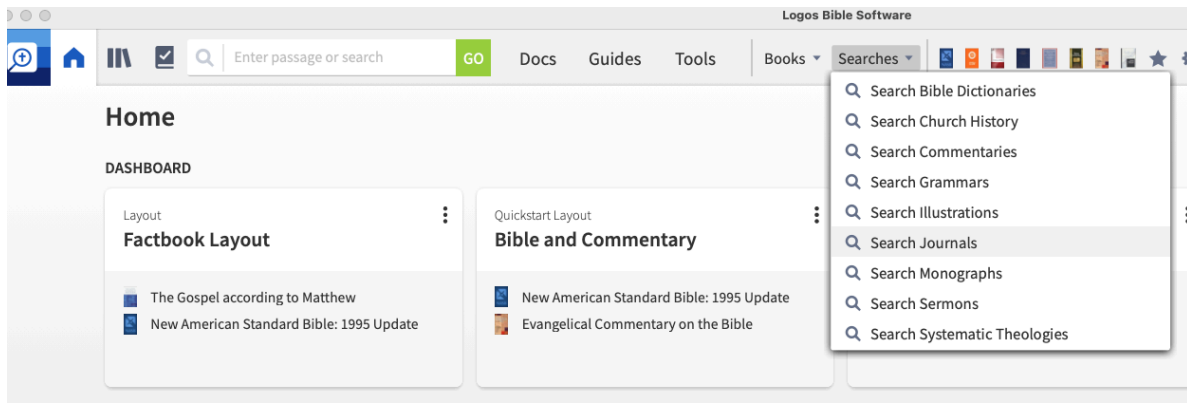


Instructions for Creating Search Shortcuts in Logos



If you'd like to have quick shortcuts to search distinct collections of commentaries, Bible dictionaries, journals, grammars, sermon illustrations, passage outlines, works from church history, and more, here's how to set them up:

1. Click on the search tool (the magnifying glass) next to the "Go Box."
2. Click on Books. This changes the search from a Bible search to searching your library.
3. Where it says "All Books" (toward the top left), which is the area that specifies which pre-made collection to search, click there.
4. In the text box that appears above the word "All Books," type in one of the following search strings (See below, entering just what follows after the dash, e.g., type:encyclopedia).
5. Select the book icon that appears under the text box in which you typed.
6. Drag that search tab to the shortcuts toolbar toward the top of the program (to the right of the Tools menu).
7. Right-click on the shortcut icon (small magnifying glass), check the box next to "Show label" and change the name of the label to something like Search Bible Dictionaries or another name to match the particular search.
8. In this same menu (accessed by right-clicking the shortcut icon), add a folder name such as Searches.
9. Repeat this for each search listed below, and your folder will be filled with these various shortcuts.

The name of the folder must be *identical* for each search shortcut in order for them to be grouped in the same folder.

Search Strings*:

- Bible Dictionaries - type:encyclopedia
- Commentaries - type:commentary
- Church History - subject:christian literature, early
- Grammars - type:grammar
- Sermon Illustrations, - title:illustration
- Journals - type:journal
- Monographs - type:monograph
- Sermons - type:sermons
- Systematic Theologies - type:systematic theology

- Passage Outlines - Go the Guides Menu, type in outlines, and then drag that tool to the shortcuts toolbar (you could repeat this for Sermon Outlines). Then, you can right-click and add it to the Searches folder by following step 8 above.

* Make sure there are **no spaces** between the filter and the keyword, such as type:commentary.

Please note that these searches are **dynamic**, which means that if you purchase additional journals, sermon illustrations, commentaries, or other related resources, they will automatically be added to these searches.

Sample Searches

Choose the **search church history** shortcut from your toolbar. Search:

faith AND trials [and click enter]

or

faith NEAR <James 1:1-8>

Choose the **search journals** shortcut. Enter the following in the search box:

justification

“justification by faith”

justification NEAR <Romans 3:21-31>

atonement NEAR <Isaiah 53>

<Romans 1-8> NEAR Moo

Choose the **search Bible dictionaries** shortcut. Enter the following in the search box:

“Kingdom of God”

“Kingdom of God” NEAR <Revelation> (or you could narrow it down to <Revelation 20-22>)

Choose the **search Systematic Theologies** shortcut. Enter the following in the search box:

reformers WITHIN 20 WORDS justification

resurrection NEAR <Luke 24>

sanctification AND "Holy Spirit" NEAR <1 Cor>

grace WITHIN {Section <LSTO Saving Faith>}

To understand how this helpful search works, please watch the video here:

<https://support.logos.com/hc/en-us/articles/360020335111>

Choose the **search Grammars** shortcut. Enter the following in the search box:

Ingressive NEAR <Matthew>

“ὅτι τό” NEAR infinitive (this is searching for the word “infinitive,” not actual infinitive “verbs”/verbal nouns).
You can easily copy and paste a Greek phrase from a Greek Grammar or Greek Bible and then add the quotes.