

Accordance

A Basic Guide for Students of the English Bible (Levels 1 and 2)*

David J.A. Clines
University of Sheffield

[This Guide is applicable to versions of Accordance from 3.5 to 5.6]

- 1. opening Accordance**
under the Apple menu, open Accordance
under the Apple menu, open NRSV

Part A: Displaying Text

- 2. search mode**
check that in, the Search box, Verse References is showing; if not, click on Mode button at top right (keyboard shortcut: Command-/))
- 3. find text**
in the Search box, type the name of a book or chapter or passage (format: lu 1:1-4; ac 1:1-4) [note capitals not needed; only as many letters of book name as are needed to distinguish it from other biblical books; colon between chapter and verse; semicolon between two separate passages)
- 4. resizing text**
to increase or decrease font size, click on larger or smaller A next to name of text (e.g. NRSV)
- 5. adding another version**
to add another version of the Bible, under File, choose New Text Pane, and then the version you want to add.
- 6. resizing Accordance window**
if you want more or less of the screen to be occupied by the Accordance window, you can resize the window with the handle at the bottom right-hand corner

* This Guide was prepared for students in the Department of Biblical Studies, University of Sheffield, in October 1999, and included in handbooks for students each year since then. 'Level 1' means First Year students. The file was posted on the Web on 16 December 2002.

7. put verse references into colour

to make verse references stand out, choose under Options, Text Pane Display (keyboard shortcut Command-t), and under References choose a colour. You can also change the font and the size, etc. You set up each Text Pane separately.

8. using Thompson Chain References

select a word, then under Tools, choose Amplify Palette (keyboard shortcut: Command-m). (The Amplify Palette will remain open and you can move it to anywhere you like on your screen.) Choose the button for English tools, and you can open Thompson's Chain References (which is a kind of brief encyclopaedia). Do note that Thompson is not a work of critical scholarship, but for factual data about the contents of the Bible it is a good introduction.

for example, if you are studying Rom. 7:18, you can highlight the word 'flesh', then click on Thompson, and find a definition and a list of key texts. You can click on any of these and have the screen open up with the reference in several different English versions

9. using Apostolic Fathers

to see how the term you are studying is used in the Apostolic Fathers (e.g. Clement, Ignatius, Polycarp, Didache), highlight the term and on the Amplify Palette choose Apostolic Fathers

be sure to click to remove the X in the box Show All Text, otherwise you will see displayed all the text of each of the documents in which the term appears, and not be able to find the occurrences of the term you are looking for

on the other hand, Show All Text can be useful for displaying a larger context than you would otherwise see

Part B: Searching for Words and Phrases

(Level 2)

10. changing to Search mode

click in the Mode box in the top right-hand corner (keyboard shortcut: Command-/) , and you will see Search Criteria appear as the title of the Search box

11. searching for a word

check that in the second box from the left at the top of the screen [All Text] is chosen. If not, pull down the menu and select it

type a Greek word, e.g. flesh, into the Search box, and press OK (keyboard shortcut for any action enclosed within a firm rectangle with rounded corners is Return or Enter)

12. interpreting the results of your search

the occurrences of the word will be marked in bold
at the far right, a bold number will show how many occurrences there are
(in the case of the word 'flesh', 290)
just to the right of that number, you will see the figure of 1 over 261; this
means that you are looking at the first verse of the 261 in which the
word occurs (the number of verses is fewer than the number of
occurrences if the word occurs more than once in one or more verses)
as you scroll down the list of hits with the blob in the right-hand scroll bar,
the passage you have reached will be displayed at the bottom right-
hand corner
when you stop scrolling, you will see that you are at the 62nd (or whatever)
verse of the 261 in which the word occurs

13. using colour to display hits

it can be helpful to use colour to highlight the hits of what you are
searching for; under Options, choose Set Text Pane Display
(keyboard shortcut: Command-t)

14. customizing the display panes

while you are about it, you can customize the Text Panes that are displayed,
changing the font, the size, and the colour of the text, and the format
of the biblical references; under Options, choose Set Text Pane
Display (keyboard shortcut: Command-t)

15. using truncation

if you would like to see all the words that begin with the letters 'flesh', you
type flesh* as your Search

16. using Analysis

on the Amplify Palette (keyboard shortcut: Command-m), click on
Analysis, and you will see a list of all the words that begin with flesh,
with the number of occurrences of each

17. plotting the hits

you can see the distribution of the occurrences of 'flesh' if on the Amplify
Palette you click on Plot. Not unexpectedly, you will find the highest
concentrations in the Pauline epistles

18. viewing a table of hits

to fine tune the impression given by the plot graph, click on Table in the
Amplify Palette, and you will see for each book of your chosen text
(in this case, the NRSV, both OT and NT) the number of occurrences
per 1000 words in each, confirming that Galatians, with 19
occurrences, has 5.38 occurrences of the word in every 1000 words,
while Romans, for example, has 3.08, and Ephesians 4.13.

19. to set the range of text to be searched

if you want your search to be limited, for example, to the Pauline Epistles, in the Text Box (second from the left at the top of the Search screen), choose Define Range. In Range Name type Pauline Epistles, and in New Range Definition type Rom-2Tim (if that's what you mean by Pauline Epistles; you might prefer to define them as Roman-Gal, Phil-2Thess).

when you search you should always check (in the Text Box) that you are searching in the text range you intend

20. multiple searches

to find Moses and Aaron in the same verse: Moses <AND> Aaron

to find the phrase Moses and Aaron in the same verse: Moses and Aaron

to find verses with either Moses or Aaron: Moses <OR> Aaron, or (Moses, Aaron)

to find verses where Moses appears but not Aaron: Moses <AND> <NOT> Aaron

to find verses with Moses are Aaron in the order Aaron-Moses: Aaron <FOLLOWED BY> Moses

note: the commands in brackets, <AND>, <OR>, <NOT>, <FOLLOWED BY>, etc. can be typed in full, or selected under Options, Enter Command, or, easiest of all, be typed with the keyboard shortcut Command-A, Command-O, Command-N, Command-B, etc.