

Quick Start Guide

This Quick Start Guide is a resource to help you use Concord. The following pages show you how to navigate various aspects of Concord or walk you step-by-step through common uses of the service.

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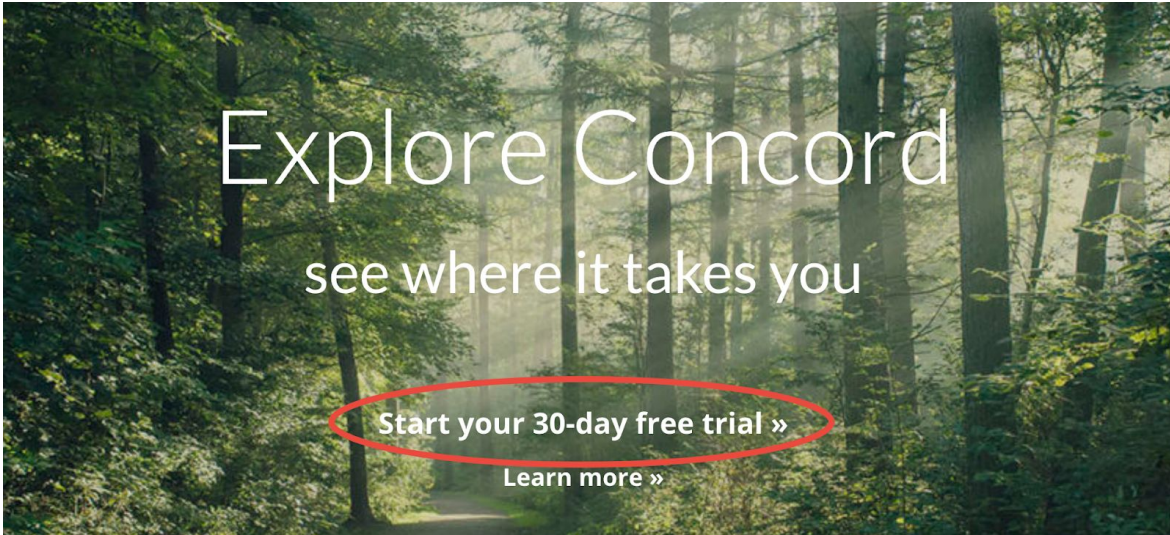
Additional resources and step-by-step instructions can be found on the Concord Help Center. You may also contact the Concord Support Team with questions via email: concord@csps.com.

Registering for your 30-Day Free Trial

Thank you for your interest in Concord. The following instructions will show you how to start your 30-day free trial on a laptop or smartphone (reverse side).

LAPTOP/DESKTOP Instructions

1. Go to <https://concord.christianscience.com>.
2. Click on the "Start your 30-Day Free Trial" as shown below.



3. On the next screen, enter your first and last name, and your email address.

*Note: If you are under 16, check the box.
(Checking this box will require obtaining
parental consent before you can use Concord.)*

I am under 16 years old
(by law we are required to ask)

4. Check the corresponding boxes if you would like to help us improve Concord, or if you would like to receive marketing emails from other TMC products. You can change these settings at any time within your account. After you are finished reviewing, click "Next."
5. Review the Terms of Service and Privacy Policy. Check the box to accept the terms and click "Next."
6. Create your password, following the Concord password criteria.
7. You will then be redirected to the homepage and you can log in.
8. Please turn to the back of this sheet and follow the steps to "Verify Your Email Address." You will need to complete this step within 7 days.

Over →

SMARTPHONE Instructions

1. Go to <https://concord.christianscience.com>.
2. Tap "Start your 30-day free trial."
3. On the next screen, enter your first name, last name, and email address and tap "Next."


*Note: If you are under 16, check the box.
(Checking this box will require obtaining
parental consent before you may use Concord.)*

I am under 16 years old
(by law we are required to ask)

4. Tap the corresponding boxes if you would like to help us improve Concord, or if you would like to receive marketing emails from other TMC products. You can change these settings at any time within your account. After you are finished reviewing, tap "Next."
5. Review the Terms of Service and Privacy Policy. Tap the box to accept the terms and tap "Next."
6. Create your password following the Concord password criteria.
7. You will then be redirected to the homepage and you can log in!
8. Please follow the steps below to "Verify Your Email Address." You will need to complete this step within 7 days.

IMPORTANT! VERIFY YOUR EMAIL ADDRESS

After logging into your new account:

1. Go to "Notices."
The image shows a grey rectangular button with a white bell icon on the left and the word "Notices" in a dark blue font on the right.

 - a. For computers: "notices" is located at the top toolbar.
 - b. For phones: tap the "More" icon at the bottom of your screen.

2. Enter the e-mail address you used to create your Concord account.
3. Click/tap "Confirm."
4. Go to your email program. Find the email from "The Concord Team" with Subject: "One More Step: Email Address Verification."
5. Click/tap the link that is in the email, and there verification process is complete!




Subscribe to Concord

Thank you for your interest in subscribing to Concord. Follow the instructions below to subscribe.


1. Log into your Concord account at <https://concord.christianscience.com>.
2. To access your account information and subscribe you will click or tap on the following:

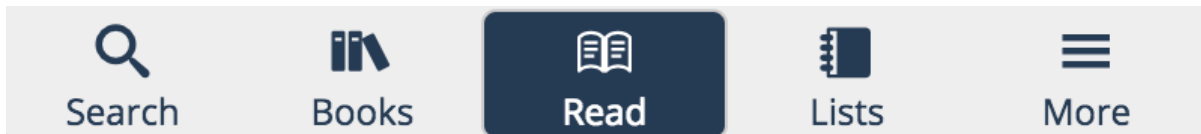
Computer/laptop - click your email address in the top bar



iPad - Tap the  Gear icon in the top bar, then tap Profile in the menu



Smart phone - Tap the  More button at the bottom, then tap Profile in the menu



3. On the screen, you will see a box labelled "Account Info." In that box, click the "Subscribe" button.

CHECK YOUR SUBSCRIPTION STATUS:

- In the Account Info box, find the "Subscription Status" heading.
- If it says, "Free Trial" afterward, you have not yet subscribed.
- If it says, \$6/month or \$66/year (\$60/year for past subscribers, \$4/month or \$48/year for students), you have subscribed and no further action is necessary at this time — stop here.
- Otherwise, proceed to Step 4 to complete subscription process.

4. On the next screen, choose one of the three options:
 - For **new subscribers**, select your payment plan, and click "Continue."
 - For **previous subscribers or owners (to any version of Concord)**, verify ownership of a previous version of Concord, click "Continue," and then select your payment plan.
 - For **students**, enter your school information, click "Continue," and then select your payment plan.
5. Once you have selected your payment plan (Monthly or Annual subscription), click "Continue."
6. Enter your Billing and Credit Card information.
7. Click "Review Order" to review your subscription information, and click "Complete Subscription."
8. You should receive an email confirming your subscription. Your "Subscription Status" under "Account Info" in Concord will designate the subscription type you selected. It may initially say "Subscription Pending," and should update within 24 hours.

Follow these instructions to create a Concord shortcut on your iPhone home screen for instant access to Concord.

Prerequisites: You must have a Concord username and password (*in step 2, click "Need an Account" to create one*).

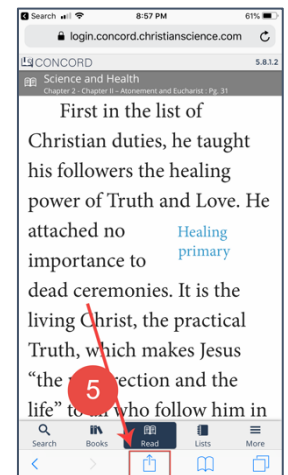
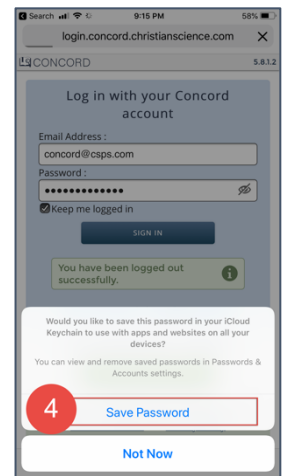
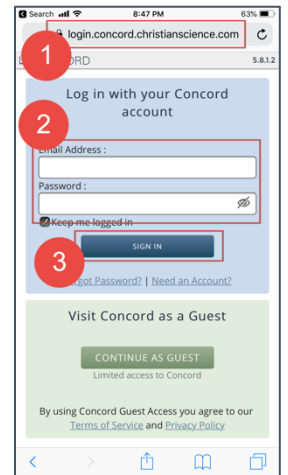
1. On your iPhone, **open Safari** and go to <https://login.concord.christianscience.com>
2. On the login page, **enter your username and password**
3. Tap **"SIGN IN"**

-
4. A panel will slide up asking "Would you like to save this password?" Tap **"Save Password"** *

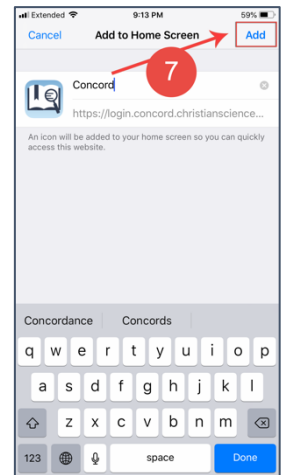
* If you are not prompted to save the password, your device may not be configured to save passwords. Go to the home screen and open Settings → Safari → Autofill → Names and Passwords. Ensure that "Names and Passwords" is enabled.

-
5. When the page fully loads, tap on the **action button at the bottom** of the browser window.

-
6. This will bring up an action menu. **Swipe left** along the bottom row until the option **"Add to Home Screen"** is visible. Tap "Add to Home Screen."



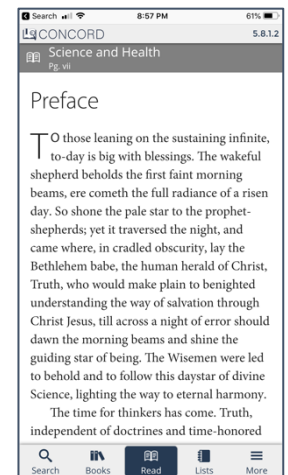
7. The Concord icon, name, and url will appear. Tap **"Add"** in the upper right-hand corner.



8. The phone will then leave Safari and return to the home screen with the **QuickLink icon** shown on the screen.



9. Tap the icon and confirm that **Concord loads in "full-screen mode."**



The configuration is complete.

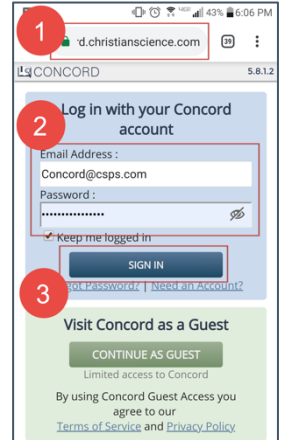
From now on, access Concord from the icon on your home screen instead of via the Safari browser.

CONCORD A CHRISTIAN SCIENCE STUDY RESOURCE **Android Setup**

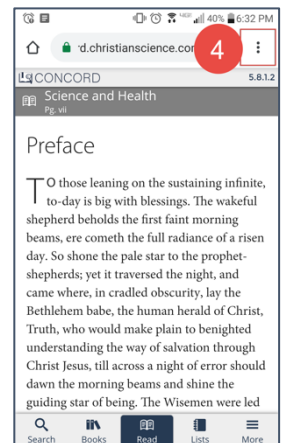
Follow these instructions to create a Concord shortcut on your Android home screen for instant access to Concord.

Prerequisites: You must have a Concord username and password (see our "Registering for your 30-Day Free Trial" for instructions).

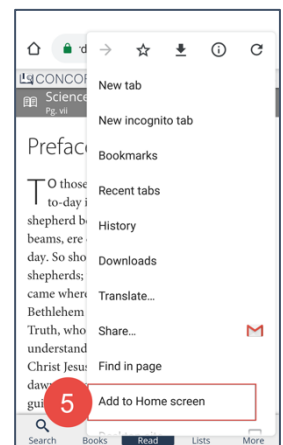
1. On your Android Smartphone, **open Google Chrome** (or your preferred web browser) and **go to** <https://login.concord.christianscience.com>.
2. On the login page, **enter your username and password**.
3. Tap "**SIGN IN**".



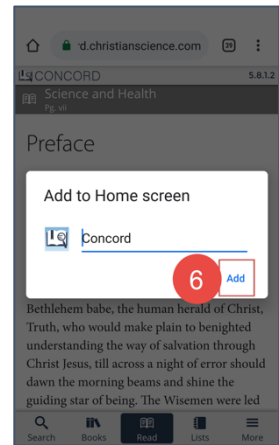
-
4. When the page fully loads, tap on the **3-dot menu button** at the top right of the screen.



-
5. This will bring up an action menu. Tap the option "**Add to Home Screen**."



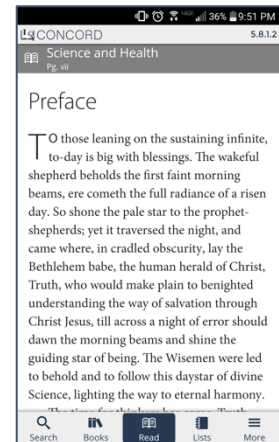
6. A new window appears with the Concord icon and name. Tap **"Add"** in the lower right-hand corner.



7. Navigate to the home screen, and you will find that it now includes the **Homescreen icon** for Concord.



8. Tap the icon and confirm that **Concord loads in "full-screen" mode**.



The configuration is complete.

From now on, you may access Concord from the icon on your home screen.

Study Tools

concord.christianscience.com/support

Search Box:

Enter a word(s), phrase, or citation reference (ex. SH 16:26) in the box.

Case Sensitive:

Select for results in the exact case (upper or lower) in which the word was typed.

Stemming:

Finds the plural and other verb tenses of the searched word(s) across the books.

View All:

When "Stemming" is selected, clicking "View All" displays variances of searched word. Click on a blue word to see search results for that word only.

Citation:

The page and line number where the citation appears in the book. Such as SH 224:25

Recent Searches:

Click to expand and view a list of recent searches. Click a second time to close.

The screenshot shows the 'STUDY TOOLS' interface. At the top, there are three tabs: 'SEARCH', 'BOOKS', and 'INDEXES'. Below the tabs is a search input field containing the word 'angel'. To the right of the input field are icons for search, a heart (Favorites), and a close button. Below the input field are two checkboxes: 'Case Sensitive' (unchecked) and 'Stemming' (checked). Below the checkboxes, it says 'Found: 437 results' and 'View All' followed by a list of search results: 'Angeles, Angelic, Angels, angel, angel', 'angelic, angels'. Below this is a list of books with expandable sections: 'The Holy Bible (283)', 'Science and Health (40)', 'Chapter VII - Physiology (1)' with a citation '174:9-14' and a snippet of text, 'Chapter VIII - Footsteps of Truth (1)' with a citation '224: 25' and a snippet, and 'Chapter X - Science of Being (8)' with a citation '298: 25-28' and a snippet. At the bottom, there are two expandable sections: 'Christian Science Hymnal (47)' and 'Other Writings of Mary Baker Eddy (67)'. At the very bottom, there are two buttons: 'Recent' and 'Favorites'.

Indexes Tab:

Click to view the Scriptural Quotations and Marginal Heading indexes.

Favorites:

Click to add the current search to your Favorites list.

Search:

Click here (or, press Enter) to perform the search.

Books Tab:

Click to view and open the books included in Concord.

Three-dot Menu:

Shows all the options you have with a search result, such as Copy to Clipboard or Add to List.

Favorites List:

Click to expand and view a list of your favorite searches. Click again to close it.

ADVANCED SEARCH

WILDCARD SEARCH

- Most users of Concord are familiar with the wildcard search.
- Example:
 - **fruit*** gives 419 results for FRUITE, Fruit, Fruitage, Fruitful, Fruitless, fruit, fruit-bearer, fruitage, fruitful, fruition, fruitless, fruitlessness, fruits

STEMMING

- This is a new feature only available in the latest version of Concord.
- Concord views stemming as “a smarter (but not perfect) wildcard search.”
- It’s also a simpler version of the wildcard.
- Example:
 - **fruit** gives 388 results for FRUITE, Fruit, Fruitful, fruit, fruitful, fruits
 - **fruits** also gives 388 results.
- A case where stemming might be better than wildcard:
 - **creat*** gives 569 results for Create, Created, Creation, Creation’s, Creative, Creator, Creator's, Creatures, create, created, creates, createth, creating, creation, creation's, creations, creation’s, creative, creativeness, creator, creators, creature, creature's, creatures
 - **create** (with stemming) gives 212 results for Create, Created, create, created, creates, creating
- Stemming keeps the words searched focused on the initial term.
- Concord tries to go to the root of the word and show and display any suffixes.
- Final example: **Jesus see** versus **Jesus see** (with stemming) versus **Jesus see***

PROXIMITY SEARCH

- This is a new feature only available in the latest version of Concord.
- 3-minute video: <https://bit.ly/2LP50J2>
- Example:
 - **truth removes** gives 10 results
 - **truth removes @2** gives 25 results
 - **truth removes @p** gives 29 results only from Mary Baker Eddy’s writings.
- Another example:
 - **Abraham faith** gives 11 results
 - **Abraham faith @2** gives 23 results
 - **Abraham faith @p** gives 2 results only from Mary Baker Eddy’s writings.

BOOLEAN SEARCH

- Tools available: **AND**, **OR**, **NOT**, ()
- Boolean searches help provide greater specificity.
- Example:
 - **“kingdom of”** gives 237 results
 - **“Kingdom of” (God OR heaven)** gives 179 results
 - **“Kingdom of” AND (God OR heaven)** gives 179 results
 - **“Kingdom of” NOT (God OR heaven)** gives 58 results
- They can also be combined with proximity, wildcard, or range searches.
- Other examples:
 - **(Christ OR Jesus) AND (life OR liv*)**
 - **(Adam OR Eve) serpent @4**

RANGE SEARCH

- This is a new feature only available in the latest version of Concord.
- Range searches help narrow when you have a particular book, chapter or page range in mind.
- Basic layout: [bookname page#-page#]
- A few examples:
 - **Jesus [SH 501-599]**
 - **spiritual idea [SH 330-340]**
 - **light [Genesis]**
 - **light [Genesis 1-3]**
 - **light [Ret]**
 - **light [Matthew, Mark, Luke, John, Acts]**
 - **light [Hymn 431-603]**
- The Concord team has also added three new advanced range searches:
 - **light [OT]** searches Old Testament
 - **light [NT]** searches New Testament
 - **light [Bible]** searches the Bible
 - **fruite [titles]** searches titles in Mary Baker Eddy’s writings

EXCLAMATIONS AND QUESTIONS

- This is a new feature only available in the latest version of Concord.
- **\?** searches all question marks.
- **\!** searches all exclamation points.
- Example:
 - **\? [SH]** gives 540 question marks in *Science and Health*
 - **no!** gives 18 results

Lists Manager

The screenshot shows the 'LISTS' interface with a header bar and a list of folders and lists. Callout boxes point to various elements:

- Create New List:** Click to create a new list. (Points to the '+' icon in the top left)
- List Icon:** Click the icon or list name to open the list. (Points to the document icon next to 'The Lord is my sh...')
- Folder Expansion Toggle:** Click arrow to see the lists in the folder. (Points to the arrow icon next to 'Personal study')
- Date list was modified.** (Points to the date '05/16/19' next to 'Harmony')
- Organize Lists:** Click and hold a list name to drag and drop it into a folder. (Points to the 'Joy' list name)
- Create New List:** Click to create a new list. (Points to the 'Create New List' button)
- View Legacy Notebooks:** Click here to access or import your Legacy Notebooks. (Points to the 'View Legacy Notebooks' button)
- Lists Options Menu:** Click here to sort folders/lists or search for a list by title. (Points to the menu icon in the top right)
- Expand/Collapse Icon:** Click here to expand all folders and show your list names. (Points to the expand/collapse icon in the top right)
- Folder/List Menu:** Click the three-dot icon to edit folder/list titles or move them to a new location. (Points to the three-dot menu icon next to 'Joy')
- Show/Hide Citation Icon:** Click to indicate whether you would like citations used in a list to appear underlined in the Books Panel. (Points to the eye icon next to 'Joy')
- Create New Folder:** Click to create a new folder. (Points to the 'Create New Folder' button)

Item	Date	Visibility	Options
The Lord is my sh...	05/28/19	Eye icon	Three dots
Personal study	05/16/19	Eye icon	Three dots
Love	02/05/19	Eye icon	Three dots
Christmas ideas	12/06/18	Eye icon	Three dots
Harmony	05/16/19	Eye icon	Three dots
Peace	05/16/19	Eye icon	Three dots
Joy	05/29/19	Eye icon	Three dots
Fruit of the Spirit	03/26/19	Eye icon	Three dots
Wednesday	03/14/19	Eye icon with slash	Three dots
All-power	02/05/19	Eye icon	Three dots

List

Lists Menu Tab:

Click to view all your lists in the Lists Manager.

Click < arrow to return to Lists Manager with all your lists.

Full Text of the Citation:

Click on a citation to expand and see the full text. Click on the full text to open that citation in the Books Panel.

Text-only Element: Use as a heading or a note.

The Nine-dot Icon:

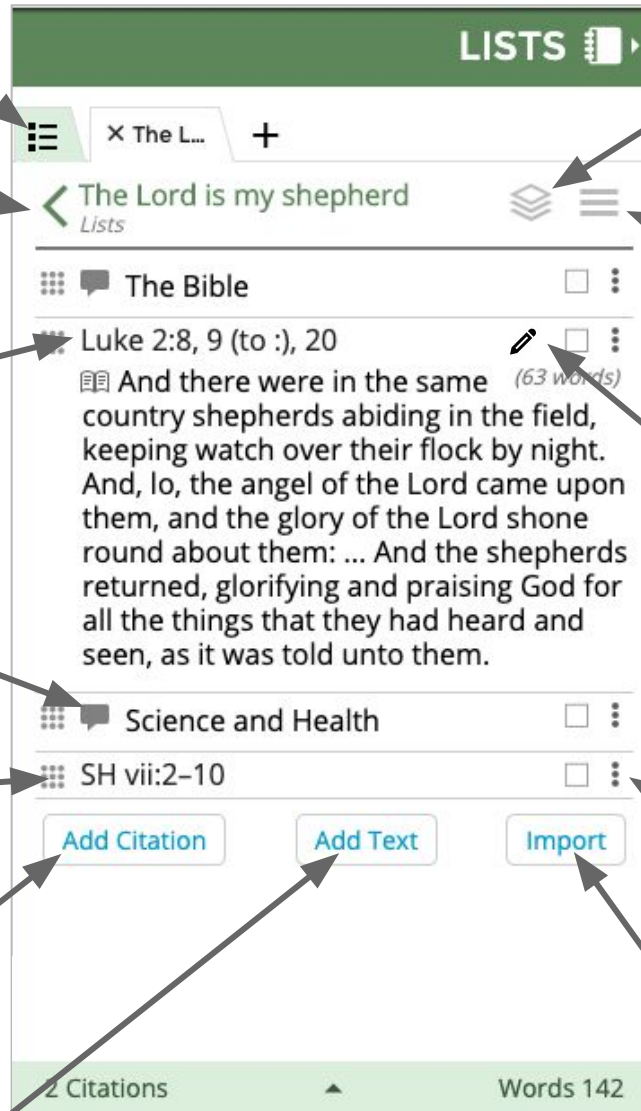
Click and drag citation to a new location within this List.

Add New Citation:

Click this button to manually add a new citation by typing in the exact reference.

Add Text:

Click this to add a text-only element to your List.



Expand/Collapse Icon:

Expands citations to free-flowing format or collapses them to citation format.

List Options Menu:

Shows all the options you have with a List, such as Edit, Print Preview, and Revision History.

Pencil Icon:

This appears when you hover your mouse over the citation. Click it to edit the citation or add an annotation.

Three-dot Menu:

Shows you all the options you have for this citation, such as Edit, View in Book, Move to List, Copy to Clipboard, Duplicate, and Delete.

Import Citations:

Click this to copy and paste or type a group of citations and add them to this List.

What is an Annotation?

An annotation is a note, comment, or text that you've added to a specific citation in any of your Lists. You can expand to view the content of the annotation within your List, or within the book text by clicking the highlighter icon that appears within the underlined book text.

Why is my book text underlined?

The book text in your Concord will appear underlined if you've added that citation to a List. A highlighter icon appears within the underlined text of the citation. Click the highlighter icon to open the Annotation menu (see screenshot below) to see which List you've added that citation to.

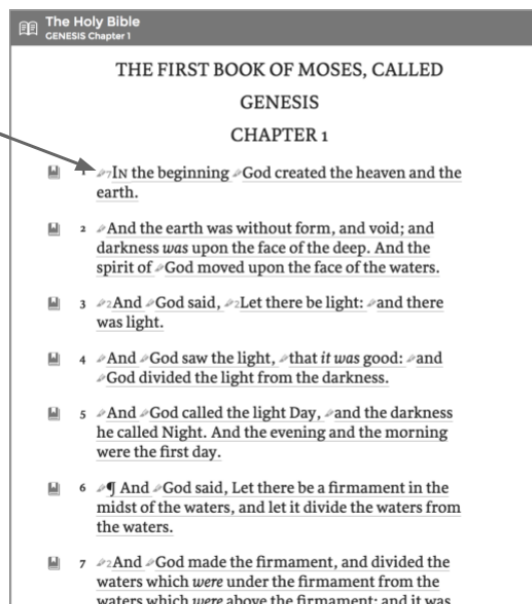
This can be used to see how many times you've used a citation or hymn as a Reader.

Currently, the underlining is ON by default (Settings → My Citations → "Show in Books"). If you would like to turn OFF the underlining, go to Settings → My Citations and select "Hide in books" which will hide the underlining in the Book Text blade.

How do you know if a citation has an annotation?

If you have ever used this citation in a List, it will be underlined in the book text and a highlighter icon appears.

Click the highlighter icon to open the Annotation menu.



What does the annotation menu show me?

This is the Annotation menu that appears when you click the highlighter icon in the verse.

Click the citation to open it in the List where it appears.

Scroll down to view more

Click this icon to expand all annotations.

If you added an annotation (text/notes associated with the citation) the bubble icon will appear. Click it to read your annotation.

The screenshot shows the Bible application interface. On the left, the text of Genesis Chapter 1 is displayed. A highlighter icon is visible on the first verse. An annotation menu is open over the first verse, listing several citations and their sources. On the right, the 'LISTS' panel is visible, showing a list of annotations for 'Gen. 1:1'. A callout box points to a bubble icon next to a citation in the list, indicating that it contains an annotation.

Playing Hymns in Concord

Hymn Player:

This appears when you select a hymn arrangement from the "Play Icon." Play and pause tunes using this hymn player. Click "X" to close.

Play Icon:

Click this to select which hymn arrangement to play.

The screenshot displays the Concord application interface. On the left, the 'STUDY TOOLS' panel shows a search for 'glory fills the sky' with 7 results. The 'Christian Science Hymnal' is selected, showing 'WORDS ONLY' for 'Hymns 1, 445-447' by Tate and Brady. A 'Play' button is visible next to the hymn title. A 'Hymn Player' window is open at the top, showing '#1 OLD HUNDRETH'. The main content area displays the lyrics: 'Be Thou, O God, exalted high; And as Thy glory fills the sky, So let it be on earth displayed, Till Thou art here and now obeyed.' Below the lyrics, two hymn options are listed: '#1 OLD HUNDRETH' and '#445 TALLIS' CANON'. The interface also includes a 'LISTS' panel on the right with a 'Lists Manager' section.

Hymns:

Click a hymn in this list to open it in the Books Panel and play the tune.

Headphones Icon:

Click this to play the tune of that hymn number.

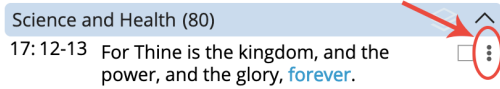
Hymn Numbers:

The black number indicates the hymn that is open. Click on the grey numbers to view the other variations of a particular hymn.

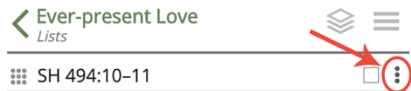
Copy/Paste an Individual Citation

1. Click on the three-dot menu under search, in a list, or in the citation builder

Search results three-dot menu:



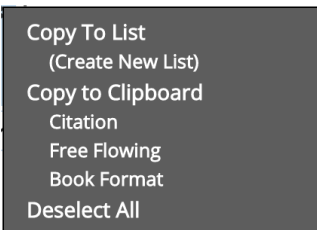
List three-dot menu:



Books panel, citation builder three-dot menu (at the top when a passage is highlighted):



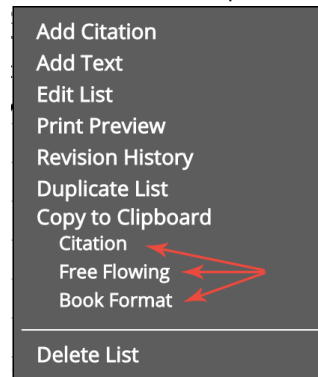
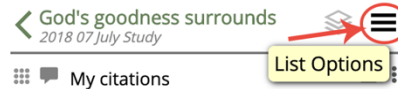
2. The three-dot menu appears



3. Click on one of the options under "Copy to Clipboard" (Note: the "clipboard" is what the computer uses to store the copied information)
 - Citation – copy/paste the citation reference only without the text (ex. SH 494:10-11)
 - Free Flowing – copy/pastes the text as free flowing
 - Book Format – copy/pastes the text as it appears in the books
4. Open the word processing software or email where you would like your citation pasted
5. Paste your citation using one of these methods:
 - The browser menu: Edit → Paste
 - Right click → Paste
 - A keyboard shortcut: Cmd + v (on a Mac) OR Ctrl + v (on a PC)

Copy/Paste an Entire List


1. Open the list you would like to copy
2. Click the List Options menu (three horizontal bars) to the right of the list name
3. Click on one of the options under "Copy to Clipboard" (Note: the clipboard is what the computer uses to store the copied information)





- Citation – copy/paste the list of citation references only without the text
 - Free Flowing – copy/pastes the text from the list as free flowing
 - Book Format – copy/pastes the text appears in the books with line/passage numbers and marginal headings
4. Open the word processing software or email where you would like your list of citations pasted
 5. Paste your list of citations using one of these methods:
 - The browser menu: Edit → Paste
 - Right click → Paste
 - A keyboard shortcut: Cmd + v (on a Mac) OR Ctrl + v (on a PC)

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

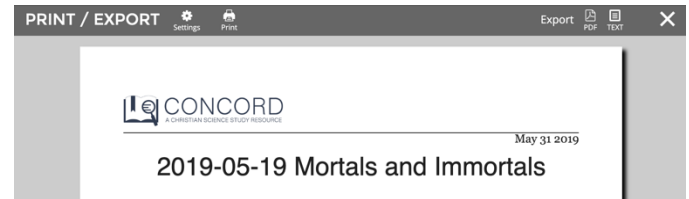
Make sure numbering **"By Book"** is turned on; **click a number** to turn off the number for that citation only.

 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