




Helpful Icons/Elements Defined

 **List Options Menu** (3-horizontal lines)


 **3-dot icon** – click for menus which will give you additional options


 **9-dot icon** – drag-n-drop to move elements
drag-n-drop = *click and hold down your mouse button; move your mouse and the element (citation, text element, etc.) to a new location, let go of the mouse button over the new location*

 **Expand/Collapse** – click to show all citations in a list or search results



Citation Builder – shows the citation of the currently highlighted text

 **Highlighter tool** – use to select text
Also indicates when text is included in a list

 **Eraser tool** – use to deselect text
Ctrl+Alt = shortcut key to switch between the highlighter/eraser tools


 **New list** – click to create new list


 **List Manager Tab** (shows all lists/folders)

Arrows indicate that something expands/collapses to show more info. Here are examples:

 Down

 Up

 Left

 Right

Click one of these icons to play a hymn setting:



Search box

Type a citation to open it in the Book Text. For example, type **Matt 5** to go to a chapter; or type **SH 385:15** to go to a specific page/line in Mrs. Eddy's writings.





Type a keyword or phrase to view search results which include the word/phrase. For example, type **Christ light** or **"Love of God"**.




Then click the magnifying glass or hit the enter/return key on your computer.


Create a new list


From Search, click  menu to the right of search result; choose "Create new list" OR

From Book text, highlight text; use citation builder  menu or use the right-click on your mouse; choose "Create new list".

Add citations to a list

Directly from the search results using the  menu
OR In the **citation builder**, use the following:

 icon to drag-n-drop the citation into your list
OR

 menu to copy to list


OR Use the right-click to open the menu and copy to the highlighted text to a list.


Review different words of hymns

Click the underlined hymn numbers to view alternate settings and words.


Hymns 46, 47, 463

Add Text-only headings

Open a list. Click the  button and enter your heading or text.

Rearrange these text elements using the  icon in your list.





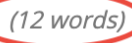
Activate List numbering

In a list, click on the **List Options Menu** , and choose **"Edit List"** (or double-click on your green list title).

Change the **Numbers** option to **"By Book"** for numbering by book, or **"On"** to number sequentially.

Word Count

Each citation lists the **number of words** included in that citation. Click the citation to expand the text.

 1. SH 494:10-11  
 Divine Love always has met  (12 words) and always will meet every human need.

Find **Word Count** totals *by book* at the very bottom of the Lists panel. Click the arrow to expand the box.

Citations	Book Name	Words
0	Bible	0
0	Science and Health	0
0	The Hymnals	0
0	Prose Works	0
0	Manual	0
0	Christ and Christmas	0
0	Poems	0
0 Citations		Words 0

Adjust Word Count

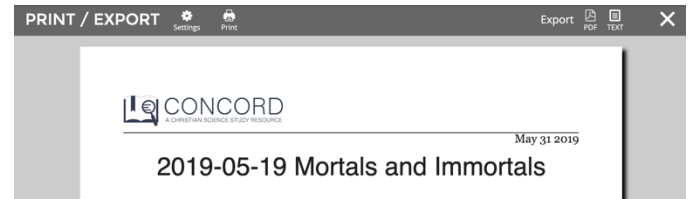
Make sure numbering **"By Book"** is turned on; **click a number** to turn off the number for that citation only.


 1. SH 494:10-11  
  SH 4:3-5  

View the adjusted word count.

Print / Share Lists

Under the **List Options Menu** , choose **Print Preview**.



Click the gear icon  to adjust Settings :

- **Font size:** Small, Medium, Large
- **Format:** Book, Free flowing, Citation
- **Options:** Date, Marginal headings, Verse/Line numbers

Print

Use the **Print icon**  to print a hard copy of your List.



Share PDF

Use the **PDF Export** option on the right-hand side of the gray header bar to create a PDF. Email the PDF to a church member or visitor.



Folder Management

Go to the **Lists Manager**  to create folders.

Use the  icon to create a "top level" folder. Use the  menu next to an existing folder to add a list to a folder, create a folder inside another folder, or move a list/folder into another folder.



For more help articles, go to concord.christianscience.com/support

Having trouble?

Email us at concord@csp.com