



## Quick Tips for New Church Vineyard: Educator's Collection

### Using the Browse Options, the Site Map, or the Toolbar










**Browse Options** On the left hand side of the home page, click on **Browse Options**. This will display a page with 5 search options. You can click on the pictures, the titles, or continue using the Menu. (Note: If a menu item has an arrow beside it, clicking on the arrow will display further subcategories.)

**The Site Map** provides an excellent way to get an overview of the resources available in the Educator's Collection and the variety of ways that these can be accessed. Clicking on the pictures or titles will take you to that part of the New Church Vineyard: Educator's Collection.

**The Toolbar** Another way to access the browse options is through the buttons on the **Toolbar** at the top of the browser window. The toolbar also provides **back** and **forward** buttons.



### Function of Toolbar Buttons

	<b>Home Page</b> (with links to navigation options and religious goals)
	<b>Collections</b> (Family Resources, Projects and Activities, Sunday School Resources, <i>etc.</i> )
	<b>Old and New Testament References</b> (by book of the Word)
	<b>Age Levels</b> (preschool through adult)
	<b>Topics</b> (see what is indexed for "heaven," "marriage," <i>etc.</i> )
	<b>Help</b> (links to Site Map, User Manual, Search Instructions, Quick Tips, <i>etc.</i> )
	<b>Full Text Search</b> (search for a word or a phrase)
	<b>Back</b> (go back to last page viewed)
	<b>Forward</b> (go to next page)

### Ways to Navigate Through the New Church Vineyard: Educator's Collection

**Collections** Use to explore one of the Collections such as Family Resources or Projects and Activities.

**Old and New Testament References** Use this index to find resources for a specific book of the Word.

**Age Groups** Use this when you are looking for materials for a specific age level such as preschoolers.

**Topical List** Use to find some key resources on concepts such as conjugal love, Divine providence, *etc.* You may want to do a full text search for a topic as well.

### Viewing Documents

**Bookmarks and Pages:** The tabs on the left side of the Adobe Acrobat window let you choose to view just the end document or to also see bookmarks or pages (called thumbnails in Acrobat Reader 5.0).

**Changing the View** Use the Acrobat toolbar to zoom in and out. Or select one of the "page" buttons.

**Going Back to the Index** Click on the Taskbar on the window labeled: The New Church Vineyard Project to go to the last page that you viewed in the index, and you can use the toolbars or back arrows.



## Quick Tips, continued

### Text Search in New Church Vineyard: Educator's Collection Documents

This is an exciting feature of the Collection which can help you individualize your search for educational resources on a specific topic. Just **type search word(s) in the Search window and click on the Go** button. The end documents containing your search words will be listed by title and show how many times the search words appear in the document. Just click on the document title to view it. **To search again**, highlight the old search word and type a new word “over it.”



Enter search words here

Click here to search

### WAYS TO SEARCH

**Single Word** e.g. shepherd

**Stem Search**

e.g. sow (searches for sower, sowing, sown)

**And or +**

e.g. David and shepherd

**Or**

e.g. disciple or apostle

**Not or -**

e.g. rainbow not Noah

**Phrase Search**

e.g. “the Lord is love”

**Wild Card**

e.g. rain\* (different than the stem search)

**Combination**

e.g. Lord + love or heaven not hell

**Near**

e.g. Christmas near prophecies

**Complex Search**

e.g. Lord and (love or “heavenly wisdom”)

### HOW IT WORKS

Lists every document that contains the search word.

The search function will automatically return results for words with the same root *unless* you put quotation marks around the search word (e.g. “sow”).

Lists every document that contains at least one occurrence of both words (not necessarily together).

Lists every document that contains one or both of the search words.

Lists every document that contains the first word, but does not contain the second word.

Uses quotes to set desired results. Lists every document that contains the exact phrase.

Lists every document that contains a word starting with the search term. (e.g. rains, raining and also rainbow, rainfall, rainstorm)

Lists every document that contains both words (Lord and love), or contains the word (heaven) but does not contain the last word (hell).

This proximity search lists every document in which Christmas is 5 words or less from prophecies.

Uses parentheses to set desired results. In the example given, it would list all documents which contain Lord *and* either love or heavenly wisdom.

### To Look for a Specific Word Within a PDF Document That Is Open

- Go to the **Edit** Menu and select **Search** or click on the **Binoculars** icon.
- **Type** in a word such as “heaven” or “sower”.
- The **Search** feature will take you to a page that contains your word.
- **Search Again** takes you to the next occurrence of the word.