guide</td>
<td>4</td>
</tr>
<tr>
<td>SETUP</td>
<td>5</td>
</tr>
<tr>
<td>A BASIC BIBLE STUDY</td>
<td>8</td>
</tr>
<tr>
<td>Step 1. Open a Bible</td>
<td>8</td>
</tr>
<tr>
<td>Step 2. Copy to the Clipboard</td>
<td>9</td>
</tr>
<tr>
<td>Step 3. Cross-reference</td>
<td>10</td>
</tr>
<tr>
<td>Step 4. Switch between windows</td>
<td>11</td>
</tr>
<tr>
<td>Step 5. <em>SmartReference™</em></td>
<td>12</td>
</tr>
<tr>
<td>Step 6. View related materials</td>
<td>13</td>
</tr>
<tr>
<td>Step 7. Paste to a Word Processor</td>
<td>14</td>
</tr>
<tr>
<td>Step 8. Search</td>
<td>14</td>
</tr>
<tr>
<td>Step 9. Make a Study Note</td>
<td>14</td>
</tr>
<tr>
<td>AUTHORING</td>
<td>15</td>
</tr>
<tr>
<td>MORE INFORMATION</td>
<td>16</td>
</tr>
</tbody>
</table>
INTRODUCTION

Welcome!

On behalf of the entire staff at Biblesoft, thank you for selecting *PC Study Bible* and welcome to the Biblesoft family.

Using this Guide

This QuickStart Guide is designed to do just that—give you a *quick start* in getting the most out of *PC Study Bible*.

Each of the four sections focuses on one specific information area, so that you can quickly find the information you need, and readily apply it:
SETUP

The purpose of the Setup program is to properly install *PC Study Bible* onto your computer. If you read this section and follow the step-by-step instructions given here, Setup should take no more than 5 minutes to complete—

**Step 1. Insert the *PC Study Bible* CD into your CD-ROM drive.**

Simply place the CD (label side up) into the tray of your CD-ROM drive. (Note: This is an AutoPlay CD. If the Setup program begins automatically, skip to Step 3, otherwise go on to Step 2.)

**Step 2. Start the Setup program.**

If AutoPlay started the Setup program go on to Step 2. Otherwise, click on the Start button (located at the bottom left corner of your screen), then click on the Run option…

**Step 3. Choose where the program files will reside.**

The *PC Study Bible* program files *must* reside on your hard drive, the question is—*where* on the hard drive? Setup will recommend C:\PCSTUDY. You should only change this setting if necessary. (For example, perhaps you have two hard drives on your system and drive C is nearly full. In that case you might specify D:\PCSTUDY.)

**Step 4. Choose where the reference work files will reside.**

Unlike the program files (which *must* reside on your hard drive), the reference work files can reside on the hard drive *or* on the CD. In fact, it is usually preferable to have a few of these files on the hard drive, with the balance on the CD.

The most important thing to know about this part of the setup process is that you can easily change this configuration later on. (A program called Module Manager will be placed in the program group along with *PC Study Bible* and will let you revisit, and modify, this portion of Setup any time you desire.)
There are three things to consider in determining which reference work files you want on the hard drive and which you want on the CD:

1. **Space.** Any files you copy from the CD to the hard drive will consume space there—perhaps quite a bit if you copy everything.

2. **Speed.** The hard drive is much faster than the CD, so any files placed there can be retrieved and searched faster than on the CD.

3. **Convenience.** Sometimes you may want to run *PC Study Bible* without having the CD in the drive (perhaps because you’re listening to a music CD). So, it is important to know that *PC Study Bible* requires at least one Bible translation in order to run. That means that at least one Bible translation must be copied to your hard drive if you want to be able to run *PC Study Bible* without the CD.

We recommend that you copy *every* Bible translation in which you will commonly do concordance searches onto your hard drive. For example, many people use the New American Standard today, but grew up doing their Bible memorization in the King James Version. They would copy both translations, in anticipation of concordance searches in both.

In addition, you should copy *all* of the index files for all of the reference works onto your hard drive. This will reduce access time, even though the reference works themselves will still be on the CD.

It is probably not necessary, nor extremely beneficial, to copy any additional reference materials to your hard drive at this time. Later, if you find that you are spending a great deal of time in a particular work and wish to reduce the access time, you can use Module Manager to copy additional reference works onto your hard drive.

Note: Module Manager also allows you to “copy” reference works back onto the CD. (That is, those works are *deleted* from your hard drive and *PC Study Bible* makes a note to access them from the CD.)

**Step 5. View the README file for last minute notes and errata.**

The README file contains a great deal of information that is not covered within this manual, including macros for your favorite Windows word processor and any last minute information that did not get included here. You should take a quick look at it now, even if only to find out what *types* of information it contains.
**Step 6. Complete and mail us your registration card.**

Finally, we encourage you to complete and mail us your registration card. This is our only link to you, our customer, and we value that connection. We will use that information to contact you as additions and enhancements are made to the *PC Study Bible* library—either additional reference works or new program capabilities. And we will **not** provide that registration information to any other company.

That completes the Setup process. *PC Study Bible* is now fully installed and ready to run.

We encourage you to glance through the following section—A Basic Bible Study—to get a feel for how to get the most out of *PC Study Bible*. (Even if you’ve used *PC Study Bible* before, you’ll find some new and useful features!)

And you might want to glance at the Unlocking section (beginning on page ) so that you are familiar with the ability to instantly add additional reference works to your Bible study library through a simple phone call!
A BASIC BIBLE STUDY

The purpose of this section is to guide you through a typical Bible study. Along the way, you will learn the fundamental concepts that will help you get the most out of *PC Study Bible*. Even if you have used *PC Study Bible* before you will *still* want to browse through this material, as many new and exciting features have been introduced to make your Bible study time easier and more productive!

**Step 1. Open a Bible**

Whenever you know precisely *where* you want to go in a reference work (e.g., a specific verse reference in the Bible, or a particular topic in an encyclopedia), the easiest way to get there is to use the Open buttons on the main toolbar.

The *main* toolbar normally appears at the top of the *PC Study Bible* desktop. However, you can choose to display it along the left or right side, or along the bottom, of the desktop instead. Use the Options | Preferences | Preferences dialog to change the location. See Help | Setting Preferences for detailed information on this and other settings that you can use to customize your *PC Study Bible* desktop.

Each of the Open buttons represents a *type* of reference work. There is one button each for—Bibles, Commentaries, Encyclopedias (all things organized by topic), Dictionaries (all things organized by English word), Interlinear, Strong’s definitions, Maps, Photos, Treasury of Scripture Knowledge (a category unto itself), and Books (all things that don’t fit any other category!).

Click on the Open Bible button (shown at left). The Verse Reference dialog will appear. There are two ways to specify a Bible verse: you can type it *directly* into the Bible Reference field (located at the top of the dialog) or you can use the Book, Chapter, Verse, and Reference Work selectors to pick from a list of all available choices.

The Chapter selector will *only* list the number of chapters for the selected Book. Likewise, the Verse selector will *only* list the number of verses for the selected Chapter. Therefore, it is impossible to select an invalid Bible reference using the selectors.
For this Bible study, select Genesis 7:11—the beginning of the Flood. (For those of you who are trivia-minded, this is the first mention of “Windows” in the Bible. Perhaps Microsoft owes some royalties to God!)

**Step 2. Copy to the Clipboard**

Click on the Copy Current Verse button (shown at left). The local toolbar normally appears at the bottom of the PC Study Bible desktop. However, you can choose to display it along the left or right side or at the bottom of the desktop instead. Use the options/preferences/preferences dialog to change the location. See Help/Setting Preferences for detailed information on this and other settings that you can use to customize your PC Study Bible desktop.

In general there are two ways to copy information from PC Study Bible to the Windows Clipboard for use in either a word processing document or a study note/personal commentary (more on that in Step 9, Make a Study Note):

- Use the Copy Current, Copy Paragraph, and Copy All buttons, one or more of which will be displayed on the local toolbar in every reference work window.

- Or, “block” the section you want to copy. In other words, move the mouse cursor to the beginning of the section, then click (and hold down) the mouse button while you “drag” (move) the mouse cursor to the end of the section. Once you have blocked a section to be copied, the Copy to Clipboard button (located on the main toolbar) will light up. Click on that button and the copy is completed.

To find out what any button does in PC Study Bible you simply move the mouse cursor over the button. After a brief pause a “fly-by hint” will appear—a short text message describing the button’s function. (The hint will disappear as soon as you move the mouse cursor off the button.) And now, you can get a more detailed description simply by right-clicking on the button. (The next mouse click, anywhere, will clear the detailed description.)

**Step 3. Cross-reference**

It is important to understand what we mean by a cross-reference. A cross-reference is a link from one reference work type to another type, using the current “key.”
Several examples should help to illustrate this definition. From a Bible passage—in this case, Genesis 7:11—you might cross-reference to the interlinear Bible for Genesis 7:11 or to commentary materials for Genesis 7:11. Likewise, from a map focused on Bethany, you might cross-reference to photos of Bethany or encyclopedia articles on Bethany.

Notice how the current “key” (“Genesis 7:11” and “Bethany” in the examples above) is used to find information in other reference work types that are organized in a similar fashion. Bibles, interlinear Bibles, and commentaries are organized by book-chapter-verse, while maps, photos, and encyclopedias are organized by topic.

Just about every reference work type has the ability to cross-reference to other types.

To continue the Basic Bible Study, click on the Cross-reference to Interlinear button, located on the local toolbar. Notice that the Interlinear Bible opens directly to the same passage that you had open in the Bible window.

You can now copy and paste from the Interlinear Bible!

Copy the current verse from the Interlinear Bible using the Copy Current button, just as you did in the Bible window.

This is a good time to tell you about Biblesoft’s appendable Clipboard. Briefly, the Clipboard is shared by all Windows programs to support cut and paste functions—either within a program or between programs. Typically, each item you copy to the Clipboard replaces the previous item. However, Biblesoft has extended that functionality so that you can copy multiple items, without overwriting the previous item(s). That way, you can copy a whole set of Bible references and/or study materials, then paste the entire set into your word processor whenever you’re ready.

There are two things you can do with items that you copy to the Clipboard. First, you can paste them into a study note within PC Study Bible. We’ll examine that action in more detail in Step 9, Making a Study Note, beginning on page . Second, you can paste them into your word processor. For that reason, it is often useful to have both PC Study Bible and your favorite word processor running at the same time. Use the Windows Start | Programs menu to begin both programs.
Then switch between them by clicking on their respective buttons on the Windows taskbar.

After you have pasted the contents of the appendable Clipboard (either into a study note or into your word processor) you can clear the Clipboard by clicking on the Clear Clipboard button, located on the main toolbar in *PC Study Bible*.

**Step 4. Switch between windows**

Just as Windows allows you to have multiple *programs* open and running at the same time, *PC Study Bible* also lets you have multiple *reference work windows* open and running at the same time. This is identical to having your Bible, and several other reference works, set out on a table—with each one open to a specific passage.

Another way of looking at this is that each time you open a new window in *PC Study Bible* the previous window(s) are *still* on the desktop, and available for your use. There are three ways to switch to one of the other windows on the *PC Study Bible* desktop:

1. The simplest way is this: if you can see a portion of the desired window, click on it. That will bring it to the “top” or “front” of your desktop. Otherwise,

2. Use the Next Window and Previous Window buttons, located on the main toolbar, to “cycle” through the open windows to the desired one. This is the quickest method when you only have a few windows open, or

3. Click on the **Window** menu item. A list of *all* open windows will be displayed at the bottom of the Window menu. Click on the menu option of the desired window to jump directly to it. This is the quickest method of returning to a particular window when you have half a dozen or more windows open.

To close a window, click on the Close Window button, (shown at left) located at the top right corner of each window. **CAUTION:** The *PC Study Bible* desktop has its own Close Window button, located at the top right corner of the desktop. Clicking on that button will close *PC Study Bible*. 
To continue with this Basic Bible Study, use the Previous Window button to return to the Bible window.

**Step 5. SmartReference™**

One of the most powerful ways to find related information in your *PC Study Bible* library is Biblesoft’s exclusive *SmartReference™* capability. When you *SmartReference™* you are, in essence, asking *PC Study Bible* to display a summary list of *every* piece of information in an *entire* reference work type that *references* the information you are currently viewing.

Let’s take a look at two examples:

- From Genesis 7:11, click on the *SmartReference™* button for Encyclopedias, located on the local toolbar. Notice that a list “pops up”—this list contains every reference work (of the selected type) that contains one or more relevant articles.

  Click on any reference work in this list to view a second list, showing every article in the selected reference work that refers to the current scripture. In this example, if you choose Nelson’s those articles will include: *The Deep*, *The Flood*, *Book of Genesis*, *Joseph*, *Pentateuch*, and *Window*. Each of these is a *SmartReference™* for Genesis 7:11.

  *If you are following this Basic Bible Study, select the Pentateuch article now. Do that by double-clicking anywhere on the Pentateuch line. Notice that this action opens a new window, an Encyclopedia window.*

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The Pentateuch article illustrates yet another new feature in *PC Study Bible* version 3.0—references to articles are now “hot.” In other words, you can double-click on an article name and instantly open a new Encyclopedia window for that article. You should see two examples of this in the second paragraph of the Pentateuch article, Septuagint and Samaritan Pentateuch.
2. Let’s view a second example of the *SmartReference™* capability. Return to the Interlinear Bible window—by clicking on it (if you can see any portion of it), or by using the Previous Window and/or Next Window buttons, or by selecting it from the list at the bottom of the **Window** menu option.

Next, double-click on Strong’s #1234 (just above the phrase “were broken up”). You have just “cross-referenced” from the Interlinear Bible to a Strong’s definition.

Now, click on the **SmartReference™** to Strong’s button, located on the local toolbar, then click on strong’s in the pop-up list.

The value of this form of **SmartReference™** action is that **PC Study Bible** has just listed every Strong’s definition that refers to the current Strong’s number. In some cases the word is derived from the current word, or vice versa, while sometimes a comparison (how are they the same) or contrast (how are they different) is being made between the two words.

A similar **SmartReference™** action is from Strong’s definition to Commentary. Simply open a Strong’s definition then click on the **SmartReference™** to Commentaries button, located on the local toolbar. Remember that any time a **SmartReference™** button is “lighted” it indicates that one or more reference works of that type have information specifically relating to the current verse, topic, Strong’s number or whatever else you are studying. No searching. No wandering down blind alleys. Automatically!

**Step 6. View related materials**

Naturally, multiple reference works of the same type (e.g., Bibles or encyclopedias) may have information for the same “key”. For example, every New Testament Bible version has a verse for John 3:16. In the same way, most every Bible encyclopedia has article information for Pentateuch.
Step 7. Paste to a Word Processor

There are two methods for copying materials from *PC Study Bible* into a word processor document, or even into a Bible study note within *PC Study Bible* (see Step 9, beginning on page , for more information about Bible study notes).

There are two ways to copy information. You can mark a portion of text (or a map or photo) by clicking and dragging the mouse, then click on the “copy to clipboard” button (located on the main toolbar).

Or, you can copy a specific portion by clicking on any of the three copy buttons (located on the local toolbar): copy verse or definition, copy paragraph, and copy article or all.

Each of these actions places a copy of the selected material on the Windows Clipboard, which is shared by all Windows programs for copy and paste functions. Once the material has been copied onto the Clipboard you can paste it into a word processor document, into a study note within *PC Study Bible*, or into any other Windows program that supports the paste function.

In its normal operation, the Clipboard can only hold one copied item at a time—each time you copy an item it replaces the current item on the Clipboard. *PC Study Bible* extends that capability so that you can copy multiple text items to the Clipboard without “copying over” the previous item. We call this feature the appendable clipboard. (Note: You are still limited to one graphical item, map or photo, on the clipboard at a time).
Remember that Windows allows you to have *multiple* programs running at the same time. That means you can have your word processor *and* **PC Study Bible** running at the same time, and switch between them (either by clicking on the Windows task bar located at the bottom of the screen *or* by pressing **Alt+Tab**).

**Step 8. Search**

{Search Bible text}

**Step 9. Make a Study Note**

{Attach a Study Note}
AUTHORING

One of the most exciting features of *PC Study Bible* is the ability to create your own reference works. The ability to create and maintain a personal commentary is built directly into *PC Study Bible*. This commentary can have all of the features of every other commentary in the *PC Study Bible* library system:

- search text,
- embed Bible, topic, and Strong's numbers references to support cross-referencing to other reference works, and
- *SmartReference™* from Bible text to your personal commentary
- view in a Commentary window, in a Study Notes pane in a Bible, or both
- specify order of preference, and more

In addition, your commentary has the added value of being a “living” document—meaning that you can modify it any time you want.

There are 4 steps to creating a personal commentary: Step 1 is done once. Steps 2 through 4 are repeated whenever you want to change your commentary:

**STEP 1** Name your commentary.

**STEP 2** Go to a specific passage in your commentary

**STEP 3** Modify your commentary.

**STEP 4** Save your changes.
Step 1—Name Your Commentary

The first step in creating your commentary is to name it. You will do this once (and only once) for each commentary you wish to create. All of your personal study notes should be kept in a single commentary. You should only need to create one or more additional commentaries if other members of your family desire to maintain their own personal commentary, or if you are compiling another, non-personal commentary (e.g., sermon notes or an old, classic commentary).

You may want to keep this Help window open while you go through the following procedure:

- On the PC Study Bible menu bar, select Options, then select Preferences.
- Click on the References tab.

- Click the NEW button. The Create a New Reference Work dialog will be displayed.
- In the Author field, type your name. Then use the Tab key (or the mouse cursor) to move to the Short Copyright field.
- The Short Copyright is used whenever material is copied from PC Study Bible to the Windows Clipboard. A typical copyright notice would be “Copyright 1998 © <your name here>. All rights reserved.” You can also leave this field blank. Type the desired copyright then Tab to the Full Name field.

To enter a copyright symbol (©), hold down the Alt key, press 0169, then release the Alt key.

- The Full Name of the reference work is sometimes used when somebody is making a selection from a list of available reference works. This field cannot be left blank. Type the complete name of your commentary then Tab to the Short Name field.
- The Short Name of the reference work is also the most commonly used name. It will appear in most reference work lists, as well as in the Reference Work Edit box when you are viewing that reference work. This field cannot be left blank. Type the short name of your commentary. The short name is required since it is also used as the file
name for your new reference work.

The **Copyright tab** is used to describe a full copyright page, much as appears in a printed book. This is typically reserved for a reference work that will receive wide distribution. For detailed information on defining a full copyright page reference the *PC Study Bible* online help system (**Help | Authoring**).

Likewise, the **Title Page tab** is used to recreate the title page from a printed book. For detailed information on defining a title page reference the *PC Study Bible* online help system (**Help | Authoring**).

- Click the OK button to **create** your Commentary or click the CANCEL button to leave the **Create a New Reference Work** dialog **without** creating a new Commentary. If you selected OK, then your Commentary will be created and will appear in the list of available reference works in the Commentary Window.
Step 2—Go to a Specific Passage

The second step is to go to a specific passage in your commentary.

The following instructions assume that you have already created and named a personal commentary reference work. If you have not yet done that, please return to Step 1 (beginning on page ).

To go to a specific passage in your commentary:

- Open a Commentary Window by clicking on the {bmc C:\HELP\Ver30\BITMAPS\ICONCOMM.BMP} button (located on the Main Toolbar) or by selecting Bookshelf | Commentaries... from the menu.

- In the Verse Reference Dialog, specify the desired book, chapter, and verse and select your personal commentary (by its name) in the Reference Work box.

Note: If no commentary has been created at that reference yet, you will be warned and given the opportunity to go to that reference anyway or to cancel the open commentary action. The warning dialog contains a check box that enables you to stop that warning message from being displayed each time you go to a new, or “uncommentated,” reference. Check that box (by clicking on it) if you do not want the warning message to appear again.

- If you will be adding an article that applies to the entire Bible book, click on the Book tab in the Commentary Window. Or, if the article applies to an entire chapter, click on the Chapter tab. Otherwise, you will be adding commentary that applies to a single verse or a number of consecutive verses and you should already be on the Verse tab.

At this point the Commentary Window should be at the precise reference where you intend to add your new commentary material.
Step 3—Modify Your Commentary

The third step in creating a personal commentary reference work is to *make changes* to your commentary. When making changes you can add content, change existing content, and/or delete content.

If an article already exists, click the “edit note” button (located on the local toolbar).

If an article does not yet exist, click the “new note” button (also located on the local toolbar).

The simplest way to create new commentary is to type it (or paste it from the Clipboard) directly into the edit window. However, your commentary will become far more useful with the addition of *formatting* and *embedded references*. “Formatting” describes *how* the content will appear (font, size, color, margins, and so forth). “Embedded references” provide access to and from other reference works in your *PC Study Bible* library via *SmartReference™* and cross-references.

Formatting and embedded references are added using “tags”. While this may sound technical, it isn't. Let's look at an example. The following text is from a personal commentary, attached to the book of 1 John:

When Moses wrote, “In the beginning God...” (Genesis 1:1) he was writing purely under the influence of the Holy Spirit. But when John takes up the pen in this letter, he is writing both under the influence of the Holy Spirit and from personal experience.

In formatting this portion of text, the author wanted to emphasize the words “both” and “and”. This is done by applying any one of the *text styles* that are defined in *PC Study Bible*. In this case, the *Emphasized* text type satisfies the need. (You can view a complete list of all available text styles, and their attributes, by selecting the Options | Text Styles menu item in *PC Study Bible*.) The <BTT:> tag (short for “BEGIN_TEXT_TYPE”) is used to mark the beginning of the formatted text and to specify a text style, while the <ETT> tag (short for “END_TEXT_TYPE”) marks the end. Hence,

When Moses wrote, “In the beginning God...” (Genesis 1:1) he was writing purely under the influence of the Holy Spirit. But when John takes up the pen in this letter,
he is writing <BTT:Emphasized>both<ETT> under the influence of the Holy Spirit <BTT:Emphasized>and<ETT> from personal experience.

This text also contains a reference to Genesis 1:1, which would be “tagged” as follows:

When Moses wrote, “In the beginning God...” (<BIBLE:Genesis 1:1>) he was writing purely under the influence of the Holy Spirit. But when John takes up the pen in this letter, he is writing <BTT:Emphasized>both<ETT> under the influence of the Holy Spirit <BTT:Emphasized>and<ETT> from personal experience.

This commentary text is now completely “tagged.” When it is saved, **PC Study Bible** will convert or “compile” the tags. When the commentary text is next viewed, the formatted text will appear with whatever attributes you have assigned to the Emphasized text type (italics, by default) and you will be able to double-click on the Genesis 1:1 reference and instantly bring up that Bible text. Furthermore, this portion of your commentary will become available as a **SmartReference™** from Genesis 1:1!

The following tags will be useful in creating your personal commentary. You will find detailed information about them, along with tips for effectively using them, in the **PC Study Bible** Help system:

- `<BIBLE:> to indicate an embedded Bible reference, which can then be used to access the corresponding Bible text.
- `<TOPIC:> to indicate an embedded topical reference, which can then be used to access the corresponding Encyclopedia articles.
- `<STRONGS:> to indicate an embedded Strong's number reference, which can then be used to display the corresponding Strong's definition(s).
- `<BTT:> `<ETT>` for marking portions of text as a particular text type.
- `<PARAGRAPH:> for marking paragraphs as a particular paragraph type.
- `<TAB>` to insert a tab character.

The next, and final, step is to save your changes.
Step 4—Save Your Changes

Any time you modify your commentary you will need to save your changes.

Click the save button (located on the local toolbar) to save your changes.

Then click the close window icon (at the top right corner of the Commentary Pane) to exit edit mode.

Note: To abandon any changes that you have made, and return your commentary to its previous state, simply click the close window icon (at the top right corner of the Commentary Pane) to exit edit mode, without saving your changes.

You can make changes to your personal commentary at any time.
MORE INFORMATION

For information about using *PC Study Bible*:

- Within the *PC Study Bible* program, press the F1 key to get **On-line Help** for any screen, button, dialog box, or function. Or, from the *PC Study Bible* menu, select **Help | Help**.

- If you can’t find the answer in the On-line Help system, please contact our **Technical Support** staff in any of the following manners—

  E-mail us at techsupp@biblesoft.com, or

  Call us at (206) 824-0547, or

  Write us at:

    Biblesoft
    Attn: Technical Support
    22014 7th Ave. So.
    Seattle, WA  98198
    USA

- If you believe that you have a defective CD, wish to unlock additional reference works on your CD, or have other product-related questions, please contact our **Customer Services** staff in any of the following manners—

  E-mail us at custsrvc@biblesoft.com, or

  Call us at (206) 824-0547, or

  Write us at:

    Biblesoft
    Attn: Customer Services
    22014 7th Ave. So.
    Seattle, WA  98198
    USA