

User Manual

Concordance Generator for Microsoft Word (.docx) Documents

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Introduction

This Microsoft Word Concordance Generator application provides functionality to:

- Create a list of every word that is used in a document.
- Identify 'words' to be included in MS Word concordance documents:
 - Single word subject
 - Single word name
 - Multi-Word (subject or name)
 - Numbers
 - Bible references
- Sort potential candidate words for inclusion in a concordance file alphabetically (A→Z or Z→A) or based on frequency of the occurrence of words within an MS Word document (1→9 or 9→1).
- Produce multiple types of concordance files for insertion into an MS Word document to create an index (or indexes).
- Filter potential candidate words based on the index category (e.g., name or subject) to which they have been assigned.
- Load previous concordance files that were created by this application or outside of this application.
- Edit a concordance file.
- Merge or split concordance files.
- Identify words to be added to a stop-word file, which can be applied to an MS Word document to limit the number of potential candidate words for inclusion in a concordance file.
- Edit a stop-word file.
- Produce a number of reports, such as:
 - Frequency of the words used in a document (total number of occurrences and number of paragraphs containing a word)
 - Words not in a concordance file
 - Stop-word file additions
 - Adjacent words (word pairs)
 - Word length counts
 - Anomalies found in an MS Word document
 - Embedded words (i.e., words that could be part of another word, such as 'hat' within 'that'; which occasionally cause the MS Word indexer to create false-positives).
- Process strings of characters which are made up entirely of numeric digits such as years (e.g., '1517', '2020'), numbers (e.g., '40,000', '10%', '100+'), more complex dates (e.g., '2020-11-30', '09/07/2021'), and strings containing numbers (e.g., '\$400', '3Com', 'C₁₂H₂₂O₁₁'), and designate which to include in a concordance file.
- Identify Bible book references in an MS Word document and produce a concordance file (containing chapter/verse) sorted by Bible book order, a frequency report, and an anomalies report.
- Incorporate multiple separate concordance files (e.g., names, subjects, numbers, and Bible

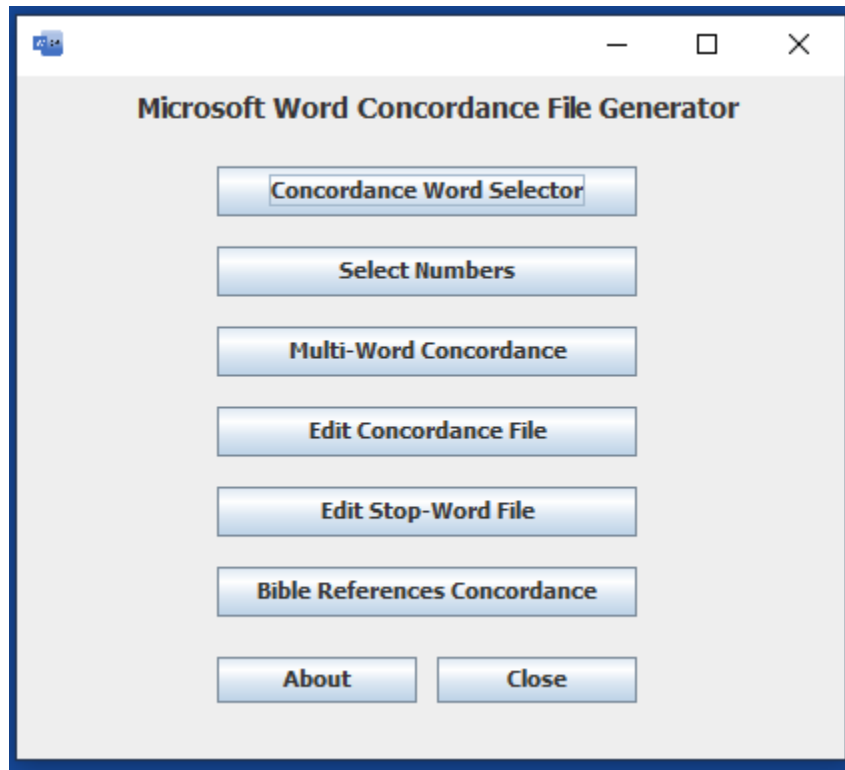
Guidance

1. The demo version of this application limits the number of index entries that are written to concordance files. To gain access to a production version of this application, contact the author.
2. An optional, MSConParameters.txt, and 'default' files are available at:
EPCToronto.org/Microsoft_Word_Concordance_Generator.html.
Place the MSConParameters.txt file on your Windows Documents folder.
3. By default, concordance and report files generated by this application will be placed in a folder called 'Word_Concordance' within the Documents folder. You can change this if you install the MSConParameters.txt file.

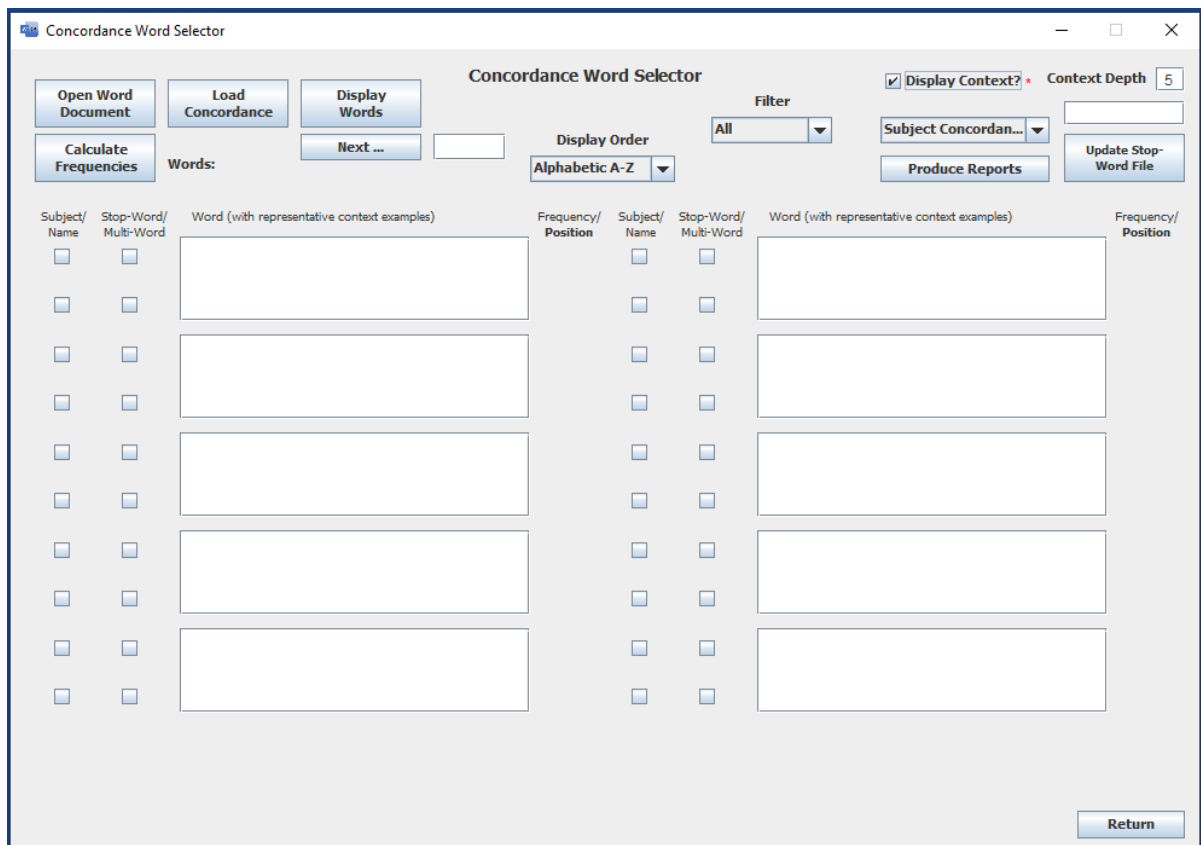
4. This application requires a screen larger than 14" diagonal, and a fast processor. It will not run (well) on older laptops.

Generating a Simple Concordance File

1. Click the MS Word Concordance.exe file icon.
 - a. The following main menu will be displayed:



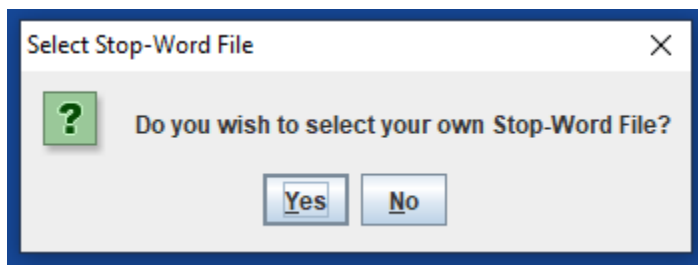
2. Click the Concordance Word Selector button.
 - a. The following window will be displayed:



3. Click the Open Word Document button.



4. Select the Microsoft (MS) Word .docx document for which you wish to generate a concordance, using the file picker.
5. Select No when you see this message displayed:



- a. You will see the following message, if your MS Word document is large:

Please wait while input document is being processed.

- b. A message will be displayed at the bottom of the window, indicating that the files have been processed, such as the following.

Input file processed; containing 8,258 paragraphs, in: 1:29 seconds.

6. Click the Calculate Frequency button.
 - a. The Calculate Frequencies button will turn a darker shade of blue while the frequencies are being calculated.:



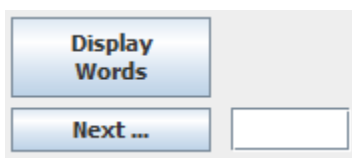
- b. A message will be displayed at the bottom of the window, indicating that word frequencies have been generated, such as the following.

Frequencies counted for 17,316 words in 8,258 paragraphs.

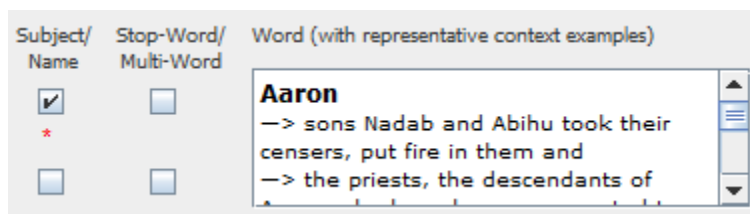
- c. In addition, word counts (total words, and unique words) will be displayed in the upper left of the function's window:



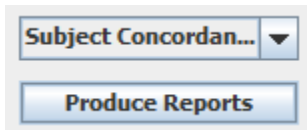
7. Click the Display Words button.



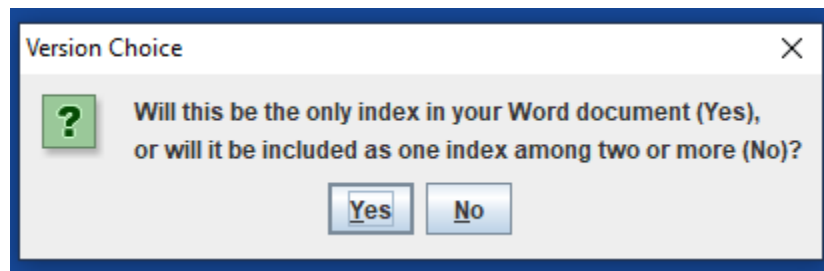
8. Highlight words you wish to include in a concordance file.
 - a. Click the Subject check boxes (upper left below the Subject/Name heading) to the left of the words that you wish to include in a concordance file.



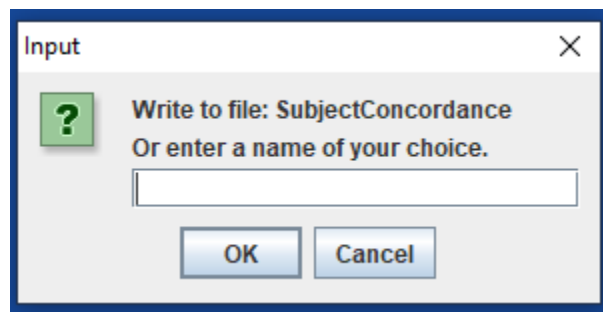
- b. Ensure that a red * appears below the check box, to indicate that the mouse click has been accepted.
9. Click the Next ... button (below the Display Words button) to progress through the indexable words.
10. Select additional words to add to your concordance file.
11. Click the Produce Reports button:



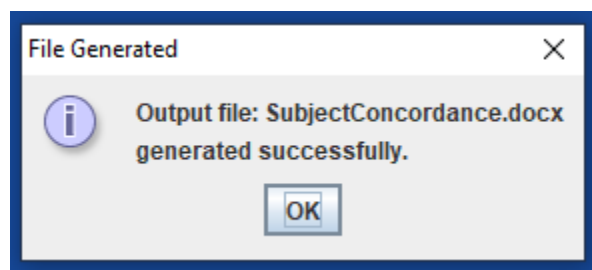
- a. The default is Subject Concordance.
 - b. Click Yes when presented with this message:



- c. Click OK when presented with this, or similar, message (and accept the default file name):



- d. Click OK when presented with this message:



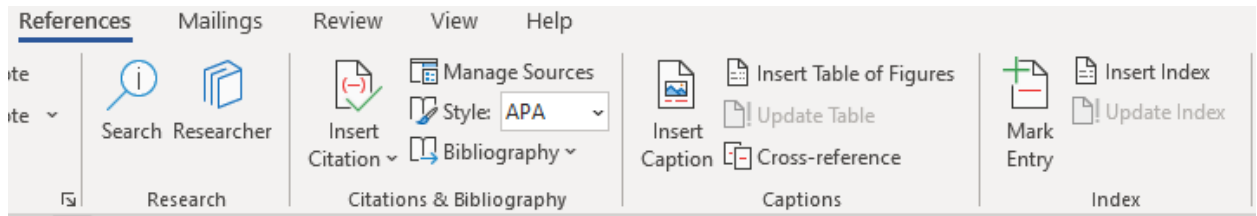
- e. A report (a file, with the default name, SubjectConcordance.docx) will be generated and placed on your desktop (or in the directory in which you placed the MS Word

Concordance.exe file for this application).

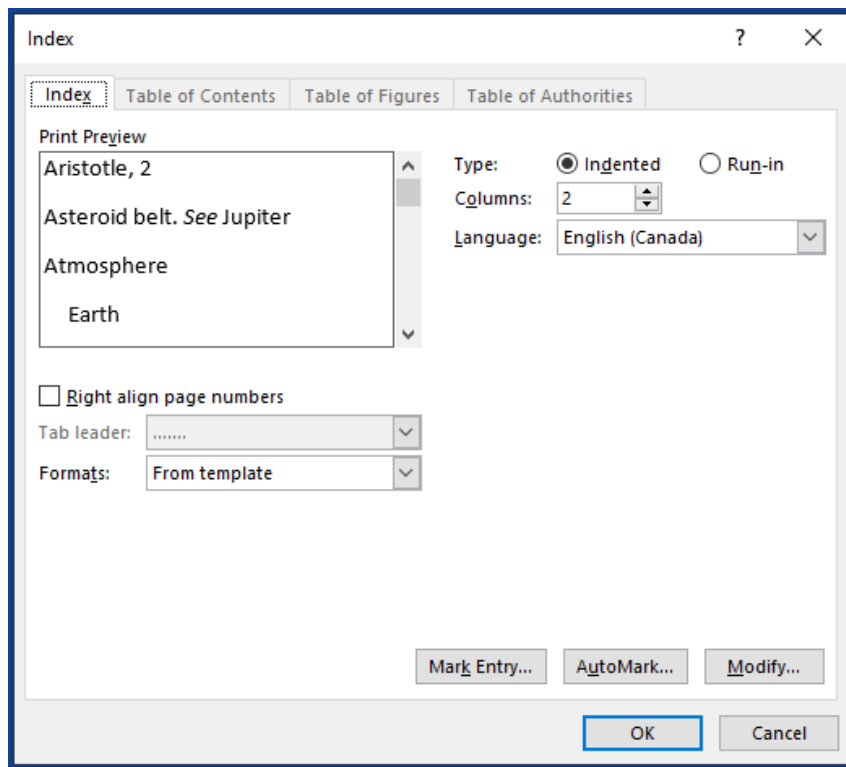
12. Click the Return button to close the Concordance Word Selector function.
13. Close the application by clicking the Close button or the X button in the upper right corner of the Microsoft Word Concordance File Generator main menu.

Insert a Generated Concordance File into a MS Word Document

1. Open your MS Word document.
2. Enter a title (e.g., 'Index') where you want the index to appear (usually at the end of a document).
3. Position your cursor below the title you just typed.
4. Click on References (on the ribbon) and Insert Index (in the Index section).



5. Click on AutoMark...



6. Open the concordance file you generated.
 - a. Word will mark occurrences of the words in the concordance file found in the document.
7. Position your cursor again where you want the index to appear.
8. Click on Insert Index again and OK.

- a. The index will be generated at the location you specified.
9. Turn off the display of the field codes by clicking the button,  in the ribbon in MS Word.
10. Click the right mouse button, in the body of the index, and select Update Field to update the page numbers.

Guidance

1. The document you select must be in the .docx format, as produced by MS Word. If you have a document in a different format (e.g., .doc, .pdf, .txt) for which you wish to create a concordance file, use MS Word to convert the document to the .docx format.
2. A concordance file you plan to incorporate into an MS Word document should not be in a OneDrive folder. If it is, you may receive a message from Microsoft Windows indicating that the file is in use by another application. Put the concordance file in a folder on your C: (or other) drive that is not included within the scope of OneDrive.
3. Useful guidance for preparing MS Word documents can be obtained from Susan Dorey Designs' web site¹, including guidance for creating indexes in general, and in MS Word.²

¹ <http://susandoreydesigns.com/software/index.html>

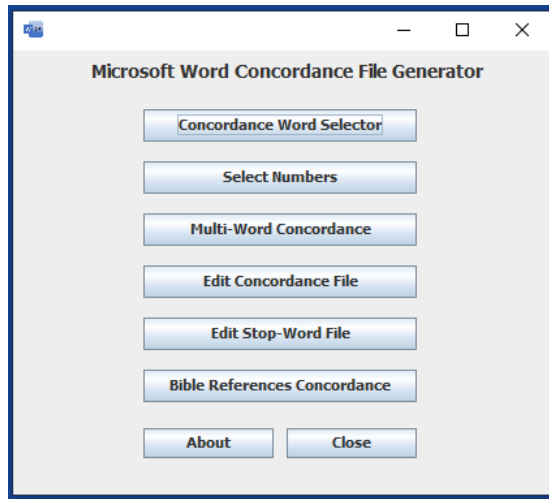
² <http://susandoreydesigns.com/software/IndexingAndWord.pdf>

Concordance Word Selector

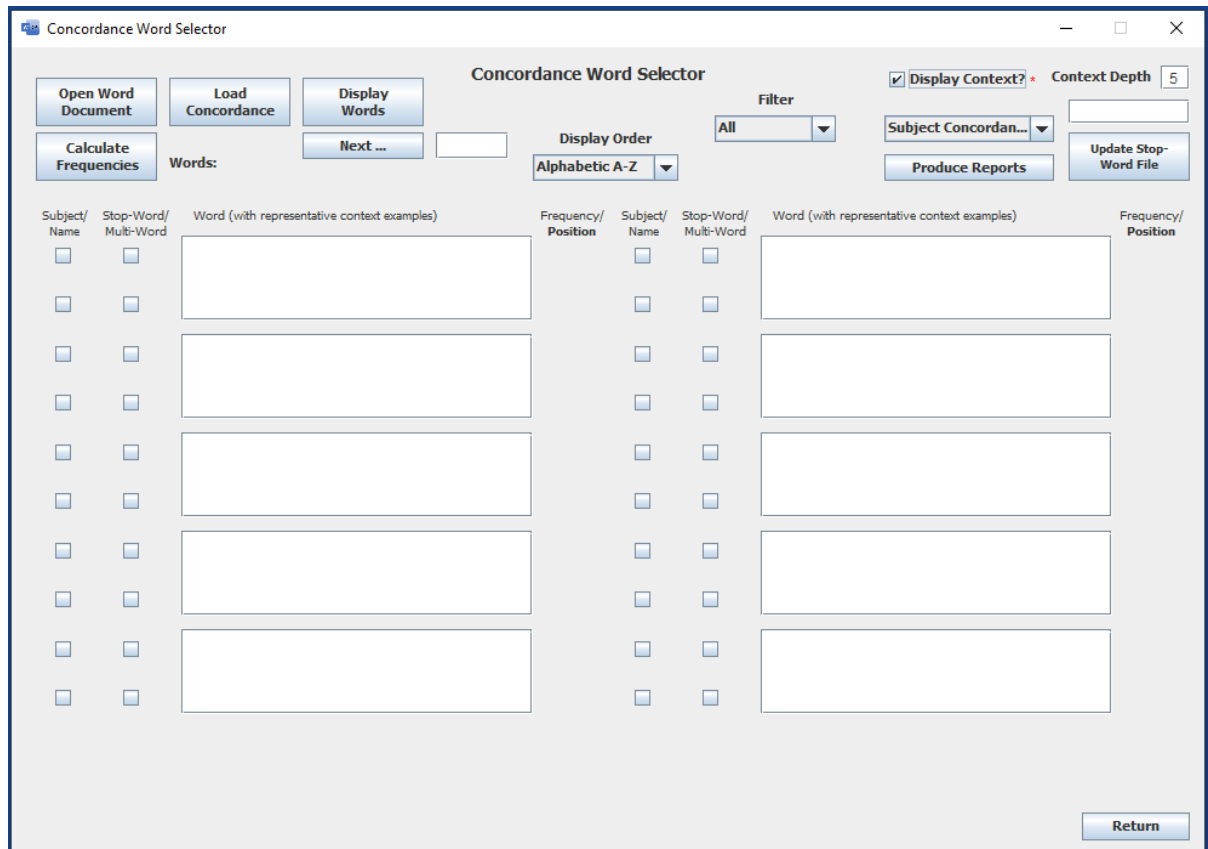
This function:

- Opens a Microsoft (MS) Word document (in the .docx format) as input.
- Processes all paragraphs in the document, including tables and footnotes to identify *alphabetic* words.
- Removes (most) non-alphabetic characters around words to identify words and separates words on spaces.
- Removes all words as potential candidates for inclusion in a concordance which are identified in a stop-word file (either a default file, or a file of your choice).
- Calculates the number of times (frequency) each candidate word is used throughout the MS Word document—total occurrences of each word and the number of paragraphs in which each word occurs.
- Displays words in different sort orders (A→Z, Z→A, 1→9, and 9→1).
- Displays words showing the context in which they are used—the default is up to 5 instances; however, you may change the context depth.
- Permits you to work through the displayed words, 10 at a time, or jump to a specific position (word number) or the start of the sub-list of words at a position within the Latin alphabet (e.g., words starting with ‘a’).
- Produces a series of reports:
 - Subject Concordance
 - Name Concordance
 - Multi-Words [draft]
 - All Concordance
 - Not in Concordance
 - Stop-Word Additions
 - Word Frequencies
 - Adjacent Words
 - Word Length Counts
 - Anomalies
 - Clean Stop-Word File
- Identifies words to be included in the stop-word file or in specific concordance files (Subject, Name, Multi-Word).
- Provides a filter that can be applied to words assigned to the stop-word or concordance categories.

1. Click the MS Word Concordance.exe file icon.
 - a. The following main menu will be displayed:



2. Click the Concordance Word Selector button.
 - a. The following window will be displayed:

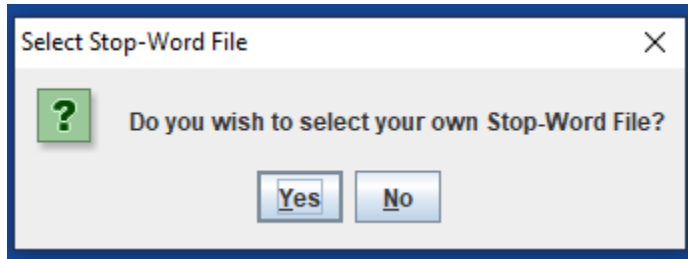


Open Word Document

1. Click the Open Word Document button.
2. Select the MS Word .docx document for which you wish to generate a concordance, using the file

picker.

- a. A message will be displayed at the bottom of the window, once processing is complete.
3. Select your custom stop-word file for your document (if you have one), when prompted after you have opened your MS Word document for processing:



Guidance

1. Before you begin, open your MS Word document and replace all double spaces ' ', with single spaces ' ' (assuming that you have not used spaces instead of tabs to align text). This will make it easier to select multi-word strings and have them indexed correctly. A string such as 'C. S. Lewis' is different from 'C. S. Lewis' (the latter has two spaces after the 'S.') and the MS Word indexer will treat them as different text strings for indexing.
2. The document you select must be in the .docx format, as produced by MS Word. If you have a document in a different format (e.g., .doc, .pdf, .txt) for which you wish to create a concordance file, use MS Word to convert the document to the .docx format.
3. An MS Word document you select must contain at least two words that are not in the selected stop-word file—this is to ensure that the sorting algorithms will work properly.
4. Create a working copy of your MS Word document with a short, abbreviated name (the document name appears on every row in generated concordance files, and a large document name makes concordance tables unnecessarily large). Remove from the working copy material from which you will not select words to be indexed, such as a table of context.
5. This function will process some non-Latin alphabetic scripts (e.g., Greek and Hebrew), to a limited extent (e.g., it does not read Hebrew context from right to left).
6. For large (e.g., 500+ pages and 5,000+ paragraphs) or complex (e.g., a large number of Unicode characters, as with the Greek NT) documents, it can take up to a minute to process all the words (depending on the power of your computer), after you open the MS Word document. This application is set to allocate 1 gigabyte of memory, which should be sufficient for processing most MS Word documents. However, the Java Virtual Machine (JVM) occasionally experiences memory 'leaks'. If you process a number of documents at one time, one document multiple times, or a document with many Unicode characters (e.g., the entire Greek NT), and the application 'freezes', you may have to reboot your PC to release the memory that was consumed by the JVM.
7. There appears to be a bug in the Apache POI utility which this application uses for reading MS Word documents. Nonbreaking hyphens are discarded and not replaced with even a blank. You should replace³ nonbreaking hyphens in your document with a keyboard '-' to ensure that compound words (e.g., 'native-born') are picked up correctly. You will not introduce a non-breaking hyphen when you type, since it is not available on a standard keyboard and requires that you insert a special character. However, one may be introduced inadvertently into your document if you have copied text from another document (or webpage) where the text was set up for precise hyphenation and word-wrap formatting.
8. The Concordance Word Selector does not include 'words' which precede domain suffixes (e.g.,

³ Replace ... Special ... Nonbreaking Hyphen.

‘.org’, ‘.com’, ‘.gov’, ‘.net’, ‘.edu’) which appear *only* in URLs. For example, it does not include ‘usatoday’ as a word in the display, unless the same word appears in the body of the text of the MS Word document. This reduces ‘noise’ and unnecessary words for you to process. These words are included in the anomalies report if you wish to identify them, and you could include them later using the Edit Concordance File function if there is a reason why you wish to have them appear in an index.

9. The Concordance Word Selector removes strings of characters containing numeric digits. To process numbers, use the Select Numbers function.

Calculate Frequencies

1. Click the Calculate Frequencies button.
 - a. A message will be displayed at the bottom of the window, once processing is complete.
 - b. Word counts will also display below the Load Concordance button.

Guidance

1. The frequency counter finds all occurrences of a word in all paragraphs in your document. It also determines the number of paragraphs in which each word occurs.
2. The frequency counter matches words on an exact case-sensitive sequence of letters. So, words such as ‘animal’ and ‘animals’ are treated as unique words.
3. However, words with an ‘s following them are treated as if they were not possessives, and matches are made on the word not including the ‘s.
4. For large documents (with 350,000+ words with 15,000+ unique words), it can take up to a minute to calculate frequencies (depending on the power of your computer).
5. Paragraph and word counts may differ from what MS Word will indicate because of different counting procedures. For example, each has different procedures for counting a word if it appears in a URL and counting hyphenated words (this function treats a hyphenated word pair as a single word, MS Word counts the pair as two words).
6. If there are anomalies in your MS Word document, a message will be appended to the standard message after the word frequencies have been calculated.

Frequencies counted for 2,671 words in 7,362 paragraphs; in: 0:05 (minutes:seconds). || NOTE: Anomalies identified. Run report to review.

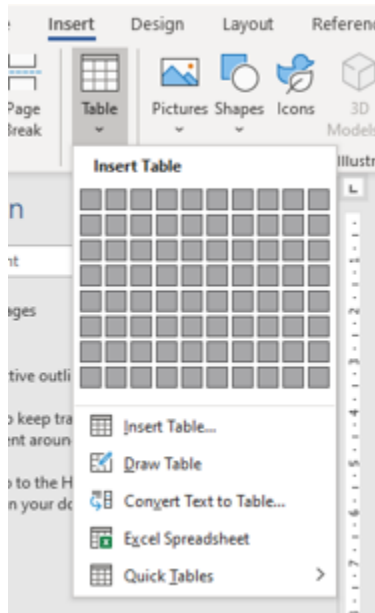
Load Concordance

1. Click the Load Concordance button, if you have a concordance file (e.g., from a different document or one already in progress for your document) that you wish to use for generating a concordance file for your current MS Word document.
2. Select the MS Word (.docx) document containing a previously created list of concordance words.
3. Indicate if you wish the load to be applied to one of the subject, name, or multi-word categories.
 - a. A message will be displayed at the bottom of the window once processing is complete.

Guidance

1. A concordance file which you load does not have to be one generated by this application. It can be a previously (manually) created concordance file.
 - a. Single words found within the first column of the concordance file will be used to flag words for possible inclusion in a generated concordance file.
 - b. Single words in the concordance file also found in the stop-word file will not be included.

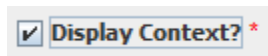
- c. Single words not found in the MS Word document will not be included and will be written to a file, so that you can review them.
 - d. Word pairs (or longer strings of words) will not be included and will be written to a file, so that you can review them.
2. A concordance file can be any MS Word .docx file that contains a table, with single words in the first column of the table. You do not have to have a second column (e.g., of index entries) in the table, but you can include them if you wish, and they will be retained for when you generate a concordance file from this application.
3. If you have a list of words you wish to include, but they are not formatted in a table, select them in MS Word and convert them to a table, using Insert ... Insert Table ... Convert Text to Table:



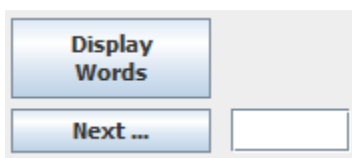
4. You may load multiple concordances. If a word could be assigned to either a subject or name concordance category, and appears in two different concordance loads, the first load will take precedence; so, plan your concordance loads accordingly. Likewise, if you assign a word to a concordance category, and then load a concordance file, your assignment will take precedence.
5. You can maintain different master concordance files for different discipline domains.
6. You can save your work as you progress through a list of candidate words for inclusion in a concordance, by producing an intermediate concordance and re-loading it the next time you open this function.
7. Concordance files can be merged using the Edit Concordance File function. For example, concordance files containing names produced by the Concordance Word Selector function and by the Create a Multi-Word Concordance File function could be merged to produce a single concordance file to incorporate into a new file.
8. If you receive a message when loading a concordance file, indicating that words in the concordance file are not present, they may be missing from your MS Word document (i.e., you made changes after the concordance file was generated), they may be multi-word entries, or they may be included in the stop-word file that you selected and are not included in the display. In the latter case, you can delete them from the selected stop-word file if you wish, using the Edit Stop-Word File function.

Display Words, Display Context, and Next ...

1. Click the Display Context? Button, if you do *not*⁴ wish to see words displayed in their context within your document.
 - a. The default is set to Display Context.
 - b. Ensure that a red * appears beside the button when you re-enable the display context feature:



2. Click the Display Words button.



- a. Words from your document will be displayed in the middle panel, similar to what is shown below:

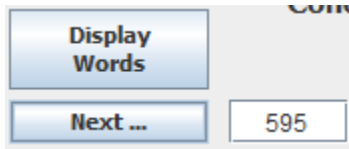
Subject/Name	Stop-Word/Multi-Word	Word (with representative context examples)	Frequency/Position	Subject/Name	Stop-Word/Multi-Word	Word (with representative context examples)	Frequency/Position
☐	☐	Aaron —>"Aaron's sons Nadab and Abihu took their censers, put fire in them and added incense; and they offered unauthorized fire	5 / 4 1	☐	☐	Abraham —>to tithe as separate from giving freewill offerings. Abraham (a non-Jew) paid tithes to Melchizedek a non-Aaronic	13 / 10 6
☐	☐	Aaronic —>words, something like this: "They have no role today, the Aaronic priesthood and associated ceremonial system performed	1 / 1 2	☐	☐	Abrahamic —>saints in the OT were under one covenantal administration (Abrahamic; Sinaitic or Mosaic) and looking forward to another	1 / 1 7
☐	☐	Abel —>When Cain and Abel brought offerings to the LORD, we are told: "The LORD looked with favor on Abel and his offering, but	3 / 2 3	☐	☐	Adam —>office. New forms of worship were delivered to and through Adam, Noah, Abraham, Moses, David, and Christ through the	6 / 6 8
☐	☐	Abiathar —>Zadok, was with the Tabernacle at Gibeon, the other, Abiathar (1 Chron 15.11), was with the ark in Jerusalem. It	1 / 1 4	☐	☐	Adams —>the imprecatory Psalms in the NT Church refer to: James E. Adams, War Psalms of the Prince of Peace—Lessons from the	1 / 1 9
☐	☐	Abihu —>"Aaron's sons Nadab and Abihu took their censers, put fire in them and added incense; and they offered unauthorized fire	3 / 3 5	☐	☐	Advent —>the observance of seasons and days such as Lent, Easter, Advent, Ascension, Christmas, etc.; and the use of musical	1 / 1 10

Position: A 1; B 43; C 77; D 137; E 162; F 184; G 194; H 224; I 261; J 274; K 291; L 299; M 323; N 362; O 372; P 387; R 459; S 479; T 541; U 560; V 564; W 572; X 587; Y 588; Z 590; a 595; b 628; c 649; d 729; e 765; f 795; g 818; h 827; i 858; j 896; k 899; l 906; m 930; n 968; o 976; p 994; r 1089; s 1117; t 1204; u 1247; v 1261; w 1270; y 1284; other 1286

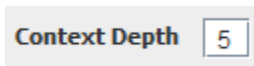
- b. This panel displays:
 - Each word with short example instances of the words used in their context within your document.
 - The number of times (Frequency) each word appears within your document, in total and in the number of paragraphs in which it appears (e.g., '5 / 4').
 - The position of each word in the list. Note: the position is not absolute, it will change depending on the sort-order selected (see, Display Order).
 - The (Latin alphabet) start position of words in the list.

⁴ A possible reason for disabling the feature that displays context is if you are processing a very large document on a slow computer.

3. Click the Next ... button to progress through the words being displayed.
4. Enter a word Position number to go to a specific word, in the entry field beside the Next ... button.



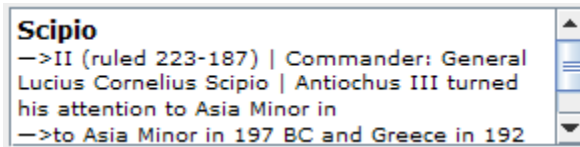
- a. Click ENTER after entering the position number. In the example above, 595 was entered to re-position the words display beginning with 'a', as indicated in the position list at the bottom of the panel (shown in Position display).
 - b. You may enter a word (or the first portion of a word), consisting of alphabetic characters, instead of a word number. For example, in the illustration above, if you entered 'Adv', the display would reposition the list of words at position 10.
5. Enter a different Context Depth if you wish to display more uses of each word in its context (the default is up to 5 occurrences).



Guidance

1. The (default) alphabetic sort is not case sensitive. The case-sensitive sort places all words starting with uppercase letters before displaying words starting with lowercase letters. Also, words containing characters with accents will appear later (for example, Béze appears after Buddhist).
2. Words beginning with specialized characters will appear before the first word beginning with 'A'. Words consisting of non-Latin alphabetic characters will be displayed last. Also, they will not be sorted as we might expect, since the presence of diacritical marks makes words like Αβραάμ appear after words like ἀδελφούς and Ἑσρώμ after ἐγέννησεν.
3. MS Word marks words for indexing in a document using an exact case-sensitive match on the word in a document; including use of smart quotes. Smart quotes (e.g., ' ' and “ ”) and standard quotes (' ' and " ") embedded within words will be treated as unique words; for example, 'doesn't' and 'doesn't' are treated as different words by MS Word when creating indexes.
4. Settings for mouse sensitivity varies, thus the need to ensure that fields are properly selected, as indicated by the presence of a red *.
5. The Position display at the bottom of the panel lists words alphabetically when words are sorted alphabetically (A→Z and Z→A). When they are sorted on Frequency (1→9 or 9→1), information about the number of words with a particular frequency and the first position of words with that frequency is displayed.
6. If you have a filter option selected (see below), when you enter a position number and click on the Next ... button (or enter a position number in the field beside the Next ... button), the display will be positioned to the first word meeting the filter criterion. For example, if all words up to the word at position 1,000 have been assigned to a category (subject, name, stop-word, or multi-word), then the display will begin at position 1,000, when you select Not Set. To see earlier words in the list, change the filter option to All.
7. The display will help you identify similar words in your MS Word document so that you can make them more consistent—e.g., if you have 'jig-saw' and 'jigsaw', or 'jewelry' and 'jewellery' they will be displayed as (near) adjacent words and you can decide which you wish to include in your document (e.g., by revising the less common spelling in your document or adding it to the list of stop words in the stop-word file).

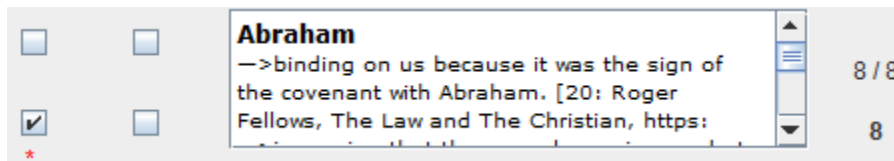
8. Tabs and paragraph marks in table rows in your MS Word document are replaced with pipes (i.e., '|') so that they are visible in the context display, as in the example below:



9. Also, '<' and '>' in your MS Word document are replaced with pipes because they are HTML control characters, since HTML is used to format the text appearing in the context display.

Assign Words to Concordance Categories

1. Click on one of the boxes to the left of each word to assign it to a category. In the example below the word is being assigned to the name category.



- a. Ensure that a red * appears under the box you have selected.

Guidance

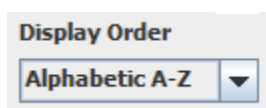
1. Words can be assigned to only one of the subject, name, or multi-word categories.
2. Words assigned to the stop-word category cannot also be assigned to a concordance category.
3. If you click the Update Stop-Word File button during assignment of words to categories, the stop-word file will be updated. However, the check marks associated with words will not be reset. This is so that you can see which words you have identified as stop words while you are working through a list of words. If you later decide that you should not have included a word in the stop-word file, clicking the upper right box associated with the word to remove the check mark will *not* remove the word from the stop-word file. You will have to use the Edit Stop-Word File function to remove the word.
4. Words do not need to be assigned to any category. If they are not assigned to a category, they will be ignored as additions to the stop-word file or for inclusion in a concordance file.
5. Don't make your indexes complex. If you can generate a single index, then default to assigning words to the subject category. Later, if you also have multi-word instances you can combine the concordance files using the merge concordances capability (Load Concordance) in the Edit Concordance File function. Also, see the additional guidance under, Creating Multiple Indexes from Concordance Files in an MS Word Document.
6. Identify words which are to be assigned to a multi-word concordance with care. For example, if you want to index 'Westminster Confession of Faith', you could assign 'Westminster' to the multi-word category, and in the Create a Multi-Word Concordance File function, select 3 words to the right to append. Or you could assign 'Faith' to the multi-word category and select 3 words to the left in the Create a Multi-Word Concordance File function.
7. You may split a concordance file which you produced using this function; if the file contains only single (or hyphenated) words as index words to be marked by MS Word. Load your MS Word

document and the concordance file(s) you wish to split into a single category (e.g., subject). Work through the entries and assign the words that you wish to split into a separate index to the other category (e.g., name). Generate new concordance files for subject and name. [To split a file which contains multiple words as index words to be marked by MS Word, use the Edit Concordance File function.]

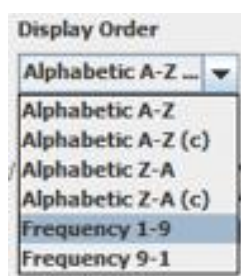
- Settings for mouse sensitivity varies, thus the need to ensure that fields are properly selected, as indicated by the presence of a red *.

Display Order

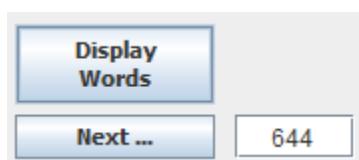
- Click the Display Order box.



- Select from the list the order in which you wish to see the words displayed.



- Click the Display Words button to redisplay the list of words in your selected Display Order.



Guidance

- The default Display Order is Alphabetic A→Z (c). In the example below words beginning with ‘A’ start at position 1; words beginning with ‘a’ start at position 3.

```
A 1; B 585; C 953; D 1786; E 2360; F 2750; G 3094; H 3338; I 3620; J 4011; K 41
6627; S 7569; T 9156; U 9840; V 10160; W 10351; X 10736; Y 10742; Z 10772; a 3;
i 3623; j 4013; k 4111; l 4160; m 4403; n 4786; o 4903; p 5292; q 6606; r 6622;
10744; z 10775
```

- The alphabetic sorts with a ‘(c)’ following them, select caseless sorts, in which the uppercase words and lowercase words will appear intermingled together.
- When words are sorted on Frequency (1→9 or 9→1), information about the number of words with a particular frequency and the first position of words with that frequency is displayed. In the example below, there are 1094 words with a frequency of 1, and they begin at position 1; there are

30 words with a frequency between 51 and 100, and they begin at position 2681.

```
1: 1094 at: 1; 2: 449 at: 1095; 3: 266 at: 1544;  
9: 36 at: 2308; 10: 31 at: 2344; 11-15: 125 at: 2  
2661; 51-100: 30 at: 2681; 101-200: 7 at: 2711
```

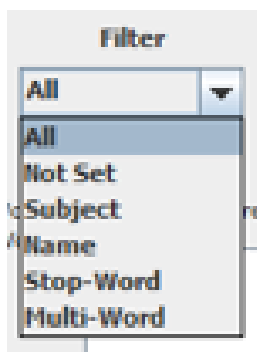
4. It is necessary to click the Display Words button after the sort order is changed so that the function can sort the entries, re-calculate the position information displayed below the words display, and re-position the list of words at the selected position.

Filter

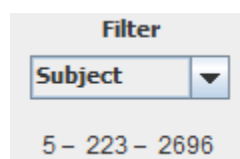
The options are:

- *All* – Default filter option, displays all words regardless of the category to which they have been assigned.
- *Not Set* – Displays words which have not been assigned to any category. When no words have been assigned to any category the Not Set option produces the same list of words as the All option.
- *Subject* – Displays only words assigned to the subject category.
- *Name* – Displays only words assigned to the name category.
- *Stop-Word* – Displays only words assigned to the stop-word category.
- *Multi-Word* – Displays only words assigned to the multi-word category.

1. Select a Filter option to limit the displayed words to those in an assigned category.



- a. The display will reset to the first word identified with the selected category.
- b. Position references and a count are displayed below the Filter selection box.
 - The first number is the position of the first word identified with the assigned category (in the example below, the word at position 5).
 - The second number is the count of words with the assigned category (in the example below, 223 words have been assigned to the subject category).
 - The third number is the position of the last word identified with the assigned category (in the example below, the word at position 2696).



Guidance

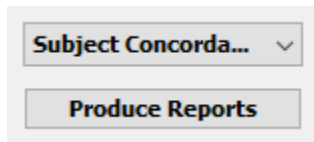
1. When a filter option is selected, the words in the display area will reset to display the first word, and subsequent words, which have the selected filter option.
2. You can use the counts below the Filter selection box to determine where you last updated words in a selected category, if you are working on creating a concordance file over a number of sessions.
3. If you change the sort order (e.g., from A→Z to Z→A) you will have to change the filter category to a different value (e.g., All) and then re-select the Filter category to update the counts.
4. If you have a filter option selected, when you enter a position number and click on the Next ... button, the display will be positioned to the first word meeting the filter criterion. For example, if all words up to the word at position 1000 have been assigned to a category (subject, name, stop-word, multi-word), then the display will begin at position 1000, when you select Not Set. To see earlier words in the list, change the filter option to All.

Produce Reports

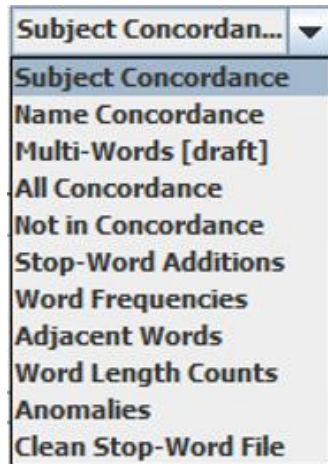
The available reports are:

- *Subject Concordance* – An MS Word concordance document containing a table of single words for insertion into an MS Word document when an index is being generated.
- *Name Concordance* – An MS Word concordance document containing a table of single words for insertion into an MS Word document when an index is being generated.
- *Multi-Words [draft]* – The generated file is identified as a draft file because it contains only single words. It can be used as input to the Multi-Word Concordance function.
- *All Concordance* – An MS Word concordance document containing a table of all the words (regardless of their being assigned to a subject, name, or multi-word category) not identified for inclusion in a stop-word file.
- *Not in Concordance* – An MS Word document containing all the words in the display list, with their calculated frequency of occurrences in the document and their position number in the current display list, which have not been assigned to a concordance category.
- *Stop-Word Additions* – A .txt file containing a list of words identified for addition to the stop-word file.
- *Word Frequencies* – An MS Word document containing all the words in the display list, with their calculated frequency of occurrences (total number of each word and number of paragraphs containing each word) in the MS Word document and position number in the word display list.
- *Adjacent Words* – An MS Word document containing words that occur in pairs (e.g., ‘Jesus Christ’) and the calculated frequency with which the word-pair appears in the MS Word document.
- *Word length counts* – An MS Word document containing a list of all words of a selected length and their associated frequency, and a list of how many words of each length occur in the MS Word document.
- *Anomalies* – An MS Word document containing a list of potential anomalies such as words that are followed by ‘--’ (two hyphens) where an em Dash ‘—’ would normally be used; words followed by a single hyphen and a space (e.g., a space has been inadvertently added in what should normally be a hyphenated word); or potentially misplaced square brackets ‘[]’. This report can be ignored if you do not wish to make changes in your document.
- *Clean Stop-Word File* – Removes words not found in the MS Word document from the stop-word file and produces a new smaller file. Using this new file can speed up subsequent processing as fewer words need to be checked.

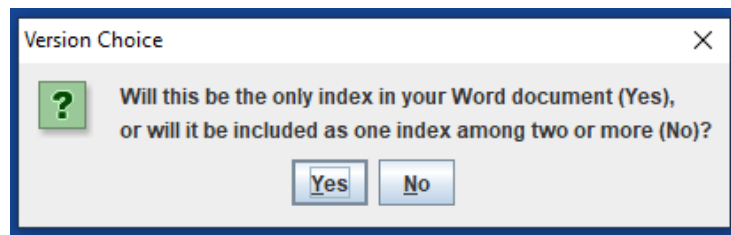
1. Click the box above Produce Reports to select a report to produce.



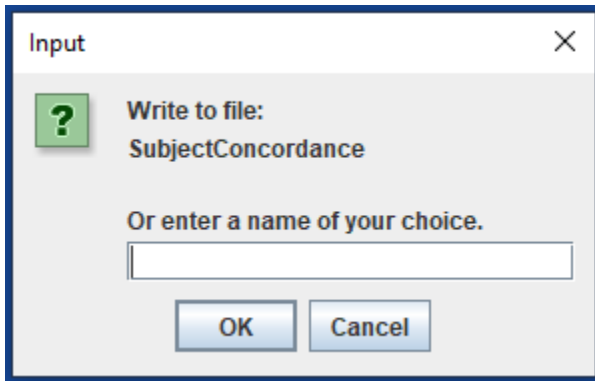
- a. the following menu will be displayed.



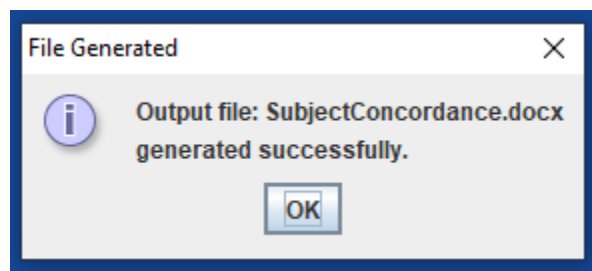
2. Click the report of your choice and click Produce Reports to generate the selected report.
3. If you select a concordance file to be generated, indicate whether the concordance file will be used as the only index in your word document, when presented with this message:



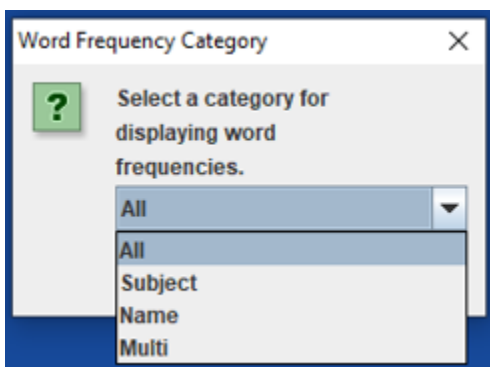
- a. When an MS Word document will contain more than one index, the concordance files generated by this application include codes (e.g., ~SU~, ~NM~, or ~MW~) that are appended to the index entry value. These codes will be used when the concordance file is loaded into MS Word, to make the indexes unique. See the section of this document, Creating Multiple Indexes from Concordance Files in an MS Word Document, for an explanation of how the codes included in concordance files are applied when multiple concordances are loaded into an MS Word document to create separate indexes.
4. For most reports, enter a name for the report if you wish to have it named differently from the default name, when presented with the option such as the following:



- a. Click OK to create the report file; or Cancel to stop generating the file.
- b. A message will appear when the report has been generated, such as the following:



- c. The report file will be written onto your desktop or into the directory from which you executed the application.
5. If you select the Adjacent Words report, you will be presented with an input screen in which you may enter an option to include all words ('All') or only words assigned a specific subject ('Subject'), name ('Name'), or multi-word ('Multi') category.



- a. The following screen will then be presented:

Adjacent Words Report

Write to file:
AdjacentWords

Include frequencies (n+):
2

Sort alphabetic (A); frequency (F)
A

Include all words to right? (Y or N)
N

OK Cancel

- b. Enter:
 - i. An output file name.
 - ii. The threshold for including candidate single words in the report file.
 - iii. Sort order, alphabetically ('A') or by frequency ('F') of the word-pair.
 - iv. An option to include any word to the right ('Y') of each word in your display, or only words that are not included in your stop-word file ('N').
- c. The information area below the words in context will display the number of words which occur at different frequencies within the category you have selected:

```
Frequency counts: 1: 1085; 2: 459; 3: 271; 4: 167; 5: 130; 6: 82; 7: 76; 8: 60; 9: 36; 10: 33; 11: 46; 12: 21; 13: 21; 14: 25; 15: 17; 16: 11; 17: 13; 18: 15; 19: 13; 20: 12; 21: 8; 22: 9; 23: 7; 24: 4; 25: 9; 26: 7; 27: 6; 28: 3; 29: 4; 30: 2; 31: 7; 32: 4; 33: 5; 34: 4; 35: 3; 36: 3; 37: 2; 38: 2; 39: 1; 40: 3; 41: 1; 42: 5; 43: 2; 44: 1; 45: 2; 46: 5; 49: 2; 50: 1; 51: 2; 53: 1; 55: 2; 56: 1; 58: 1; 60+: 30
```

- d. This information can be used for determining where to set the frequency threshold for the words to include in the report.
- e. A report will be generated, based on your selected parameters. The example below shows that there were 3,258 word pairs. In this instance, the report was sorted on the frequency of the occurrence of each word pair.

-Position-	-Frequency-	-Word Pair-
...	...	...
3252	10	continental plates
3253	10	substitutionary atonement
3254	13	carbon dioxide
3255	13	materialistic naturalism
3256	14	death penalty
3257	16	shallow sea
3258	17	materialistic naturalists

6. If you select the Word Length Counts report, enter the length of words for which you wish to see a list of all words of that length. For example, if you wanted to see all two-letter words, enter a '2'.

The image shows a dialog box titled "Word Length Counts" with a close button (X) in the top right corner. On the left is a green square icon with a white question mark. To its right is the label "Word length:" followed by a text input field. At the bottom are two buttons: "OK" and "Cancel".

- The words will be listed in the current sort order have selected in the display, with their frequency in the MS Word document.
- Below the words, a list of the count of words of each length will be generated.
- You can run this report multiple times in succession to see the list of words of different lengths.
- Only words not included in the selected stop-word file will be included in the report.

Guidance

- The default report is a Subject Concordance.
- If you assign all words that you do not wish to have included in an index to the Stop-Word category, you can then use the All Concordance option to generate a concordance file, without having to assign the words to a subject, name, or multi-word category.
- Concordance files that are generated by this application include a header row and additional columns which are not included in a standard MS Word concordance document. The header row and additional columns are generated so that the Edit Concordance File and the Create a Multi-Word Concordance File functions can establish that the file was generated by this application and so that the generated concordance file is associated with the correct MS Word document during editing of the concordance file. MS Word ignores the header row and the additional columns when

- it is generating an index.
- Generated concordance files will be sorted in the order you have selected as your Display Order. MS Word does not require a concordance file to be sorted alphabetically.
 - If you make a mistake assigning a concordance category to a word and have generated your concordance files, you can reset the concordance category to the left of the word and regenerate the applicable concordance files or use the Edit Concordance File function to make changes.
 - The Word Frequencies report will be sorted in the order you have selected as your Display Order.
 - To obtain a list of every (or most) words used in a document and the frequency of their use, create a stop-word file that is essentially empty, load that file after loading the MS Word document, and produce a Word Frequencies report.
 - To obtain a count of all words of particular lengths in an MS Word document select an empty (or near empty) stop-word file
 - In the Adjacent Words report, use the 'Y' option in the 'Include all words to right?' field, with care, since words such as 'and', 'but', and etc., will be included as second words. This will generate a considerable amount of 'noise' in the report.
 - A similar report to the Adjacent Words, is available with the Word Pair report option in the Create a Multi-Word Concordance File function.
 - If there are anomalies in your MS Word document, a message will be appended to the standard message after the word frequencies have been calculated.

Frequencies counted for 2,671 words in 7,362 paragraphs; in: 0:05 (minutes:seconds). || NOTE: Anomalies identified. Run report to review.

Update Stop-Word File

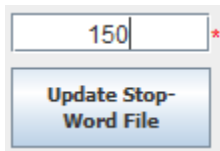
- In the example below, the words have been displayed in frequency 9-1 sort order.

Subject/ Name	Stop-Word/ Multi-Word	Word (with representative context examples)	Frequency/ Position	Subject/ Name	Stop-Word/ Multi-Word	Word (with representative context examples)	Frequency/ Position
☒	☐	language —>by "Why not?"—which they then dress up in fancy language. Still others attempt to provide an answer by saying,	191 / 99 1	☐	☐	moral —>how we got here, why anything exists, what defines moral right and wrong, and how sin and death arose. How we	114 / 105 6
☐	☐	fruit —>God created 'mature' entities such as soil, trees with fruit and seeds, animals which could fend for themselves, and	154 / 112 2	☒	☐	evolution —>topic that I clearly recall our discussing was theistic evolution—i.e., whether God had used natural processes to guide	102 / 74 7
☒	☐	Covenant —>The Covenant of Creation [March 30] 114 —>The Covenant of Creation is Founded on Grace [March 31] 116	136 / 101 3	☐	☐	blood —>animals. Body temperature is monitored by sensors in blood vessels which report readings to a part of the brain	95 / 57 8
☒	☐	DNA —>DNA: Complex, Specified Information [February 1] 43 —>how complex systems coordinate in cells to	125 / 62 4	☒	☐	murder —>have maladapted behaviour (e.g., selfishness, rape, murder), or adapted behaviour (e.g., altruism) is the result	91 / 68 9
☒	☐	marriage —>human couple (Gen 2.24)—not to be shared with multiple marriage partners or to be dissolved by divorce (Mt 19.4-6).	115 / 59 5	☒	☐	languages —>of the physical realm—e.g., the solar system, life, death, languages—than naturalistic theories of origins. You will also	87 / 56 10

1: 1062 at: 1633; 2: 421 at: 1212; 3: 273 at: 939; 4: 176 at: 763; 5: 126 at: 637; 6: 87 at: 550; 7: 87 at: 463; 8: 55 at: 408; 9: 32 at: 376; 10: 34 at: 342; 11-15: 121 at: 221; 16-20: 71 at: 150; 21-30: 61 at: 89; 31-40: 32 at: 57; 41-50: 22 at: 35; 51-100: 27 at: 8; 101-200: 7 at: 1

The word 'fruit' appears 154 times (and in 112 paragraphs) and 'DNA' occurs 123 times in the MS Word document (and in 62 paragraphs). The word 'language' is currently marked as a candidate for inclusion in the subject index. However, 191 references are probably too many, even in a 400-page document, to want to include in an index. To add all the words that occur more than 150 times

(i.e., 'language' and 'fruit', in the example above) in the MS Word document to the stop-word file, enter a 150 in the box above the Update Stop-Word file followed by Enter.



2. Click the Update Stop-Word File button.
 - a. The stop-word file you selected when you began processing the MS Word document will be updated with individual words that you assigned to the stop-word category, or which have a frequency above the value you entered in the box above the button.
 - b. When you redisplay the list of words, the words which were added to the stop-word file will appear with a check mark in the upper right check box to the left of each word and will not appear in the display the next time you load your document with the updated stop-word file.

Guidance

1. Clicking the Update Stop-Word File button does not remove the words from the display.
2. See the Edit Stop-Word File function for additional guidance.

Return

1. Close the Concordance Word Selector function by clicking the Return button.

Best Practice

A 'best practice' is to work through the list of identified candidate words for a particular MS Word document in a series of steps:

1. Establish a rough upper limit on the number of words that you wish to include in your index(es). For example, if your MS Word document is in a technical or specialized domain, you may find that there are many unique words (10,000+) in your document that are not included in the default stop-word file. However, it is unlikely that you will want to include all of them in an index.
2. Generate a unique stop-word file for your document:
 - 2.1. Make a copy of the default stop-word file which is included with this application and give it a name which associates it with your MS Word document.
 - 2.2. Select your custom stop-word file for your document, when prompted, after you have opened your MS Word document for processing.
3. Identify high frequency words that you will not include in your index (using the Frequency 9-1 display order).
4. Work through the list of words in your document, with multiple passes:
 - 4.1. Add stop words to your stop-word file, to reduce the number of words on the next pass.
 - 4.2. Assign words to a single index category (e.g., subject). You can change the assignment to the name or multi-word categories later.
 - 4.3. Update the stop-word file and produce a subject concordance file.
 - 4.4. Take a break and then reload your document, stop-word file, and subject concordance, and filter on the unassigned (Not Set). Continue working through the words until you have assigned them all to either the stop-word category or the subject category.

- 4.5. Once all words have been assigned to the subject category or added to the stop-word file, pass through the words and assign, as appropriate, some of the words to the name or multi-word categories.
 - 4.6. Filter on each category of assigned words and review the list of words to refine the assignment of words to categories. For example, if you wanted to index a multi-word reference such as 'Westminster Assembly', you don't need to assign both 'Westminster' and 'Assembly' to the Multi-Word category.
 5. Refine your list of words to be indexed and their associated index entries using the Edit Concordance File or Create a Multi-Word Concordance File functions.
 6. Test your index(es) on a copy of your MS Word document. Don't insert an index into your master document, until you are satisfied with your list of words to be indexed, or you may have to use the edit feature in MS Word to remove the field codes that identify indexed words.
 7. Keep (dated) backup copies of your concordance and stop-word files in case you overwrite a file by mistake.
- [An alternate approach is described in the Edit Concordance File section.]

This is a specialized concordance generator that processes an MS Word document and identifies strings of characters which are made up entirely of numeric digits such as years (e.g., ‘1517’, ‘2020’), numbers (e.g., ‘40,000’, ‘10%’, ‘100+’), more complex dates (e.g., ‘2020-11-30’, ‘09/07/2021’), and strings containing numbers (e.g., ‘\$400’, ‘3Com’, ‘C₁₂H₂₂O₁₁’). Using this function, you can designate which numbers to include in a concordance file. A concordance file generated by this function can be imported into the Edit Concordance File function for additional editing or assignment of index entry values and can be merged in that function with another concordance (e.g., a subject concordance). Reviewing the strings found by this function will also help you identify mistakes in your document which the MS Word spell checker does not find—for example, a string like ‘M19:15’, on examination, could be a typo which should have been a Bible reference abbreviation, i.e., Mt 19:15.

- [illegible]

Open Word Document

1. Click the Open Word Document button.
2. Select the MS Word .docx document for which you wish to create entries for a concordance file, using the file picker.
 - a. A message will be displayed in the area to the right, once processing is complete, like this:

Input file processed; 1,598 paragraphs

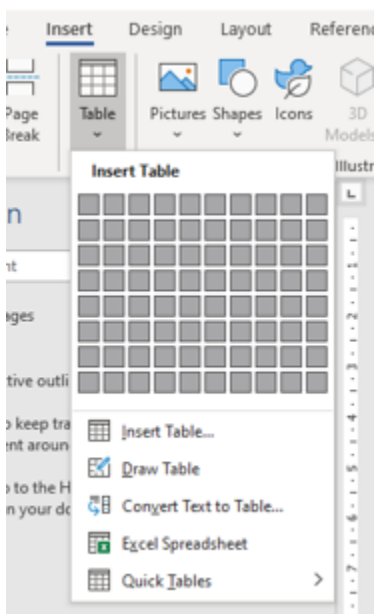
Load Concordance

1. Click the Load Concordance button.
2. Select an MS Word .docx file containing a concordance file.
 - a. A message will be displayed in the middle-right display, once processing is complete, like this:

Input concordance file processed, containing a total of 5 rows; updates made to 5 numbers.

Guidance

1. Loading a concordance file is optional.
2. A concordance file to be loaded does not have to be one previously generated by the Select Numbers function. It can be any MS Word .docx file that contains a table, with numbers in the first column of the table. You do not have to have a second column (e.g., of index entries) in the table. If you have a list of numbers or strings containing numbers (e.g., chemical formulae) you wish to include, select them in MS Word and convert them to a table, using Insert ... Insert Table ... Convert Text to Table (as shown on the left).



Display Numbers

1. Click the Display Numbers button.
 - a. The upper table will be updated and show the first twenty numbers (in numeric order).

Select Numbers

Numbers selected: 272

Sort: Number

Frequency: 47

Filter: All

Open Word Document

Load Concordance

Display Numbers

Add Numbers

Update

Position	Selected	Frequency	Number	Index Entry
1		1	\$1M	\$1M
2		1	\$3.1M	\$3.1M
3		1	\$3.7M	\$3.7M
4		1	\$3M	\$3M
5		1	\$5B	\$5B
6		1	\$80B	\$80B
7		1	-.50	-.50
9		1	.000003o	.000003o
10		1	.001%	.001%
11		1	.012	.012
12		2	.2GB	.2GB
13		1	.46m	.46m
14		1	.5Km	.5Km
15		3	.5m	.5m
16		1	.7m	.7m
17		1	.885	.885
19		1	.931	.931
20		1	0.000002%	0.000002%
22		1	0oC	0oC
23		2	1%	1%

Remove Numbers

Update

Number in Context

Include / Exclude

Numbers ☐ 2 Characters ☒ * Dates ☒ * Miscellaneous ☒ *

Mixed ☐ 3 Digits ☒ * Pre/Suffixes ☐ Endings ☒ *

Percents ☐ 4 Digits ☐ Currencies ☐ Bible References ☒ *

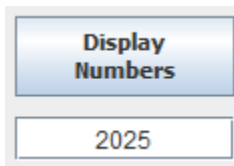
Save Concordance

Return

Commentary on Genesis 1-11 Master.docx

- b. This table displays:
 - The Position of each number in the list.
 - The maximum frequency for any of the numbers in the document, in the upper right Frequency box.
 - Each number, with example instances of its use in context within the MS Word document, in the lower display area—Number in Context.
 - The number of times (Frequency) each number appears within your document.
 - The associated Index Entry for each number, which initially will be identical to the number.
 - The (numeric) start Position of numbers in the list (in the display area to the right).

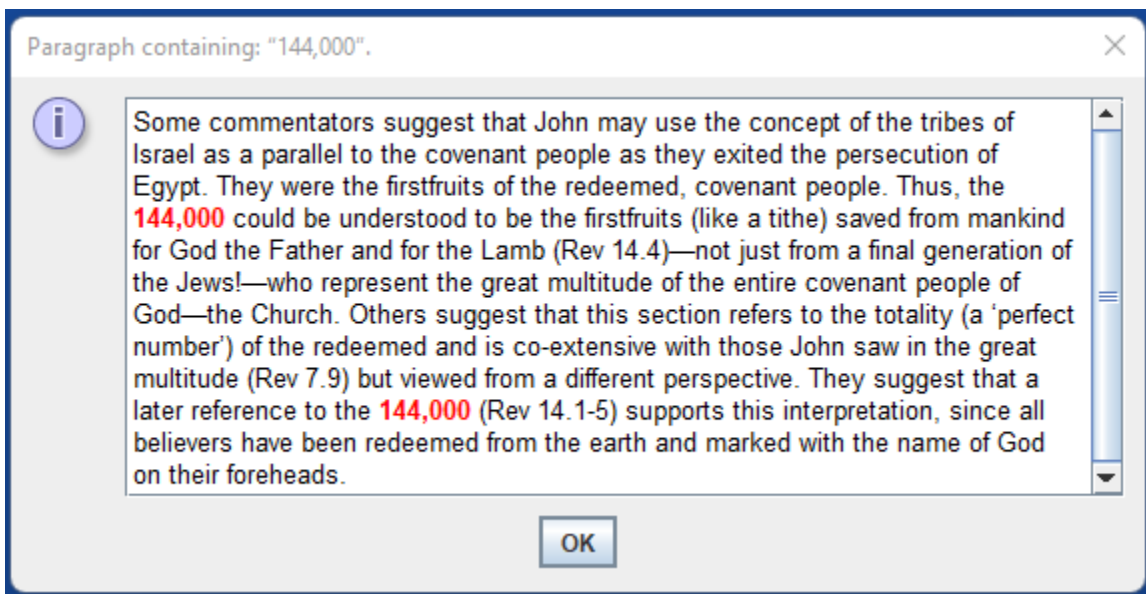
- The total number of selected words (in blue font, upper left). This will vary based on the inclusions or exclusions selected at the bottom of the window.
- Tabs and paragraph marks in table rows in your MS Word document have been replaced with pipes (i.e., '|') so that they are visible in the context display.
2. Click on a number in the upper display area and the lower display area will be updated to show the number in its context in your MS Word document. Up to 50 examples of the number in its context in your document will be displayed—you may scroll through the examples, using the scroll bar on the right.
 3. Click the Display Numbers button to advance through the numbers in your document.
 4. Enter a position number followed by Enter and click on Display Numbers to advance the list to a specific number or to the first number beginning with a digit (as shown in the display area on the right).



- a. In the example above, the upper display will advance to the first number (at position 2025) beginning with the numeral '7'.
- b. You may also enter strings which contain letters, punctuation marks, and symbols, for example, '\$10', '1,000', '10M'. When you enter a string which is not a pure number, the display will be set to the first number containing that string. The number may not be displayed if you have an exclusion filter turned on; the nearest following number will be displayed.

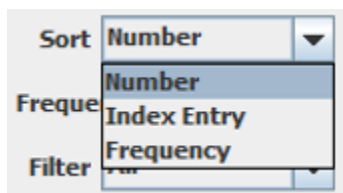
Display Paragraph Containing Word

1. Double click on a row in the Number in Context panel and a window will pop up showing the selected number in context within the paragraph.



Sort

1. Select an option to change the sort order of the numbers being displayed.



2. Click the Display Numbers button and the words will appear sorted on your selection.

Guidance

1. The default sort is on the Number column.
2. For the Number and Index Entry sorts, the (alpha-numeric) start position of the words in the list will be redisplayed to the right of the words list.
3. When numbers are sorted on Frequency, they will be displayed from highest to lowest frequency.
4. When the numbers are sorted on Frequency, information about the position of the numbers with a particular frequency and the first position of numbers with that frequency is displayed. In the example below, there are 1186 numbers with a frequency of 1, and they begin at position 912; there are 3 numbers with a frequency between 51 and 100, and they begin at position 1.

1: 1186 at: 912; 2: 304 at:
608; 3: 147 at: 461; 4: 92 at:
369; 5: 57 at: 312; 6: 48 at:
264; 7: 45 at: 219; 8: 27 at:
192; 9: 27 at: 165; 10: 17 at:
148; 11-15: 65 at: 83; 16-20:
37 at: 46; 21-30: 31 at: 15;
31-40: 8 at: 7; 41-50: 3 at: 4;
51-100: 3 at: 1

Add/Remove Numbers

1. Double click on a row to select a number for inclusion in a concordance file.
2. Double click on a row to de-select a selected entry.
3. Alternatively, enter a list of the Position numbers for the numbers you wish to select or de-select from the list of numbers to include in a concordance file.

A screenshot of a software interface with two side-by-side panels. The left panel is titled 'Add Numbers' and contains a text input field with the text '7; 51; 85' and an 'Update' button below it. The right panel is titled 'Remove Numbers' and contains an empty text input field and an 'Update' button below it.

- a. Click Update to apply the selection and add numbers to, or to remove them from, the

selection list.

- b. In the example, above, when Display Numbers is applied, the numbers selected will be marked with an 'X' in the Selected column. Numbers marked with an 'X' will be included in a concordance file when it is saved.

84		39	144	144
85	X	29	144,000	144,000
86		1	1442	1442

Index Entry

When you select numbers for inclusion in a concordance, the Select Numbers function defaults the index entry to be identical to each number you have identified. You can change the index entry that will be used by MS Word when it creates an index. For example, assume that you wanted to include Luther with occurrences of '1517'.

1. Double click on the field you wish to edit:

Selected				
Position		Frequency	Number	Index Entry
99	X	2	1517	1517

2. Change the text to how you wish the index entry to appear in your MS Word index:

Selected				
Position		Frequency	Number	Index Entry
99	X	2	1517	Luther:1517

- a. In the example above (with the colon following the word 'Luther'), the MS Word indexer will place the number '1517' under 'Luther', with a sub-entry of '1517':
3. Click anywhere in the upper table and the index entry for the number will be updated and be visible when you re-display the words.

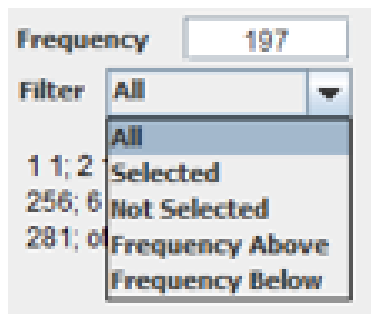
Selected				
Position		Frequency	Number	Index Entry
99	X	2	1517	Luther:1517

Guidance

1. You may create multiple levels of index entries, separated by colons, for example, 'Food:Fruits:Apple'. However, there can be challenges with getting indexes with multiple levels to format correctly in MS Word. [See, the Guidance section in Edit Concordance File, Index Entry for more details.]
2. Index entries cannot contain parentheses. Their presence causes MS Word to create incorrect entries. Therefore, before a concordance file is generated, apostrophes are substituted for parentheses.
3. It is more efficient to use the Add Index Category Word feature in the Edit Concordance File function to add prefix levels to index entries.

Filter

1. Click the Filter box, to filter on selected or not selected numbers.
2. Or, enter a value in the Frequency box to filter on numbers with a frequency greater than (Frequency Above) or less than (Frequency Below) the entered value.



Frequency

Filter **All**

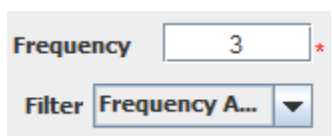
- All
- Selected
- Not Selected
- Frequency Above
- Frequency Below

- a. In the example below, only numbers selected for inclusion in a concordance file are showing in the upper display area:

Selected						
Position		Frequency	Number	Index Entry		
99	X	2	1517	Luther:1517	Filter	Selected
114	X	2	1572	1572		

Guidance

1. If you are using the Frequency Above or Frequency Below options, make sure that you click Enter after you type the number and that the * appears to the right of the entry field, before you click on Display Numbers.



Frequency *

Filter **Frequency A...**

2. The Frequency value you enter will remain as the filter criteria until you change the Filter option (or enter a new Frequency value), even though the Frequency field will be reset and the * disabled.

Inclusion / Exclusion Options

The exclusion options allow you to specify which numbers to display based on their contents.

1. Click a check box to select/deselect inclusion of the numbers.
2. The following are the available options:
 - *Numbers* – By default the Select Numbers function displays numbers (greater than 4 characters in length).
 - *Mixed* – By default, the Select Numbers function displays strings which include a mix of digits and alphabetic characters (e.g., '3Com', 'C₁₂H₂₂O₁₁' '10-piece', '1,000Km').
 - *Percents* – By default, the Select Numbers function displays numbers which include the

- percent symbol (e.g., '10%').
- *2 Characters* – The Select Numbers function does not display single digits and two-digit numbers (e.g., '10', '99'). There is no override for these exclusions. By default, it also excludes two-character strings that include a number, such as: '3D', '5G'.
- *3 Digits* – By default, the Select Numbers function does not display numbers composed of three digits.
- *4 Digits* – By default, the Select Numbers function displays numbers composed of four digits (e.g., '1010', '1517' or '2020'). However, if there is sufficient immediate context information (e.g., 'BC' or 'AD') to determine that the four digits are dates, they will be catalogued in the Dates category (below).
- *Dates* – By default, the Select Numbers function does not display numbers which appear to be dates (e.g., '2020-01-01', '09/07/2021', '2000s'). Four digit numbers which appear to be years (based on immediate context information) are included in this category.
- *Pre/Suffixes* – By default, the Select Numbers function displays numbers that include the following prefixes or suffixes, '+', '-', '+/-', '~', '<', '>', when there is no space between the prefix or suffix and the number.
- *Currencies* – By default, the Select Numbers function displays numbers that include the following currency symbols '\$', '£', '€', '¥', '฿', when there is no space between the symbol and the number.
- *Miscellaneous* – By default, the Select Numbers function does not display numbers that are included only in URLs (e.g., numbers that contain 'http', '.htm', '.net', '.pdf', '.php' as part of their string), appear to be only page number or chapter references, or are MS Word footnote numbers.
- *Endings* – By default, the Select Numbers function does not display numbers which end with 's', 'nd', 'rd', 'st', and 'th' (e.g., '1980s', '33rd', '21st', '10th').
- *Bible References* – By default, the Select Numbers function does not display numbers that could be the numeric portion of Bible references (e.g., '2:10', '1.3-7'). However, this will also exclude numbers that could be time references (e.g., 2:30).

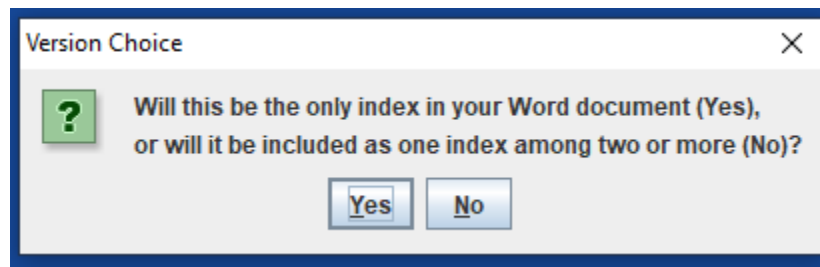
Guidance

1. Numbers are catalogued into only one of the categories identified above. The assignment of a catalogue category is applied based on the *first* occurrence of a number in the MS Word document. For example. If the number '2000' appears first without any context (e.g., no date indicator such as a following 'AD' or no page indicator such as a preceding 'p.') the number will be catalogued as a four digit number. However, if the number first appears in the MS Word document with additional context information, such as '2000 AD', then the number will be catalogued differently. Even if there is a '\$' before a subsequent instance of '2000' or a '%' after a subsequent instance, the number will be catalogued only once, by how it first occurred in the document. If a number occurs in different contexts and you wish it to be indexed uniquely, you will have to use the Create a Multi-Word Concordance File function to refine the indexed words and index entries.
2. The default format for Bible References inclusion/exclusion assumes that a colon (':') will be used to separate chapters from verses (e.g., 'Rom 1:16'). However, you may change this default to also use periods (e.g., 'Rom 1.16'). The default can be overridden by including a file named 'MSConParameters.txt', placed on your Windows Desktop or in your Documents folder, which contains a 'Y' ('Yes') in the first position in the *second* row. If the file is not present, the default of 'N' ('No') is applied. Under the default condition, numbers with decimal points instead of colons will be included as numbers rather than as Bible references.
3. The default in this function is to assign numbers that *appear* to be Bible References (e.g., '2:15', '5.23') to that category. The default can be overridden in the 'MSConParameters.txt' file. To

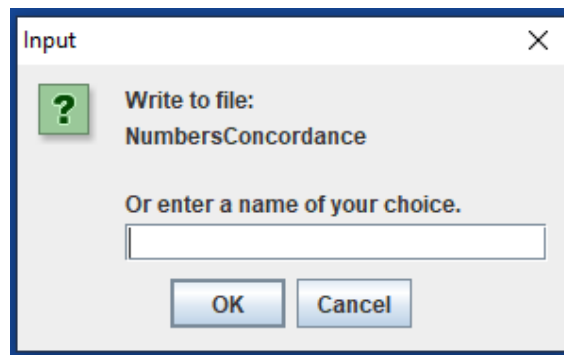
disable the default, include a 'T' ('True') in the first position in the *third* row. If the file is not present, the default of 'F' ('False') is applied. When the default is overridden the Bible References Include / Exclude option for Bible References is disabled and all numbers which could be Bible References will be treated as decimal numbers (e.g., '5.23') or mixed numbers (e.g., '2:15').

Save Concordance

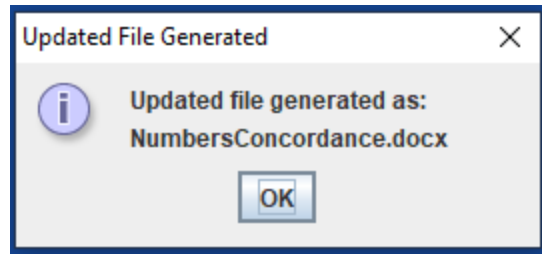
1. Click the Save Concordance button to include numbers you have selected in your concordance file.
2. Indicate whether the concordance file will be used as the only index in your word document, when presented with this message:



- a. When an MS Word document will contain more than one index, the concordance files generated by this application include codes (in this case, ~NU~) that are appended to the index entry value. These codes will be used when the concordance file is loaded into MS Word, to make the indexes unique. See the section of this document, Creating Multiple Indexes from Concordance Files in an MS Word Document, for an explanation of how the codes included in concordance files are applied when multiple concordances are loaded into an MS Word document to create separate indexes.
3. Enter a name for the concordance file if you wish to have it named differently from the default name, when presented with the following:
 - a. The default will write to a file named 'NumbersConcordance'.



- b. A message will be displayed indicating that the concordance file has been created successfully.

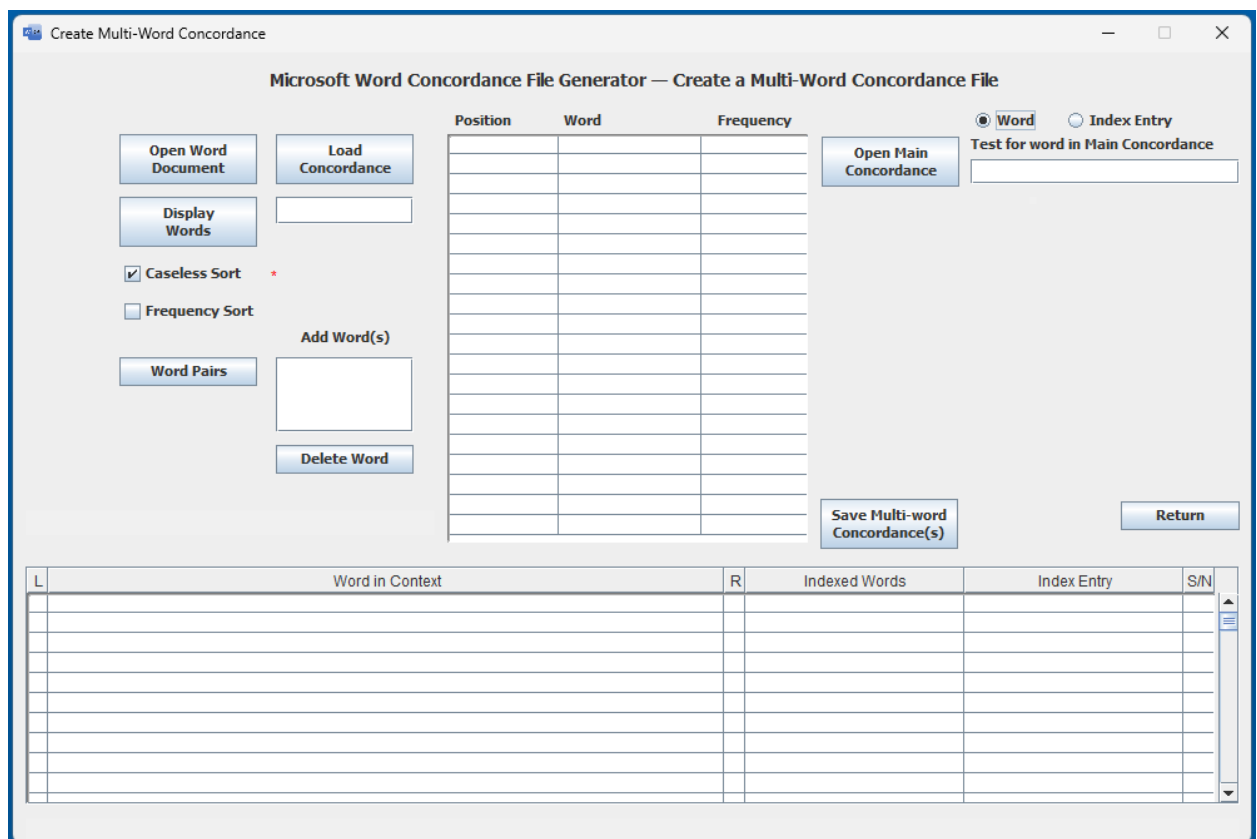


Return

1. Close the Select Numbers function by clicking the Return button.

Create a Multi-Word Concordance File

1. Click the MS Word Concordance.exe file icon.
2. Click the Multi-Word Concordance button on the main menu.
 - a. The following window will be displayed:



Open Word Document

1. Click the Open Word Document button.
2. Select your MS Word .docx document for which you have generated a draft concordance file, using the file picker.

- a. A message will be displayed in the middle on the right, once processing is complete, like this:

Input file processed; 1,599 paragraphs

Load Concordance

1. Click the Load Concordance button.
2. Select the MS Word .docx file containing a draft concordance file that was generated by the Concordance Word Selector function, using the file picker.
 - a. A message will be displayed in the middle of the window, once processing is complete, like this:

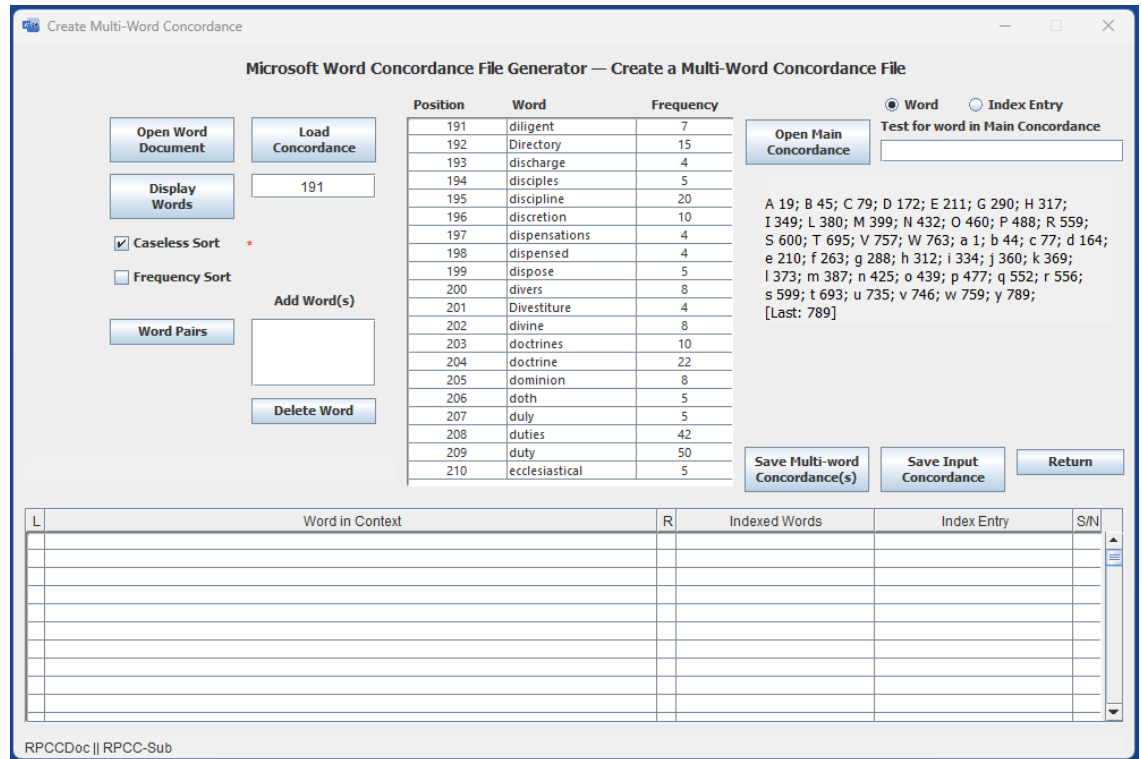
Concordance opened; 276 words.

Guidance

1. You should only load a concordance file that was generated (recently) by the Concordance Word Selector function. This is to ensure that the displayed words are found in the document so that their context usage can be displayed. If you have changed your master MS Word document since the concordance file was generated, there may be inconsistencies.
2. If you attempt to load a concordance file that was not generated by the Concordance Word Selector function or is not associated with the MS Word document you opened, you will receive a message indicating that the file cannot be processed.
3. If you receive a message when loading a concordance file, indicating that words in the concordance file are not present, they may be missing from your MS Word document (i.e., you made changes after the concordance file was generated) or they may be included in the stop-word file that you selected and are not included in the display. In the latter case, you can add them to your concordance in this function.
4. You do not have to load a concordance file to process a single word. You can open the MS Word document and then use Add Word(s) to add a word. However, if you have a concordance file to load, load it *before* adding single words.

Display Words

1. Click the Display Words button.
 - a. The window will be updated and display the first twenty words (in alphabetic order) in your concordance file.



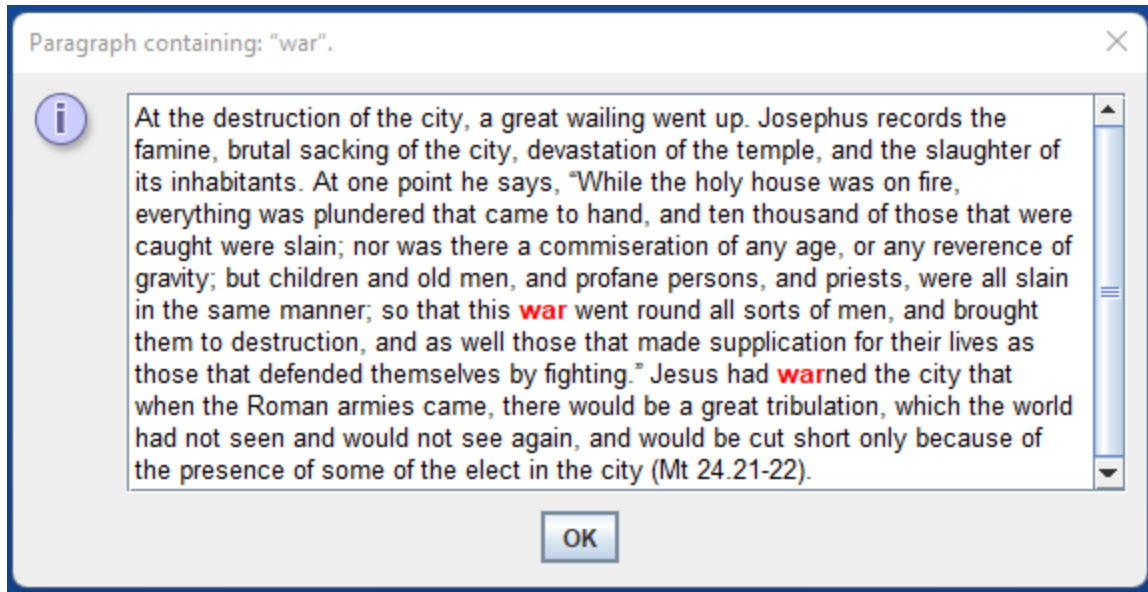
- b. This window displays:
 - Each word with example instances of its use in context within your document.
 - The number of times (Frequency) each word appears within your document.
 - The position of each word in the list.
 - The (alphabetic) start position of words in the list.
2. Click on a word in the upper display area and the lower display area will be updated to show the word in its context in the MS Word document. Up to 100 examples of the word in its context will be displayed. You can use the scroll bar on the right to see additional examples.
3. Click on Display Words to advance through the words in your concordance file.
4. Enter a Position (word number) and click Enter to advance the display to a specific word or to the first word beginning with a letter of the alphabet (as shown to the right of the upper display area).



- a. In the example above, the upper display will advance to the first word at position 172 (which is the first word beginning with a 'D').
- b. You may enter a word (or the first portion of a word), beginning with an alphabetic character, instead of a word number.

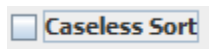
Display Paragraph Containing Word

1. Double click on a row in the Word in Context panel and a window will display the selected word in context within the paragraph.

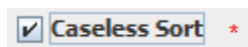


Caseless Sort

1. Click the Caseless Sort check box to disable the caseless sort, to sort upper-case and lower-case words separately.

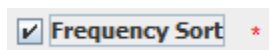


- a. The (alpha-numeric) start position of the words in the list, will be redisplayed below the words list.
2. Click the Caseless Sort check box to sort words in the display so that upper-case and lower-case words will appear adjacent to one another.



Frequency Sort

1. Click the Frequency Sort check box to change the sort order of the words based on the Frequency column.



2. When you click the Display Words button or enter a word position number in the field below the Display Words button, the words will appear sorted on their frequency value (largest to smallest).
3. Click the Frequency Sort check box to reset the sort order to display the words on their sorted order in the Word column.

Guidance

1. The default setting is caseless sort.
2. If you made changes to your MS Word document since you generated the concordance file and deleted/changed (e.g., to correct a spelling mistake) a word that was included in the concordance file, you may see a message like this:

L	Word in Context
	<<covenental>> no longer found in the Word document

3. Tabs and paragraph marks in table rows in the MS Word document have been replaced with pipes (i.e., '|') so that they are visible in the Word in Context table.
4. If a word is included with both a singular and a possessive (i.e., ending with, "s") form in a concordance file, both the word in the singular and possessive will be shown in the context display for the singular occurrence. For example, "Adam" and "Adam's" will both be shown in the context display for "Adam", like this: "<<Adam>>" and "<<Adam>>'s".
5. When words are sorted on Frequency, information about the number of words with a particular frequency and the first position of words with that frequency is displayed. In the example below, there are 28 words with a frequency of 1, and they begin at position 179; there are 18 words with a frequency between 51 and 100, and they begin at position 8.

```
1: 28 at: 179; || 2: 10 at: 169;
3: 11 at: 158; || 4: 6 at: 152;
5: 1 at: 151; || 6: 1 at: 150;
7: 3 at: 147; || 8: 4 at: 143;
9: 3 at: 140; || 10: 2 at: 138;
11-15: 45 at: 93; || 16-20: 18 at: 75;
21-30: 30 at: 45; || 31-40: 12 at: 33;
41-50: 7 at: 26; || 51-100: 18 at: 8;
101-200: 5 at: 3; || 201-500: 1 at: 2;
501+: 1 at: 1
```

Multi-Word Index Words and Index Entries

1. Enter the number of additional words (left [L] or right [R]) to include with the single word displayed inside the << >>.
2. Indicate in the right column (S/N) whether the multi-word Index Entry is to be a subject or name entry. Enter an 'S' or an 'N', followed by Enter.
 - a. Each category (subject and name) will be written to separate files when you click the Save Concordance(s) button.
 - b. If you leave the S/N column blank, the entries will be assigned to the subject category and written to a subject concordance file.

L	Word in Context	R	Indexed Words	Index Entry	S/N
1	h fear.[footnoteRef:221] [221: Roberts, <<Alexander>> and Donaldson, James, "Constitutions of		Alexander	Roberts:Alexander	N
	or [Paedagogus.], Book I, Chapter IV in <<Alexander>> Roberts and James Donaldson, Ante-Nicen		Alexander	Alexander	
	gustine, Epistle 55.18.34, in: Roberts, <<Alexander>> and Donaldson, James, Nicene and Post-N		Alexander	Alexander	
	or [Paedagogus.], Book I, Chapter IV in <<Alexander>> Roberts and James Donaldson, Ante-Nicen		Alexander	Alexander	
	iturgical/didache.html.] [294: Roberts, <<Alexander>> and Donaldson, James, "Constitutions of		Alexander	Alexander	
	[footnoteRef:317] [317: John Maitland, <<Alexander>> Henderson, Samuel Rutherford, Robert Ba	1	Alexander	Henderson:Alexander	N

3. Highlight the Index Entry field and enter the text as you wish it to appear in the MS Word index, followed by Enter.

- Click the mouse button anywhere in the Word in Context table to register entries.
- Click on the word again in the upper table, after clicking in the lower table, to confirm that entries have been registered.

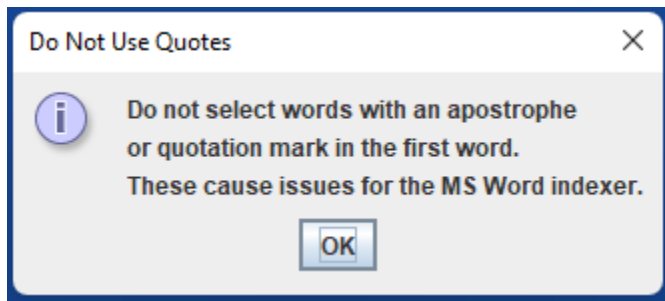
L	Word in Context	R	Indexed Words	Index Entry	S/N
	h fear.[footnoteRef:221] [221: Roberts, <<Alexander>> and Donaldson, James, "Constitutions of		Roberts, Alexander	Roberts:Alexander	N
	or [Paedagogus.], Book I, Chapter IV in <<Alexander>> Roberts and James Donaldson, Ante-Nicen		Alexander	Alexander	
	gustine, Epistle 55.18.34, in: Roberts, <<Alexander>> and Donaldson, James, Nicene and Post-N		Alexander	Alexander	
	or [Paedagogus.], Book I, Chapter IV in <<Alexander>> Roberts and James Donaldson, Ante-Nicen		Alexander	Alexander	
	iturgical/didache.html.] [294: Roberts, <<Alexander>> and Donaldson, James, "Constitutions of		Alexander	Alexander	
	[footnoteRef:317] [317: John Maitland, <<Alexander>> Henderson, Samuel Rutherford, Robert Ba		Alexander Henderson	Henderson:Alexander	N

Guidance

- An '–' (En Dash), '—' (Em Dash), or keyboard hyphen surrounded by spaces is considered to be a word. For example, if you had "<<Children>> – The ..." in the context string and you wanted to include the 'The' to the right, you would have to enter a '2' in the 'R' column.
- Example: If the word you are going to have MS Word index is 'social' and you wish to index 'social distancing' you will enter 1 in the words to right [R] column. You may modify the generated index entry. For example, you could leave it as 'social distancing', or change it to 'social:distancing' or 'distancing:social'. Whatever you identify as the index entry is what will appear in the MS Word index with the page numbers of all the occurrences of 'social distancing' throughout your document.
- You may create multiple levels of index entries, separated by colons, for example, 'Food:Fruits:Apple'. However, there can be challenges with getting indexes with multiple levels to format correctly in MS Word. [See, the Guidance section in Edit Concordance File, Index Entry for more details.]
- It is more efficient to use the Add Index Category Word feature in the Edit Concordance File function to add prefix levels to index entries.
- To register entries in the lower table, click the mouse button anywhere in the lower table. Do not select another word, in the upper table before registering changes in the lower table, or the changes you made to the word may not be saved. To confirm that an entry has registered, click on the word again in the upper table after clicking in the lower table.
- You can modify the Index Entry and S/N fields after you click on a word in the upper table. However, it is best to use the Edit Concordance File function for modifying Index Entry values. Also, the Edit Concordance File function performs edits on the Index Entry values which are not performed in the Create a Multi-Word Concordance File function.
- If you make a mistake selecting the indexed words (e.g., selected too many or too few words), you can use the Edit Concordance File function to fix the entry after you generate a draft of the concordance file.
- The Concordance Word Selector function in this application excludes apostrophes from the words which you can select for indexing because MS Word does not index words in a concordance file that contain apostrophes or quotations marks.⁵ Nevertheless, it is possible for you to include an apostrophe in a multi-word string using this function. However, MS Word will not index your multi-word entry if an apostrophe occurs in the *first* word in a multi-word entry. A work-around for this anomaly in MS Word, is to include a word (or words) which do not contain an apostrophe before the words to be indexed. For example, if you wish to index:
 - 'Handel's Messiah', include a word (or words) preceding the 'Handel's' such as 'a choir singing Handel's Messiah'
 - 'Valentine's Day', include a word (or words) preceding the 'Valentine's' such as 'on Valentine's Day'.

⁵ [Concordance file for indexing using text within quotation marks - Microsoft Community](#)

9. Since MS Word does not index strings which include an apostrophe or a parenthesis in the first word of the string. An edit has been incorporated into this function to catch this occurrence and this function will not generate the term to be indexed. If you see a message such as the following:

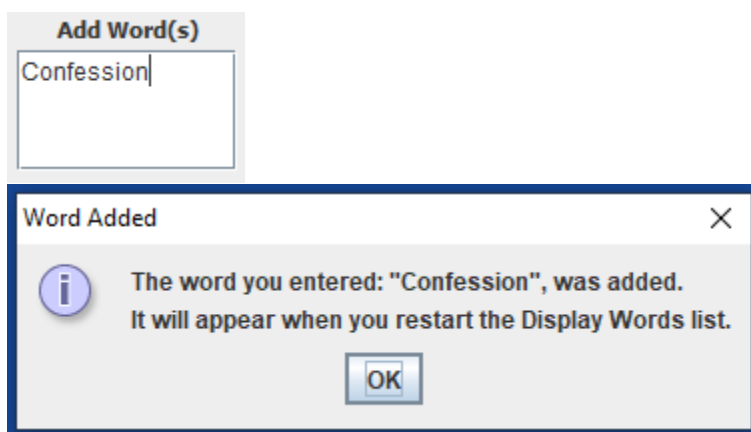


Click OK and then click on the word (or another word) in the upper table (list of words) to reset the Words in Context display.

10. You may include apostrophes in the first word in an Index Entry.
11. Index entries cannot contain parentheses. Their presence causes MS Word to create incorrect entries in the index. Therefore, before a concordance file is generated, apostrophes are substituted for parentheses.
12. You cannot include a text string, as part of the selected words to the left or right, that contains a caret or a hat symbol (^). The hat symbol is reserved in this application as a delimiter for sorting and concordance file generation. Likewise, you cannot include the hat symbol in a string to be used as an index entry in your MS Word document.
13. An '[FN]' in a context string indicates that a Word footnote reference is present. Word cannot index word pairs across a footnote reference. If you select a word pair that contains a footnote, no index entry will be created.

Add Word

1. You can add a word to be included in your concordance file and in the index in your MS Word document. In the example below, 'Confession' was added:



- a. The word is added and appears in the list (with a frequency) when the list of words is redisplayed, by pressing the Display Words button:

Open Word Document

Load Concordance

Display Words

31

☒ Caseless Sort *

☐ Frequency Sort

Word Pairs

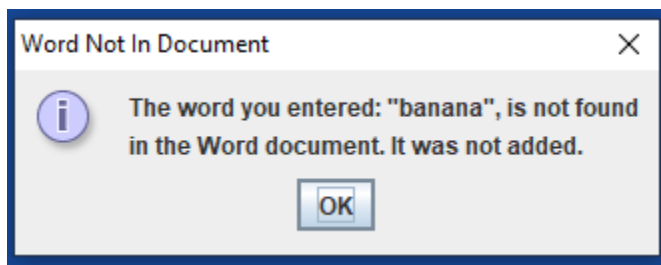
Add Word(s)

Delete Word

Position	Word	Frequency
31	Confession	41
32	creator	55
33	creatures	35
34	creature	19
35	crimes	54
36	crime	109
37	cross	34
38	cursed	16
39	curse	69
40	disobedience	25
41	economy	76
42	employees	72
43	evolutionary	34
44	exclusive	17
45	forgiveness	27
46	headship	18
47	heavenly	24
48	incense	17
49	innocent	35
50	Islamic	23

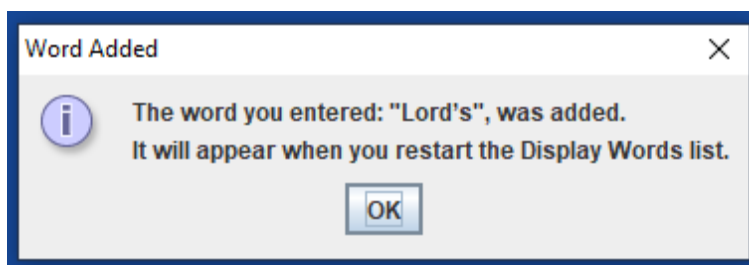
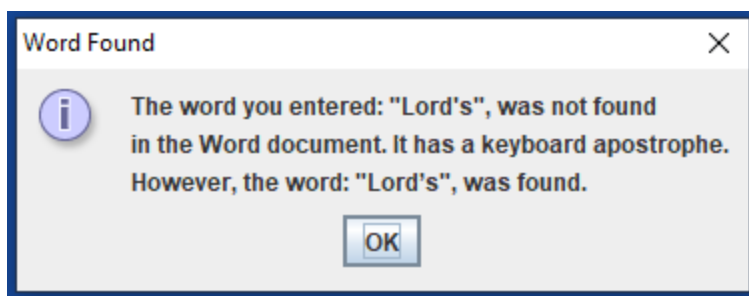
L	Word in Context	R	Inc
	The Westminster standards—the <<Confession>> of Faith, Larger Catechism, and Shorter		Confession
	of his own will". The Westminster <<Confession>> of Faith (ch. 5.1) provides a more		Confession
	of the Bible's teaching—the Westminster <<Confession>> of Faith, the Larger and Shorter		Confession

- If you attempt to add a word to the concordance file that is not found in your MS Word document, a message like the following will be displayed:



Guidance

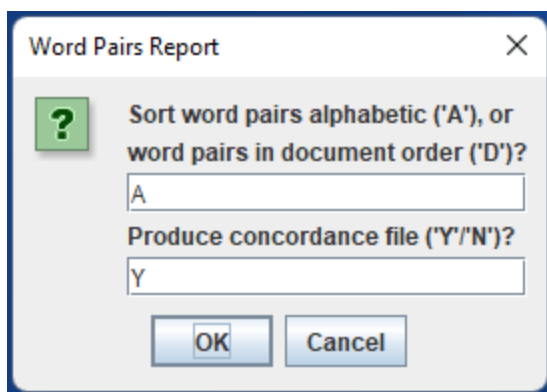
- A word (single or hyphenated) that is entered must be an exact match to the word that is in the MS Word document, or the entry will not be found. For example, 'Lord's' and 'Lord's' may appear identical (the first instance has a smart quote, whereas the second instance has a keyboard apostrophe), but one may not produce an exact match when your document is scanned by the Add Word(s) process. However, if the Add Word(s) process detects a keyboard apostrophe, it will attempt to add the word using a smart apostrophe:



2. You cannot enter a text string that contains a caret or a hat symbol (^). The symbol is reserved in this application as a delimiter for sorting and concordance file generation.
3. You do not have to load a concordance file to process a word. You can open the MS Word document and then use Add Word(s) to add a word.
4. This function is intended to be used primarily with single (or hyphenated) words identified in the Concordance Word Selector. However, you can enter multiple adjacent words in the Add Words area of this function. If you decide to add multiple words you should ideally keep the string short (usually, no more than two words) or you may not be able to view the text of the words to be indexed.

Word Pairs

1. Click the Word Pairs button to generate a report which contains a list of the word pairs to the right and to the left of the highlighted word. The following will be displayed:



- a. The default sort order is alphabetic. However, you may select (by entering a 'D') to sort the word pairs in the order in which the word pairs occur in the MS Word document (i.e., the same order in which they appear in the Word in Context display).
- b. If you select the 'Produce a concordance file' option (the default), two output files will be

produced, with words to the left and right of the selected word. the files will be similar to the following examples:

Left

-Word-	-Index Entry-	-Document-	-Frequency-	-Position-
includes stacking bags	includes stacking bags	Biblical Ethics Master.docx	1	1
straws, grocery bags	straws, grocery bags	Biblical Ethics Master.docx	1	1
of plastic bags	of plastic bags	Biblical Ethics Master.docx	1	1
thicker plastic bags	thicker plastic bags	Biblical Ethics Master.docx	2	2
expensive paper bags	expensive paper bags	Biblical Ethics Master.docx	2	2
to reusable bags	to reusable bags	Biblical Ethics Master.docx	2	2
...				

Right

-Word-	-Index Entry-	-Document-	-Frequency-	-Position-
bags of sand	bags of sand	Biblical Ethics Master.docx	1	1
bags by grocery	bags by grocery	Biblical Ethics Master.docx	1	1
bags for home	bags for home	Biblical Ethics Master.docx	2	2
bags that increased	bags that increased	Biblical Ethics Master.docx	1	1
bags made of	bags made of	Biblical Ethics Master.docx	2	2
bags harboured the	bags harboured the	Biblical Ethics Master.docx	1	1
...				

- c. If you select not to produce the concordance files, a report similar to the following will be produced:

Words to the left or right of: “bags”

-L/R-	-Pair-	-Frequency-
L	canvas shopping	1
L	expensive paper	2
L	grocery plastic	1
L	includes stacking	1
L	of plastic	1
L	plastic grocery	2
	...	
R	are bad	1
R	are banned—for	1
R	by grocery	1
R	for home	2

Guidance

1. The report containing word pairs can be useful for creating unique entries if the highlighted word has a long list of context strings.
2. Similar functionality is available with the Adjacent Words report in the Concordance Word Selector.
3. When the word pairs are sorted in the order in which they occur in the document, and in the Word in Context display, only the first occurrence is included in the list.
4. If you produce concordance files, you will likely have to refine the entries. You can modify the entries using MS Word or use the Edit Concordance File function and delete unwanted entries; or delete and replace entries which need to be shortened (fewer words) or lengthened (more words) to make the entries unique.
5. Remember to delete a word for which you generated concordance files, if you decide to use one of the concordance files to merge with another concordance file.
6. Note: The Java Apache POI XWPF utilities being used to write MS Word .docx documents appear not to handle case-sensitive file names correctly⁶. For example, if you generate a word pair report for a word like ‘fool’, the generated file name will include the word ‘fool’ as it appears, with a lowercase ‘f’ in the name. Likewise, if you generate a file for the word ‘Fool’, the file name will include the word with an uppercase letter. However, if you generate the files, one immediately after the other, the second instance will overwrite the first but not change the file name. To get around

⁶ At least, I haven’t been able to find any documentation on how to maintain case-sensitive file names.

this, generate the first file and rename it in Windows, and then generate the second file.

Delete Word

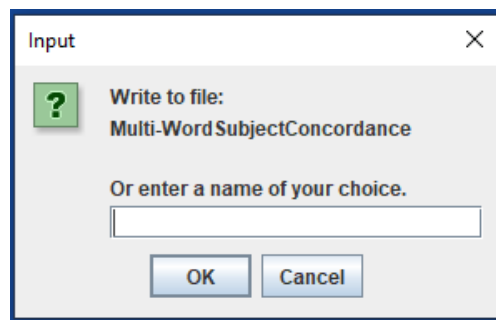
1. Click the Delete Word button to delete a highlighted word.

Guidance

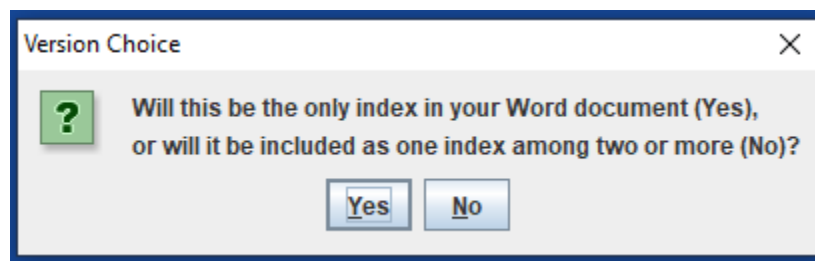
1. You cannot delete a word for which you have already generated concordance entries (left or right) in the lower display area. These words are already marked for deletion when you generate a concordance file.

Save Multi-word Concordance(s)

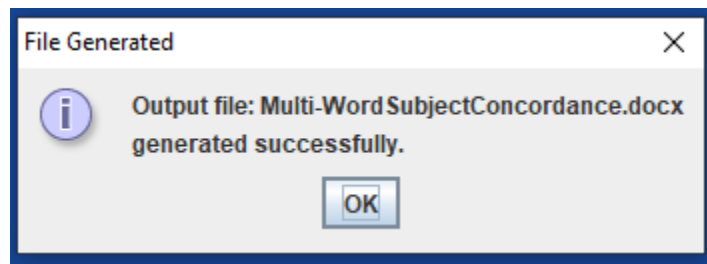
1. Click the Save Multi-word Concordance(s) button to create a new concordance file (or files).
2. Indicate whether the concordance file will be used as the only index in your word document.
3. Enter a name for the concordance file if you wish to have it named differently from the default name, when presented with the following:



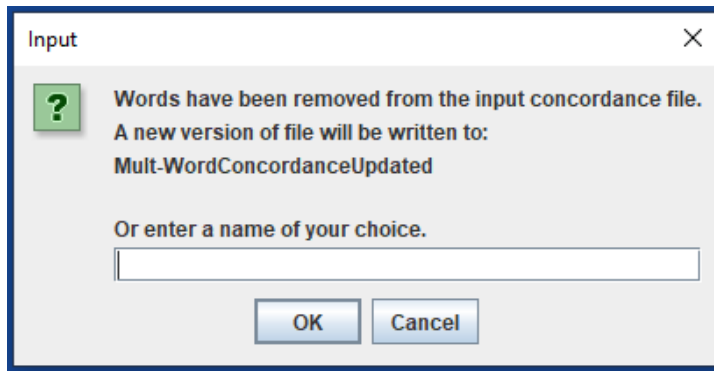
4. Indicate whether the concordance file will be used as the only index in your word document, when presented with this message:



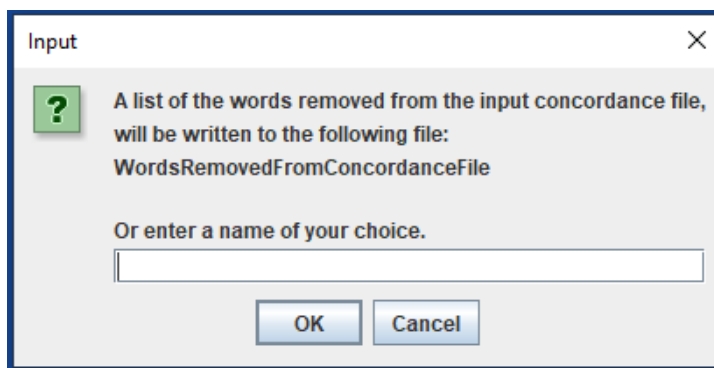
- a. When an MS Word document will contain more than one index, the concordance files generated by this application include codes (in this case, ~SU~) that are appended to the index entry value. These codes will be used when the concordance file is loaded into MS Word, to make the indexes unique. See the section of this document, Creating Multiple Indexes from Concordance Files in an MS Word Document, for an explanation of how the codes included in concordance files are applied when multiple concordances are loaded into an MS Word document to create separate indexes.
- b. A message will be displayed indicating that the concordance file has been created successfully.



5. The following message will the appear:



- a. Enter a name of the revised concordance file.
 - b. You can choose to overwrite the original concordance file that you loaded by entering that file's name.
6. The following message will then appear:



- a. Enter a name for a file that will be written which will contain a list of the words that have been removed from your original concordance file.

Guidance

1. It is assumed that after you have created multi-word concordance entries you would not want to index also the original single word as it would create 'false positives' in your index. For example, if the original word you had in your single-word concordance file was 'Franklin' and you had

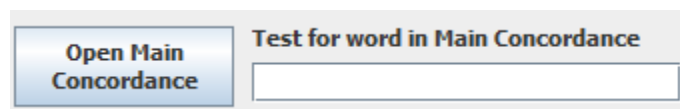
created multi-word entries for 'Benjamin Franklin' and 'Franklin Expedition' you would not also index 'Franklin'. However, there may be instances where you need to review the list of words removed from the concordance file so that you can include them in a concordance file, using the Edit Concordance File function to add them with surrounding words to make unique index entries.

2. You may choose to cancel the generation of the file containing the list of words removed from the original concordance file if you are certain that there are no words that you may want to include in a concordance file.

Test for Word in Main Concordance

This feature can be used to determine if a word to the right or left of a word displayed in the upper table has already been used in a concordance (Main Concordance) to which the multi-word instances will be added. For example, if you had clicked on the word 'social' in the upper table, instances of the word in context would be displayed in the lower table. Assume that you wanted to select 'social justice' and 'social status', you could put a '1' in the R column on the appropriate rows. However, you think that you have already processed the word 'justice' and have included it in the main concordance. You can use this feature to determine if 'justice' has been used, and in what context.

1. Click the Open Main Concordance button and select the concordance file.



The screenshot shows a button labeled 'Open Main Concordance' and a text input field labeled 'Test for word in Main Concordance'.

- a. You will be notified once the concordance has been loaded.

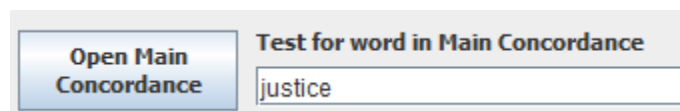
File loaded.

2. Select Word or Index Entry



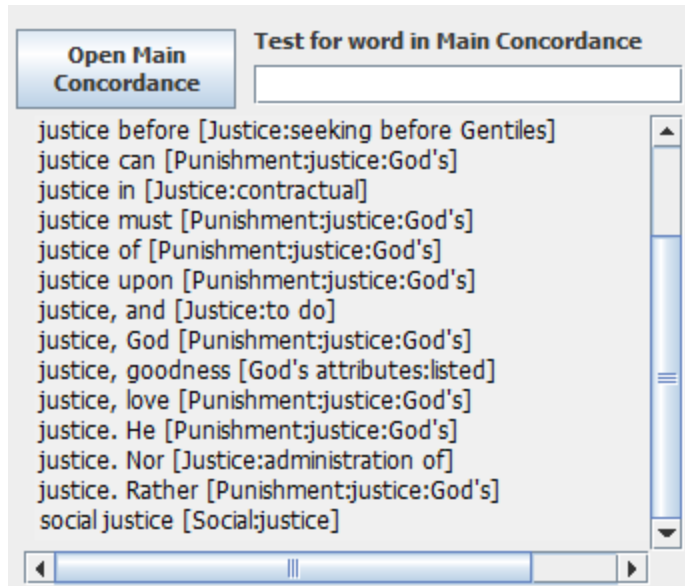
The screenshot shows two radio buttons: 'Word' (selected) and 'Index Entry'. Below them is a text input field labeled 'Test for word in Main Concordance'.

3. Enter the word 'justice' and click Enter.

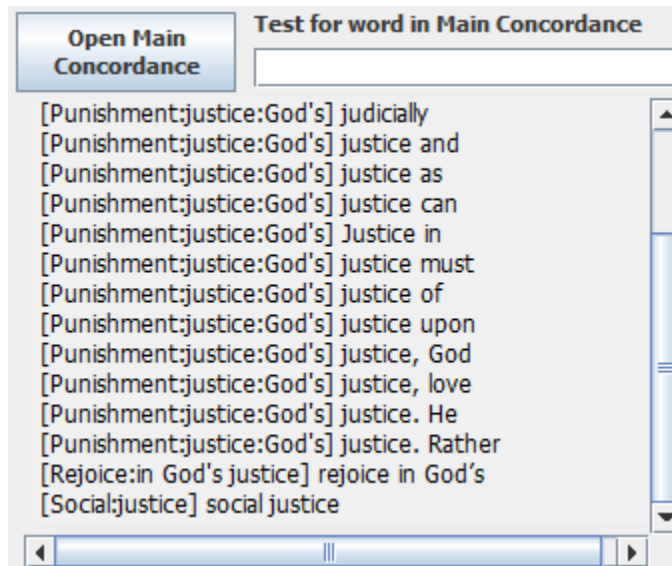


The screenshot shows a button labeled 'Open Main Concordance' and a text input field labeled 'Test for word in Main Concordance' with the word 'justice' entered.

- a. If the Word radio button is selected: all multi-word uses of the word 'justice' will be displayed, along with their assigned Index Entry, displayed in the square brackets to the right.



- b. If the Index Entry radio button is selected: all the Index Entries which contain the word will be displayed, along with the word pairs.



Guidance

1. In the example below, you can see instances of the word 'social' appearing with other words.



2. This displays the same information as is shown in Edit Concordance File display.

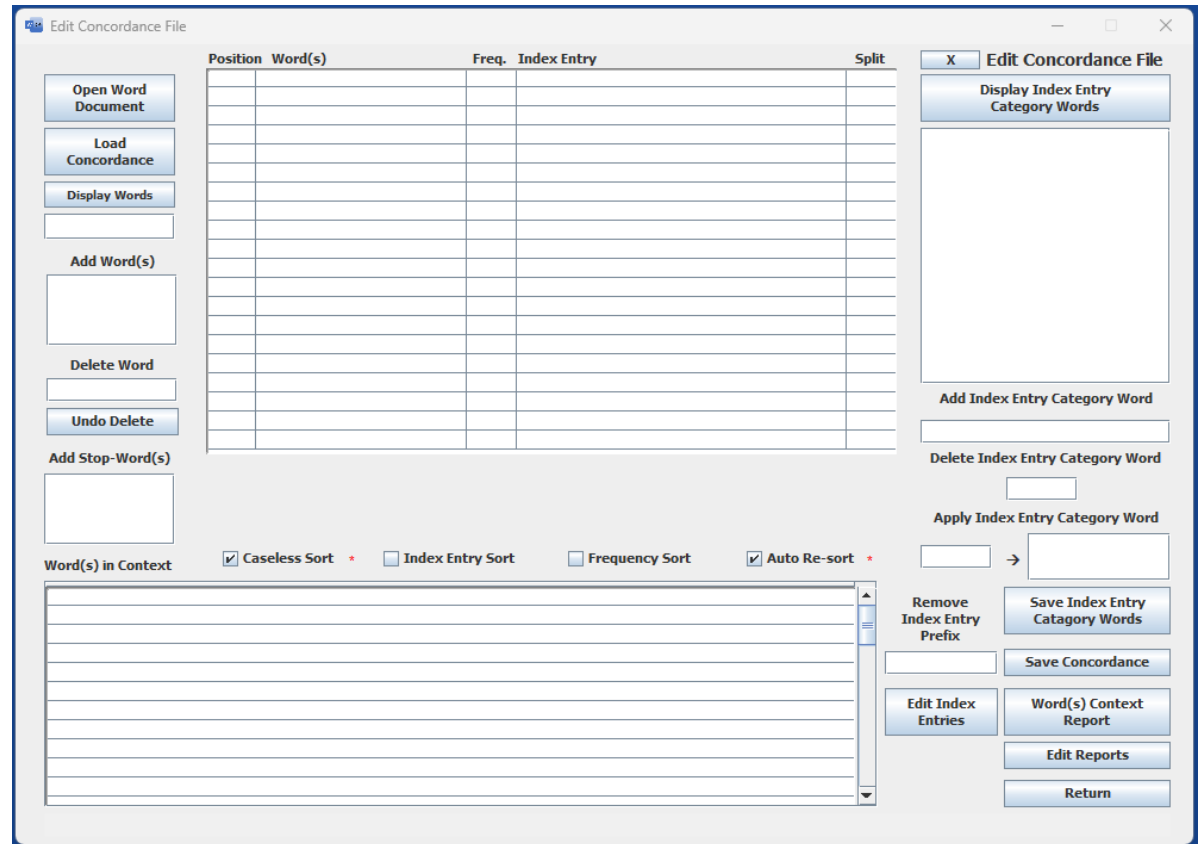
Position	Word(s)	Freq.	Index Entry
8651	social association	1	Social:relationships
8652	social commentator	1	Social:commentator
8653	social group	1	Social:relationships
8654	social justice	1	Social:justice
8655	social mobility	1	Social:mobility
8656	social or	1	Social:programs
8657	social programs	1	Social:programs
8658	social ranks	1	Social:standing
8659	social relationships	1	Social:relationships
8660	social standing	2	Social:standing
8661	social status	1	Social:standing
8662	social stratification	1	Social:stratification
8663	social system	1	Social:system
8664	social taboos	1	Social:taboos
8665	social turmoil	1	Social:turmoil

Return

1. Close the Create a Multi-Word Concordance File function by clicking the Return button.

Edit Concordance File

1. Click the MS Word Concordance.exe file icon.
2. Click the Edit Concordance File button on the main menu.
 - a. The following window will be displayed:



Open Word Document

1. Click the Open Word Document button.
2. Select the MS Word .docx document for which you have generated a draft concordance file, using the file picker.
 - a. A message will be displayed in the middle of the window, once processing is complete, like this:

Input file processed; 1,599 paragraphs

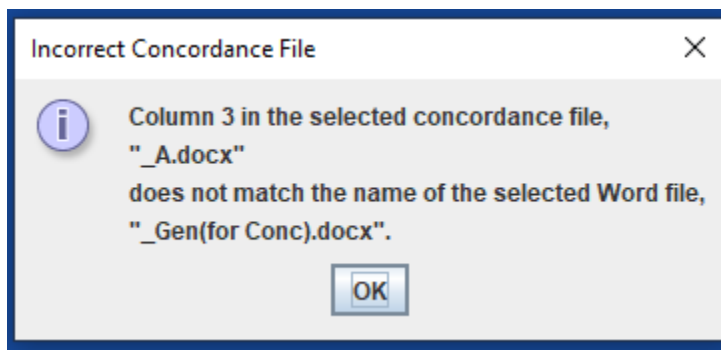
Load Concordance

1. Click the Load Concordance button.
2. Select the MS Word .docx file containing a concordance file, using the file picker.
 - a. A message will be displayed in the middle of the window, once processing is complete, like this:

Concordance opened; 276 words.

Guidance

1. You should only load a concordance file that was generated (recently) by this function or one of the other functions in this application (Concordance Word Selector, Select Numbers, or Multi-Word Concordance). This is to ensure that the displayed words are found in the document so that their context usage can be displayed. If you have changed your master MS Word document since the concordance file was generated, there may be inconsistencies.
2. If you attempt to load a concordance file that was not generated by one of the functions in this application and is not associated with the MS Word document you opened, you will see a message similar to the following:



3. If you receive a message when loading a concordance file, indicating that words in the concordance file are not present, they may be missing from your MS Word document (i.e., you made changes after the concordance file was generated) or they may be included in the stop-word file that you selected and are not included in the display. In the latter case, you can add them to your concordance in this function.
4. You may load multiple concordances (produced for the same MS Word document) to merge them into one concordance file. If you included a word in two concordances, the duplicated entry will be dropped.
 - a. An (optional) report will be generated listing all the words that were added to the list of concordance words from a second (or subsequent) concordance file load. For an example of how to use this report see *Example 2: Using the Added Concordance Word Report* section, below.

Display Words

1. Click the Display Words button.
 - a. The table in the window will be updated and display the first twenty words (in alpha-numeric order) in your concordance file.

Open Word Document

Load Concordance

Display Words

Add Word(s)

Delete Word

59

Undo Delete

Add Stop-Word(s)

Position	Word(s)	Freq.	Index Entry	Split
41	500,000	2	Flood:Aquifers:underground water reservoirs	
42	6,000 light	1	Stars:6,000 light years distance	
43	6,000 years	43	Six-Day Creation:about 6,000 years ago	
44	6.6X10-14	1	Light:quantum	
45	60M	2	Flood:extinctions, supposed 60M years	
46	65,000	1	Ur, population	
47	7,000 years to form	1	Niagara Gorge, years to form	
48	700m	1	Ice Age:glaciers, depth	
49	99.99%	1	Atmosphere:protection from meteors	
50	A designer	1	God's Attributes:intelligent designer	
51	a pig's tooth	1	Evolution:hoax	
52	a pre-existing mind	1	Non-literal Interpretations:pre-existing mind or force	
53	a pre-existing object	1	Six-Day Creation:creation from nothing	
54	a separate, independent, legend	1	Extra-Biblical records:flood legends, Cree	
55	a spiral	2	Galaxies:spiral galaxy	
56	abiogenesis	1	Abiogenesis:abiogenesis	
57	Abiogenesis	5	Abiogenesis:abiogenesis	
58	aboriginals	3	aboriginals	
59	aboriginal	14	aboriginals	
60	aborted	4	Abortion:slaughter of unborn	

1 1; 2 23; 3 32; 4 35; 5 40; 6 42; 7 47; 9 49; A 50; B 355; C 538; D 962; E 1119; F 1328; G 1443; H 1619; I 1752; J 1893; K 1917; L 1959; M 2060; N 2420; O 2524; P 2644; Q 2924; R 2929; S 3122; T 3508; U 3773; V 3834; W 3897; X 4002; Y 4003; Z 4012; a 51; b 358; c 542; d 963; e 1120; f 1327; g 1444; h 1623; i 1754; j 1898; k 1916; l 1957; m 2061; n 2415; o 2520; p 2649; q 2906; r 2926; s 3120; t 3504; u 3775; v 3823; w 3895; x 4001; y 4004; z 4015; ~ 4022 [Last: 4024]

☒ Caseless Sort *
 ☐ Index Entry Sort
 ☐ Frequency Sort
 ☒ Auto Re-sort *

Word(s) in Context

of Asia, in the ancestral stories of most of the <<aboriginal>> natives from Greenland to Tierra del Fuego, peoples of Asia, in the fables of most of the <<aboriginal>> natives from Greenland to Tierra del Fuego, and when it happened. However, some North American <<aboriginal>> legends (such as those of the Tuscarora Iroquois and Post-flood <<aboriginal>> populations are not the precursors of modern man, in an evolutionary process. Their account. They question, for example, how the <<aboriginal>> peoples of Australia reached that land after the land after the flood. They generally argue that the <<aboriginal>> peoples (and native animals of Australia) were It is believed that some <<aboriginal>> settlers in North America arrived on foot via the Bering Strait. As the ice age the case, contrary to the commonly levelled canard, <<aboriginal>> migrants would have been able to reach Australia missionaries had it right—the lifestyle of the <<aboriginal>> peoples had to be abandoned as pagan superstition, who reject the authority of Scripture claim that <<aboriginal>> peoples have lived in Australia for more than 30,000 in this chapter does not include the distant <<aboriginal>> peoples. However, we reject these claims on the

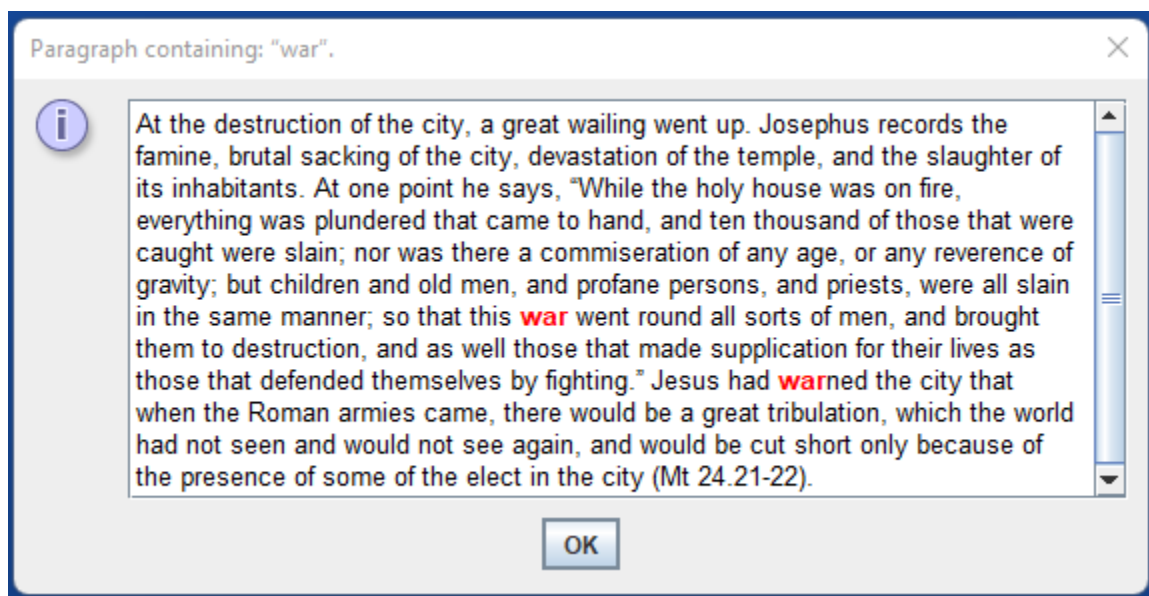
- b. This table displays:
- The Position (word number) of each word in the list.
 - Each word with example instances of its use in context within the MS Word document.
 - The number of times (Frequency) each word appears within the MS Word document.
 - The associated Index Entry for each word.
 - The (alpha-numeric) start position of the words in the list (below the upper display area).
- Click on a word in the upper display area and the lower display area will be updated to show the word in its context in the MS Word document. Up to 100 examples of the word in its context will be displayed in the lower Word(s) in Context panel.
 - Click on Display Words to advance through the words in your concordance file.
 - Enter a word number (Position) followed by Enter to advance the display to a specific word or to the first word beginning with a letter of the alphabet (as shown below the upper display area).

Display Words
1623

- a. In the example above, the upper display will advance to the first word beginning with the letter 'h'.
- b. You may enter a word (or portion of a word), beginning with an alphabetic character (it may include numeric digits), instead of a word number. For example, in the illustration above, if you entered 'A', the display would reposition at row 49. The same feature is available if you have selected Index Entry Sort, but the text you enter will be applied to the Index Entry column instead of to the Word(s) column.

Display Paragraph Containing Word

2. Double click on a row in the Word(s) in Context panel and a window will pop up showing the selected word in context within the paragraph.



Caseless Sort

1. Click the Caseless Sort check box to disable the caseless sort, to sort upper-case and lower-case words separately.

☐ Caseless Sort
--

- a. The (alpha-numeric) start position of the words in the list, will be redisplayed below the words list.
2. Click the Caseless Sort check box to sort words in the display so that upper-case and lower-case words will appear adjacent to one another.



Index Entry Sort

1. Click the Index Entry Sort check box to change the sort order of the words based on the Word(s) column to the Index Entry column.



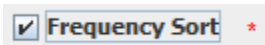
2. Click the Display Words button or enter a word position number in the field below the Display Words button to display the words sorted on their index entry value.
 - a. The (alpha-numeric) start position of the words in the list, based on the Index Entry values, will be redisplayed below the words list.
 - b. A count of the unique index entries (IE's) will be appended to the end of the list of start positions.

T 3650; U 3818; V 3883; W
2006; j 2086; k 2133; l 2184;
x 4038; z 4048 [IE's: 2,411]

- c. In the example immediately above, there are 4,054 words to be indexed, which are categorized into the 2,411 index entries which will appear in the MS Word index.
3. Click the Index Entry Sort check box to reset the sort order to display the words on their sorted order in the Word(s) column.

Frequency Sort

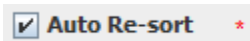
1. Click the Frequency Sort check box to change the sort order of the words to the Frequency column.



2. When you click the Display Words button or enter a word position number in the field below the Display Words button, the words will appear sorted on their frequency value (largest to smallest).
3. Click the Frequency Sort check box to reset the sort order to display the words on their sorted order in the Word(s) column.

Auto Re-sort

1. Click the Auto Re-sort check box to change the redisplay of the words after changes have been made to an index entry.



2. Click the Auto Re-sort check box to disable automatic re-sorting of the words.

Guidance

1. The default settings are caseless sort and auto re-sort, when the words.
2. Disable the auto re-sort feature if you want to see changes to index entries you are working on and are using the index entry sort. This will prevent changed index entry values from being moved to a new position. It will also enable you to work more quickly if you have a large number of words, since resorting will not take place until you re-enable the Auto Re-sort or change the sort order.
3. If a word is included with both a singular and a possessive (i.e., ending with, “s”) form in a concordance file, both the word in the singular and possessive will be shown in the context display for the singular occurrence. For example, “Adam” and “Adam’s” will both be shown in the context display for “Adam”, like this: “<<Adam>>” and “<<Adam>>’s”.
4. If you made changes to your MS Word document since you generated the concordance file and deleted or changed (e.g., to correct spelling) a word that was included in the concordance file, you may see a message like this:

Word in Context
 <<Ark>> no longer found in Word document

5. Tabs and paragraph marks in table rows in your MS Word document are replaced with pipes (i.e., '|') so that they are visible in the context display, as in this example:

<<Baptism>> | Mt 28.19-20 | Acts 2.41 | Acts 18.8 | Acts 19.5
 <<Baptism>> | Mt 28.19 | Acts 2.38, 41 | Circumcision | Sprinkling of blood with hyssop

6. When words are sorted on Frequency, information about the number of words with a particular frequency and the first position of words with that frequency is displayed. In the example below, there are 1094 words with a frequency of 1, and they begin at position 1; there are 30 words with a frequency between 51 and 100, and they begin at position 2681.

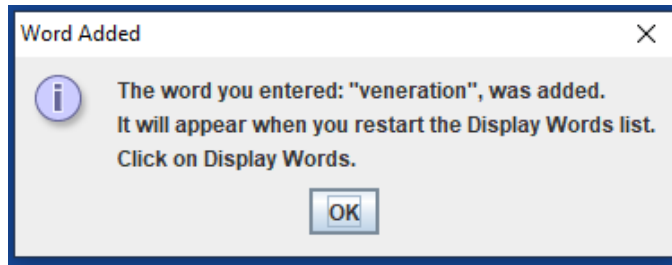
1: 1094 at: 1; 2: 449 at: 1095; 3: 266 at: 1544;
 9: 36 at: 2308; 10: 31 at: 2344; 11-15: 125 at: 2
 2661; 51-100: 30 at: 2681; 101-200: 7 at: 2711

Add Word(s)

1. Enter a word (or words) that you wish to add to your concordance file, followed by Enter.
 - a. The example below shows the word ‘veneration’ being added.

Add Word(s)
 veneration

- b. The following message will be displayed:



2. Click on Display Words.
 - a. The position information will be updated, as in this example:

A 1; B 19; C 36; D 69; E 78; F 94; G 101; H 108; I 129; J 141; K 154; L 158; M 169; N 182; O 184; P 194; R 243; S 251; T 293; U 304; V 305; W 310; Y 312; Z 313; a 314; b 340; c 351; d 391; e 412; f 429; g 439; h 446; i 477; k 500; l 505; m 522; n 540; o 542; p 554; r 604; s 618; t 665; u 691; v 695; w 701; y 712

- b. Since the word added was in the MS Word document, the updated display indicates that it appears twice in the document.

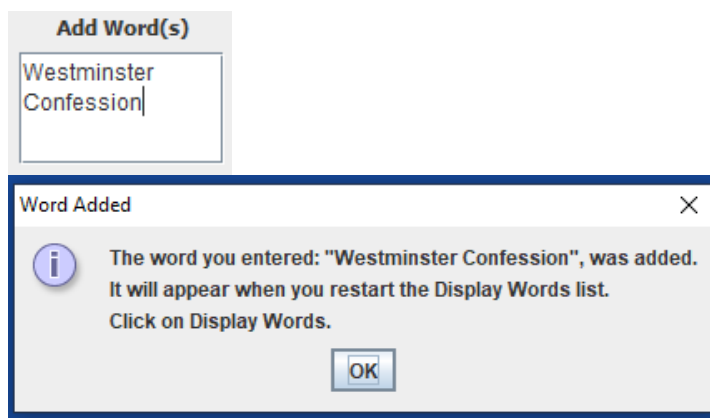
Word Number	Word	Frequency	Index Entry
695	veneration	2	veneration
696	versification	2	versification

- c. And its usage in context can be displayed.

Word in context
with incense and candles; worship through saints; the <<veneration>> of Mary; the observance of seasons and days such as Le be an Arian and believe in transubstantiation and the <<veneration>> of Mary. If majority opinion is right, then the Church

Guidance

1. You can add pairs of words, for example, 'Westminster Confession' was added:



- a. The words will appear in the list (with Frequency and Word in Context) when this list of words is redisplayed.

Position	Word(s)	Freq.	Index Entry	Split
3927	West-Semitic	1	Languages:West-Semitic	
3928	Westminster Confession	1	Westminster Confession	
3929	Westminster Shorter Catechism	5	Westminster Shorter Catechism	
3930	wet maritime climate	1	Ice Age:climate conditions	
3931	whales	2	whales	
3932	whale	3	whales	
3933	what is morality	1	Morality:accountability, humans	
3934	what triggered	1	Flood:trigger	
3935	whether eternal	1	Universe:myth, eternal	
3936	which flowed into the	1	Flood:retreat	
3937	which triggered	2	Flood:trigger	
3938	white blood	1	Blood cells:white	
3939	White Rock Canyon	1	White Rock Canyon	
3940	widows	1	widows	
3941	wind-powered	1	wind electrical generation	
3942	wine	26	wine	
3943	winter after	1	Ice Age:winters	
3944	winter and incomplete	1	Ice Age:winters	
3945	winter and then	1	Migration:butterfly	
3946	winter approached	1	Ice Age:extinctions:mammoths	

1 1; 2 23; 3 32; 4 35; 5 40; 6 42; 7 47; 9 49; A 50; B 355; C 538; D 962; E 1119; F 1328; G 1443; H 1619; I 1752; J 1893; K 1917; L 1959; M 2060; N 2420; O 2524; P 2644; Q 2924; R 2929; S 3122; T 3508; U 3773; V 3834; W 3897; X 4003; Y 4004; Z 4013; a 51; b 358; c 542; d 963; e 1120; f 1327; g 1444; h 1623; i 1754; j 1898; k 1916; l 1957; m 2061; n 2415; o 2520; p 2649; q 2906; r 2926; s 3120; t 3504; u 3775; v 3823; w 3895; x 4002; y 4005; z 4016; ~ 4023 [Last: 4025]

☒ Caseless Sort *
 ☐ Index Entry Sort
 ☐ Frequency Sort
 ☒ Auto Re-sort *

Word(s) in Context

John Owen, and the men who authored the <<Westminster Confession>> of Faith. They all held to the view that the

- b. If you enter multiple words, the text string must be an exact match to what is in your MS Word document, or it will not be found in the document for indexing. For example, 'Tishri Ethanin' is not found in the document:

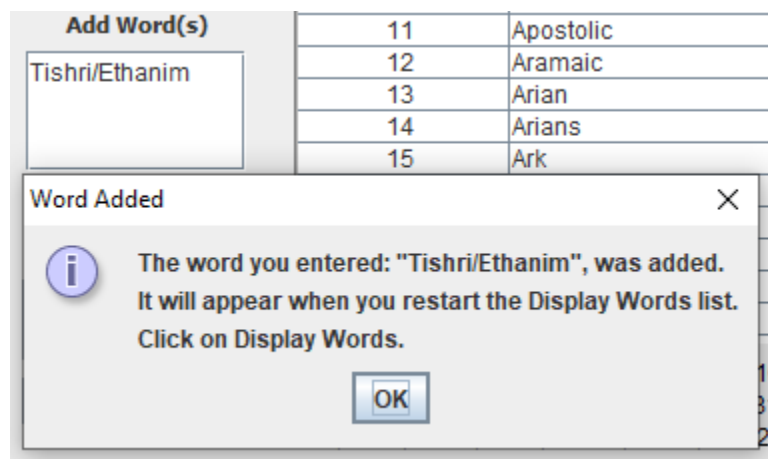
Add Word(s)		
Tishri Ethanin	11	Apostolic
	12	Aramaic
	13	Arian
	14	Arians
	15	Ark

Word Not In Document

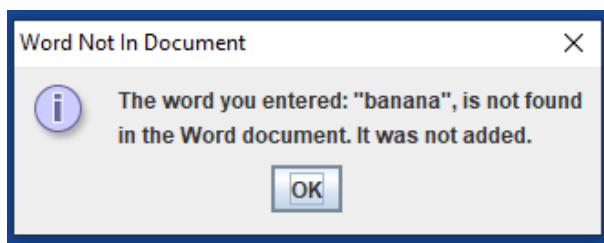
The word you entered: "Tishri Ethanin", is not found in the Word document. It was not added.

OK

However, 'Tishri/Ethanin' is:



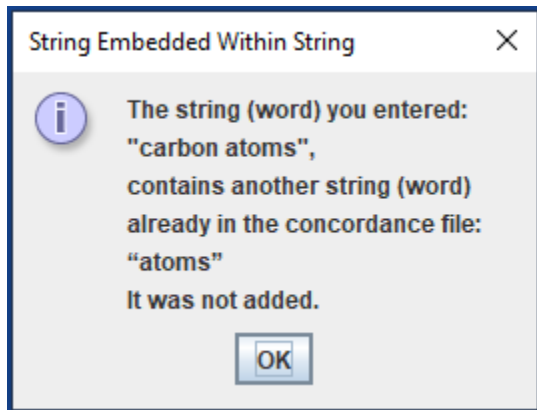
2. Watch for the use of apostrophes. If you attempt to add 'New Year's Day', it is not the same as 'New Year's Day'. In these examples, the first has a smart quote, the second has a keyboard apostrophe.
3. The Concordance Word Selector function in this application excludes apostrophes from the words which you can select for indexing because MS Word does not index words in a concordance file that contain apostrophes or quotations marks.⁷ Nevertheless, it is possible for you to include an apostrophe in a multi-word string using this function. However, MS Word will not index your multi-word entry if an apostrophe occurs in the *first* word in a multi-word entry. A work-around for this anomaly in MS Word, is to include a word (or words) which do not contain an apostrophe before the words to be indexed. For example, if you wish to index:
 - a. 'Handel's Messiah', include a word (or words) preceding the 'Handel's' such as 'a choir singing Handel's Messiah'
 - b. 'Valentine's Day', include a word (or words) preceding the 'Valentine's' such as 'on Valentine's Day'.
4. Since MS Word does not index strings which include an apostrophe or a parenthesis in the first word of the string. An edit has been incorporated into this function to catch this occurrence and this function will not generate the term to be indexed.
5. If you attempt to add a word to the concordance file that is not found in your MS Word document, a message like the following will be displayed:



6. You cannot enter a text string that contains a caret or a hat symbol ('^'). The hat symbol is reserved in this application as a delimiter for sorting and concordance file generation.
7. You will receive an error message if you attempt to add words that already appear within existing concordance strings (words). For example, if you had identified a word to be indexed such as 'atoms' you cannot then add 'carbon atoms' because MS Word cannot apply an index field code to

⁷ [Concordance file for indexing using text within quotation marks - Microsoft Community](#)

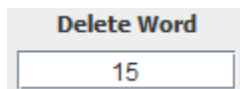
the word 'carbon atoms' when it has already applied a field code to the word 'atoms'.



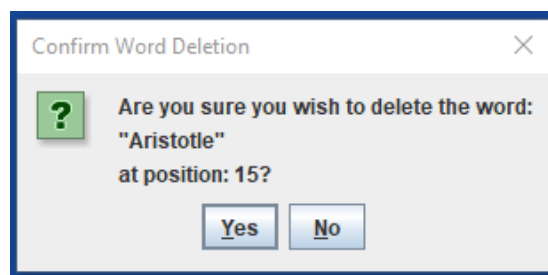
- a. You may have to apply a degree of creativity for selecting unique strings to index. For example, you might select the words 'egg deposits' (if that is in the text of the MS Word document and only applies to dinosaurs) and assign an index entry of 'dinosaur eggs' to that indexed string. You may have to select nearby words (which don't include the term you wish to index) to avoid indexing clashes.

Delete Word

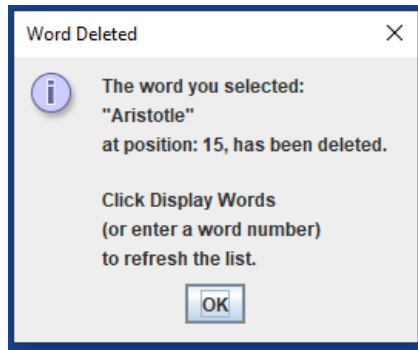
1. Enter the number (from the Position column in the upper display area) of the word that you wish to delete from your concordance file, followed by Enter.



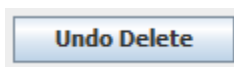
- a. A message like the following will be displayed:



- b. Followed by:



2. Click Display Words to refresh the display.
3. Click Undo Delete to undo the most recent deletion.



Index Entry

When you assign words to concordance categories (subject, name, multi-word) in the Concordance Word Selector function, the concordance file defaults the index entry to be identical to the single words you identified. In this function, you can change the index entry that will be used by MS Word when it creates an index. For example, assume that you wanted to include 'Westminster Confession' and 'Belgic Confession' under a common index entry of 'Confession', you would update the Index Entry field for each word. In the example below, 'Westminster Confession' is being updated.

1. Double click on the field you wish to edit:

309	Vulgate	1	Vulgate
310	Westminster Confession	43	Westminster Confession
311	Wine	2	Wine

2. Change the text to how you wish the index entry to appear in your word document:

309	Vulgate	1	Vulgate
310	Westminster Confession	43	Confession:Westminster Confe...
311	Wine	2	Wine

- a. In the example above (with the colon following the word 'Confession'), the MS Word indexer will place the word 'Westminster Confession' under 'Confession', with a sub-entry for 'Westminster Confession':

Communion, 126, 132

Confession

Westminster Confession, 6, 9, 16, 22, 24, 27,
31, 32, 36, 37, 41, 54, 67, 81, 83, 84, 112,
113, 122, 123, 124, 126, 127, 137

congregants, 50

Guidance

1. You may include apostrophes in the first word in an index entry.
2. Index entries cannot contain parentheses. Their presence causes MS Word to create incorrect entries. Therefore, before a concordance file is generated, apostrophes are substituted for parentheses.
3. When index entries are generated, they are identical to the words or numbers from which they are created, except when a word or number contains a colon. Colons are replaced with pipes, as in the examples below, since colons are used by the MS Word indexer to identify index entry sub-levels. You need to enter colons explicitly to create sub-levels.

PiDay-03:14-1:59	PiDay-03 14-1 59
------------------	------------------

7	PiDay-03:14-1:59	1	PiDay-03 14-1 59
---	------------------	---	------------------

Indexed Words	Index Entry
convert pipes PiDay-03:14-1:59	convert pipes PiDay-03 14-1 59

4. You may create multiple levels of index entries, separated by colons, for example, 'Food:Fruits:Apple'. However, there can be challenges with getting indexes with multiple levels to format correctly in MS Word.^{8,9}
5. There is an edit coded into this application to permit only three levels (i.e., two colons) in an index entry value. This can be overridden by including a file named 'MSConParameters', placed on your Windows Desktop or in your Documents folder. This file should contain a single number in its first row, such as '3' (i.e., three colons and four levels in an index entry). If the file is not present, the default of '2' (i.e., two colons and three levels in an index entry) is applied.

⁸ [Troubleshooting Those Horrible Microsoft Word Index Problems \(tripod.com\)](http://tripod.com)

⁹ [Formatting Issues with Indexing Levels.](#)

6. Word does not always index levels correctly. In the example (below, left), generic references to denominations were associated with an index entry value of 'Denominations'. However, since there was a sub-level below the term, for some of the denominations, MS Word created separate entries for the generic references. To fix this, generic references need to be assigned a term (e.g., 'denominations') at the same level as the specific entries. In this example: 'Denominations:denominations' the indexer places the entries under 'Denominations' correctly (as shown below).¹⁰
- | | |
|--|--|
| <p>Denominations</p> <p>Anglican, 7, 34, 55, 57, 133, 149</p> <p>Baptist, 6, 34, 57, 59, 60</p> <p>Huguenots, 17, 139</p> <p>Lutheran, 6, 7, 34, 57, 111, 120</p> <p>Methodist, 57</p> <p>Orthodox, 6, 7, 34, 57, 139</p> <p>Pentecostal, 6, 34, 40, 57, 79</p> <p>Presbyterian, 8, 10, 16, 17, 27, 30, 96, 133, 137, 138, 139, 141, 143</p> <p>Puritanism, 5, 6, 10, 16, 17, 18, 20, 23, 30, 34, 60, 73, 76, 120, 138, 139, 140, 145, 149, 150, 154</p> <p>RPCNA, 100</p> <p>Denominations, 12</p> <p>Denominations, 35</p> <p>Denominations, 57</p> <p>Denominations, 102</p> <p>Denominations, 102</p> <p>Denominations, 110</p> | <p>Denominations</p> <p>Anglican, 6, 29, 46, 47, 113, 126</p> <p>Baptist, 6, 29, 47, 49</p> <p>denominations, 11, 30, 47, 86, 93, 104, 116, 117, 124, 125</p> <p>Huguenots, 15, 118</p> |
|--|--|
7. Edits (and reports) have been included in this application to help prevent the creation of index entry values that are missing a required sub-level.

Edit Index Entries

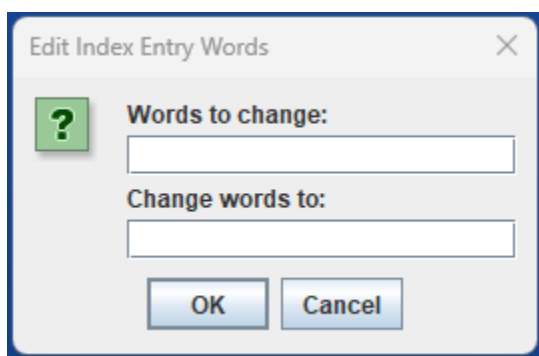
This feature allows you to edit a number of (identical) Index Entries at one time.

1. Click on the Edit Index Entries button.

¹⁰ Note: These two examples, were produced at different times. The latter was produced after the apparent bug in MS Word was discovered, and edit checks added to the application. Thus, the page numbers for the indexed words are not identical.

Remove Index Entry Prefix	Save Index Entry Category Words
	Save Concordance
Edit Index Entries	Word(s) Context Report
	Edit Reports
	Return

2. Enter the exact Index Entry value you wish to modify in the Words to change field (you can use cut and paste) and enter the new Index Entry value in the Change words to field.



The dialog box titled "Edit Index Entry Words" contains a green square icon with a question mark. It has two text input fields: "Words to change:" and "Change words to:". At the bottom are "OK" and "Cancel" buttons.

3. Click OK and the Index entries will be updated.

Guidance

1. This feature is like the Replace feature in MS Word. However, MS Word has challenges managing large tables.

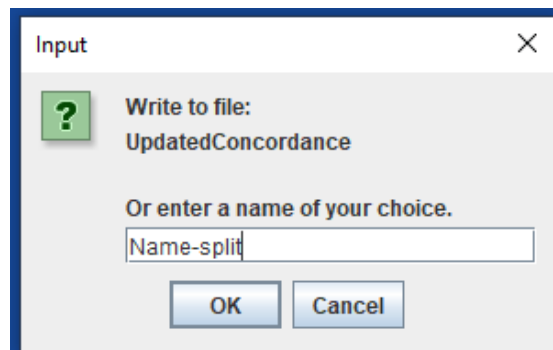
Split

This feature allows you to split a concordance file (or multiple concordance files you may have loaded and are displayed) into two concordance files.

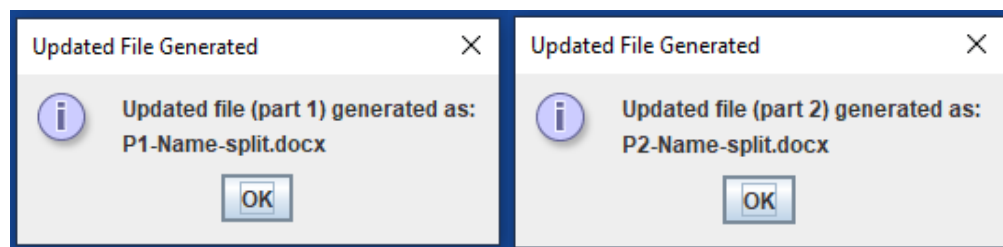
1. Enter an 'X' in the Split column (or double click on the word) for each word you wish to split out.

Position	Word(s)	Freq.	Index Entry	Split
1	Aaron	5	Aaron	X
2	Abel	3	Abel	X
3	Abiathar	1	Abiathar	X
4	Abihu	3	Abihu	X
5	Abraham	13	Abraham	X
6	Adam	6	Adam	X
7	Alfred Edersheim	1	Edersheim:Alfred Edersheim	
8	Ananias	3	Ananias	X
9	Apostle Paul	2	Paul's Instructions:Apostle Paul	
10	Aquinas	2	Aquinas	
11	Asaph and David	1	David's Authorship:Asaph and David	
12	Asaph	10	Asaph	X
13	Athanasius	24	Athanasius	
14	Augustine	4	Augustine	
15	Brian Schwertley	13	Schwertley:Brian Schwertley	
16	C. W. Dugmore	2	Dugmore:C. W. Dugmore	
17	Cain	5	Cain	X
18	Calvin	34	Calvin	
19	Charlemagne	1	Charlemagne	
20	Charles Hodge	2	Hodge:Charles Hodge	

2. Click the Save Concordance button.
 - a. Two files will be generated, with the default file name or a name you select (see Save Concordance, below). Such as the following:



- b. One file (P1) will contain the words not marked with an 'X', from the original concordance file(s). The second file (P2) will contain the words marked with an 'X'. The two files will have a prefix added to the name of the file which you entered (or the default).



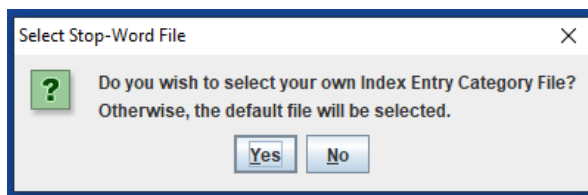
- c. Click on the X button to right of the Split to clear all pending split markers.

Split

Index Entry Category Words

This feature permits you to maintain a list of words that you may wish to reuse with multiple index entries. Maintaining a list of category words reduces the effort required for assigning words to index entries. You may create your own files of index category words for different knowledge domains and reuse them.

1. If you already have a file of index entry category words (created by this function), click the Display Index Entry Category Words button. You will be given the option of selecting your own word list file using the file picker.



- a. The words will be presented in alphabetic order with a numbered sequence.
2. If you do not have an existing file, you may create one by entering words followed by Enter, in the Add Index Entry Category Word field.
 3. Enter a word number in the Delete Index Entry Category Word field and click Enter, to delete a word from the word list.
 4. Click the Display Index Entry Category Words button to redisplay words that you are entering or to confirm that the words have been deleted from the list.
 5. Click the Save Index Entry Category Words button to save updates to the file. You will be given the option of saving the file with any name that you choose.

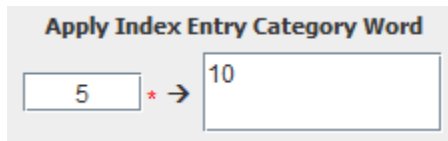
Guidance

1. You cannot enter a text string that contains a caret or a hat symbol (^). The hat symbol is reserved

in this application as a delimiter for sorting and concordance file generation.

Apply Index Entry Category Word

1. Enter a word number from the index entry category list, in the left-hand field, followed by Enter.



- a. Ensure that a red * appears to the right of the entry field.
2. Enter the position number of the word(s) in the concordance word list display to which you wish to apply the index entry category followed by Enter.
 - a. When you redisplay the list of concordance words, the index entry category will have been added, such as in this example:

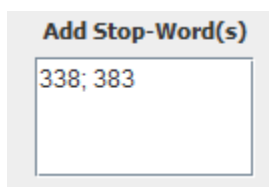
10	Acrocanthosaurus	1	Dinosaurs:Acrocanthosaurus
----	------------------	---	----------------------------

Guidance

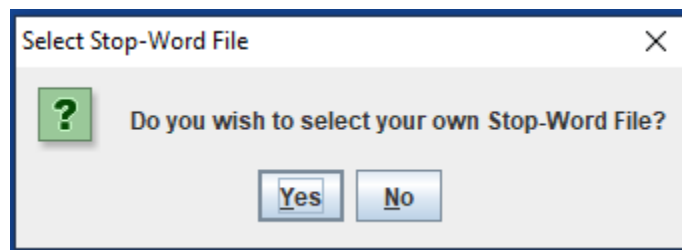
1. Separate entries with semicolons and hyphens (e.g., '100; 101; 105-110').
2. The paste functionality is disabled in the field in which position numbers are entered.
4. You may create multiple levels of index entries, separated by colons. However, as noted previously, there can be challenges with getting indexes with multiple levels to format correctly in MS Word. [See, the guidance in the Index Entry section above for more details.]

Add Stop-Word (s)

1. Enter the position numbers of words (separated by semicolons) that you wish to have added to the stop-word file, followed by Enter.



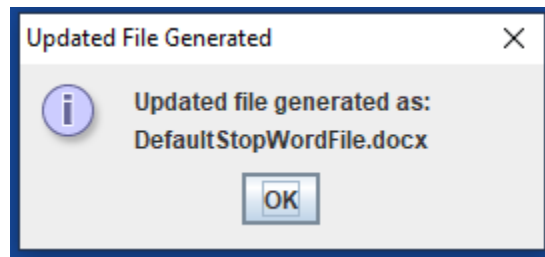
- a. You will be asked to confirm which stop-word file you wish to use.



- b. If you enter Yes, a file picker will be displayed from which you may select a stop-word

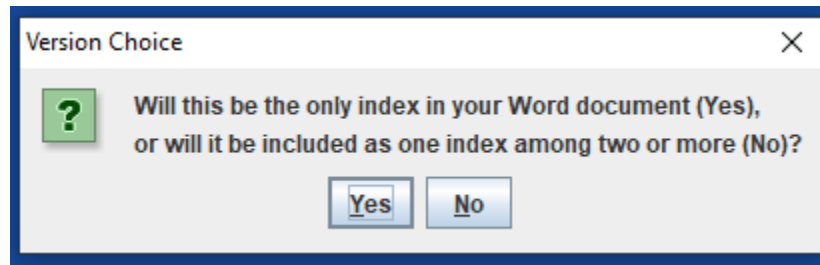
Word .docx file containing your stop-words. Click the No button if you wish to update the default stop-word file that was provided with this application.

- c. If you do not select a custom stop-word file, the default file will be updated.

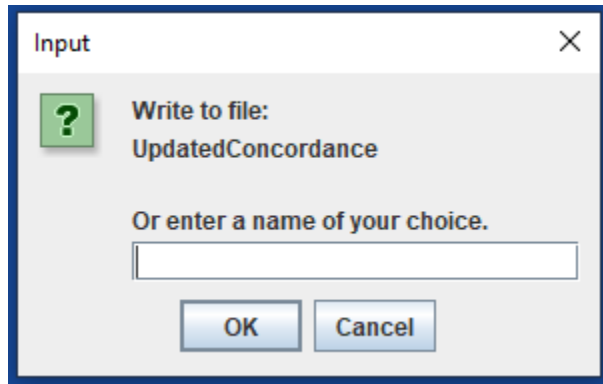


Save Concordance

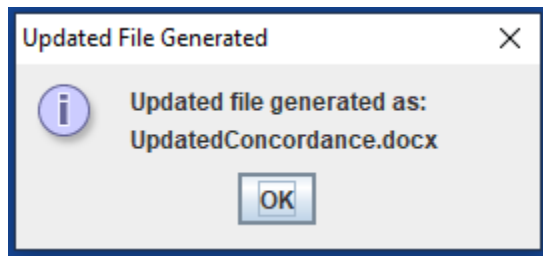
1. Click the Save Concordance button to save changes you have made to your concordance file.
2. Indicate whether the concordance file will be used as the only index in your word document, when presented with this message:



- b. When an MS Word document will contain more than one index, the concordance files generated by this application include codes (in this case, ~UC~) that are appended to the index entry value. These codes will be used when the concordance file is loaded into MS Word, to make the indexes unique. See the section of this document, Creating Multiple Indexes from Concordance Files in an MS Word Document, for an explanation of how the codes included in concordance files are applied when multiple concordances are loaded into an MS Word document to create separate indexes.
3. Enter a name for the concordance file if you wish to have it named differently from the default name, when presented with the following:
 - a. The default will write to a file named 'UpdatedConcordance'. This is to prevent you from mistakenly over-writing the concordance file you used as input. However, you may change the file name to over-write your input concordance file if you wish.

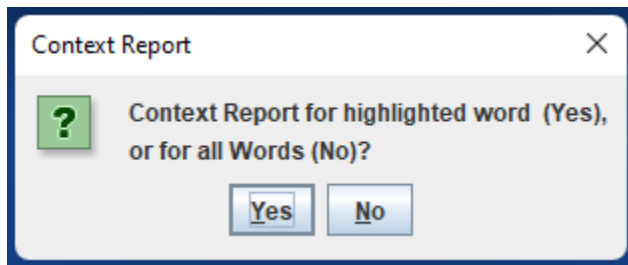


- b. A message will be displayed indicating that the concordance file has been created successfully.

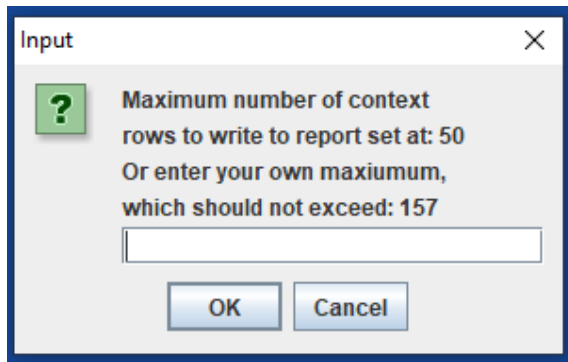


Word(s) Context Report

1. Click the Word(s) Context Report button to generate a report containing a selected word or all words, as each word appears in context in the word document.
2. You will be presented with the option to produce the report for the currently highlighted word or for all words.



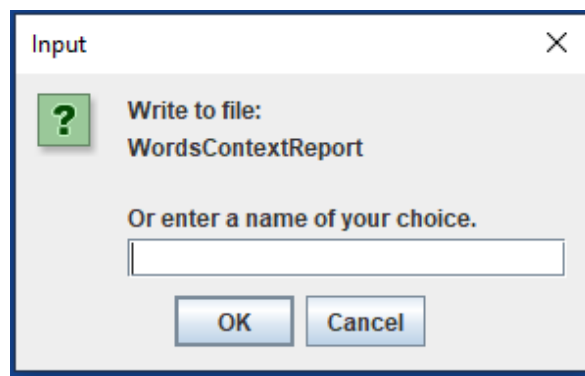
3. If you select the all words option 'No', enter the number of context entries you wish to have reported (the default is 50 for each word, the maximum is the maximum frequency count of any word in the concordance file), when this message appears; or accept the default.



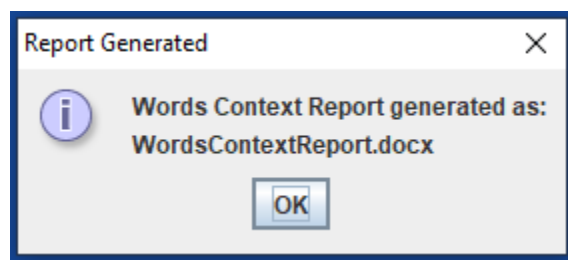
- a. A message will be displayed below the word table:

Please wait, processing could require 1-2 minutes to complete.

4. Enter a name for the report if you wish to have it named differently from the default name, when presented with the following:
- a. The default will write to a file named 'WordsContextReport'.



- b. A message will be displayed indicating that the report has been created successfully.



- c. A report such as the following will have been generated.

Word(s)	Index Entry	Word(s) in Context
Arphaxad	Arphaxad	Cainan could have been Arphaxad's firstborn but did not receive the blessing; rather it passed to Arphaxad's
Arphaxad	Arphaxad	but did not receive the blessing; rather it passed to Arphaxad's grandson, Shelah—Biblical examples of blessings
Asaph	Asaph	of God raise questions about God's purposes—Job, Asaph , Jeremiah, and Habakkuk, for example. Noah was human, and
Winston Churchill	Churchill:Winston	Springs, California. It was also reported that Winston Churchill , who demanded that a claimed UFO sighting be kept
Zillah	Zillah	either the words meaning ornament or morning. The name Zillah appears to be derived from either the word for shade

Edit Reports

1. Click the Edits Reports button to generate reports containing information about possible indexing issues in MS Word.



2. The following screen will be displayed.

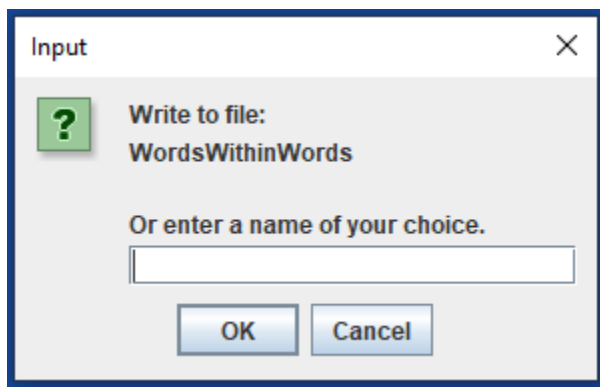
A dialog box titled "Edit Reports" with a close button (X) in the top right corner. On the left is a green square icon with a white question mark. The dialog contains seven rows of text prompts, each followed by a text input field. The prompts are: "Words Within Words report ('Y'/'N')?", "Strings Within Strings report ('Y'/'N')?", "Potential MS Word Issues report ('Y'/'N')?", "Percent Coverage report ('Y'/'N')?", "Visual Coverage report ('Y'/'N')?", "Spell check list of words ('Y'/'N')?", and "Edit check on Index Entries ('Y'/'N')?". The input fields contain the following values: "N", "Y", "N", "N", "N", "N", and "N". At the bottom are two buttons: "OK" and "Cancel".

3. Select the reports you wish to have generated by entering a 'Y'.

Words Within MS Words report

It appears that there is a bug¹¹ in the MS Word indexer. At times, MS Word mistakenly creates an index entry for words embedded within other words (e.g., including an index entry on the letters ‘hat’ embedded within ‘that’ if your indexed word is ‘hat’). So far, a pattern for when this occurs has not been identifiable.

1. When there are occurrences of words embedded within other words in your document, the following message will be displayed, and a report file generated.



- a. You may accept the default file name, enter your own file name, or cancel the generation of this report.
- b. A report similar to the following will be generated.

```
124 recede || para's with string: 33 || word frequency: 4 || sample: precede
125 receded || para's with string: 10 || word frequency: 4 || sample: preceded,
-----
126 recession || para's with string: 5 || word frequency: 5 || sample: precession
127 remorse || para's with string: 3 || word frequency: 2 || sample: remorseless
```

Guidance

1. You may want to compare the words in the report against your Word index to ensure that the index has indexed your entries correctly. The Visual Coverage Report may help you make the assessment.
2. The report excludes words which, if mistakenly indexed by MS Word, would likely not be an issue. For example, it excludes words which are singular but could be mistakenly matched by the MS Word indexer against a word with a plural ending (e.g., ‘s’). Other endings that will prevent a word from appearing in this report, include, ‘ity’, ‘red’, ‘ten’ ‘ally’, ‘ness’—about 40 endings are used to exclude words from this report.
3. A possible workaround for this problem is to include another word with the word to be indexed, for example, to use ‘a hat’ instead of ‘hat’ (from the example above), as has been done in this document to prevent false positives. However, this is not ideal and causes extra work.
4. Click Cancel, if you do not want this report generated.

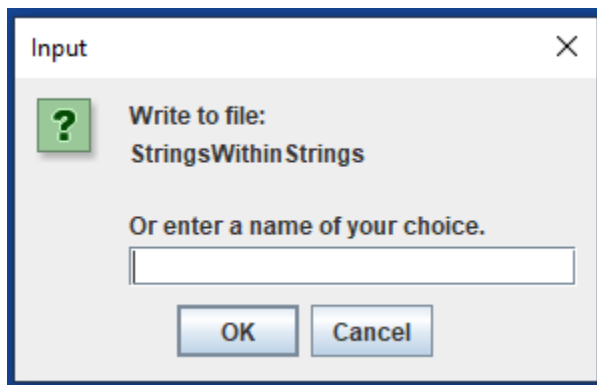
¹¹ I submitted a bug report to Microsoft on 2021-03-11. I indicated that this bug makes the generated index unreliable. Hopefully, someday, Microsoft will address this problem and a fix will appear in a future release of MS Word. As of 2023-02, this aggravating bug is still occurring.

Strings Within Strings report

Word does not index strings (words) that are contained within other concordance strings, for example, you may not be able to index the words 'dinosaur' and 'dinosaur egg', since MS Word cannot create two index entries in a single location (i.e., on the word 'dinosaur'). In this example, 'dinosaur egg' might not appear in the index since the word 'dinosaur' could already have been identified as an indexed word—unless 'dinosaur' appeared earlier in the same paragraph, since MS Word indexes only the first occurrence of a word in a paragraph.

To assist you in limiting the occurrence of strings within strings (e.g., 'dinosaur' within 'dinosaur egg') the Edit Concordance File function:

- Prevents you from adding a string (or word) to be indexed that is contained within another index string, when you use the Add Word(s) feature.
 - Produces a string-within-string report (if any exist) when you generate a concordance file.
1. Once processing is complete, you will receive the following message:



2. A report consisting of two parts will be generated.

- a. Part 1 will include information such as the following:

Strings within one another: Jupiter, Venus [Planets:Jupiter & Venus] || Venus [Venus]
Strings within one another: Venus and [Planets:Venus] || Venus [Venus]
Strings within one another: Venus as [Roman gods:Venus] || Venus [Venus]
Strings within one another: Venus cause [Planets:Venus] || Venus [Venus]
Strings within one another: Venus de Milo [Venus de Milo] || Venus [Venus]

- b. In the example above the word 'Venus' overlaps with a number of other words to be indexed. The word 'Venus' was not specific enough, since it could be part of the name of a statue, a reference to a Roman goddess, and a reference to the planet. Thus, additional words were used to uniquely specify each of the instances so that they could be assigned to different index entry categories. In this instance the word 'Venus' had not yet been deleted from the list of concordance words. Once it was deleted, the entries above containing 'Venus' no longer appeared in the report.
- c. Part 2 will include information such as the following:

Paragraph starting with: “However, governments themselves can also” contains index words that overlap: “private individuals. For” [Theft:governments commit supporting monopolies] and “wealth from private” [Wealth:destroyed by governments].

- d. In the example above, only one of the strings “private individuals. For” and “wealth from private” will be indexed by MS Word.

Guidance

1. The report includes in “[]” the associated Index entries so that you may choose which index word(s) to keep.
2. Part 2 of this report compares every concordance word with every other and determines if the two words overlap in a paragraph.
3. You should load any specialized concordances (e.g., name and subject) together and save them as a temporary concordance file. This will identify any potential strings that may not be indexed correctly because they are parts of other strings that will be marked as indexed words by MS Word.
4. You may have to apply a degree of creativity for selecting unique strings to index. For example, you might select the words ‘egg deposits’ (if that is in the text of the MS Word document and only applies to dinosaurs) and assign an index entry of ‘dinosaur eggs’ to that indexed string. You may have to select nearby words (which don’t include the term you wish to index) to avoid clashes.

Potential MS Word Issues report

This report is similar to the Words Within MS Words report. However, it compares a possible overlap between index words, where MS Word might index incorrectly. For example, if you had an index word of ‘bosses demand’ from a sentence which reads “... and **our bosses** demand ...” and another index word of “our boss”, Word could index the red portion using the second index word rather than the first.

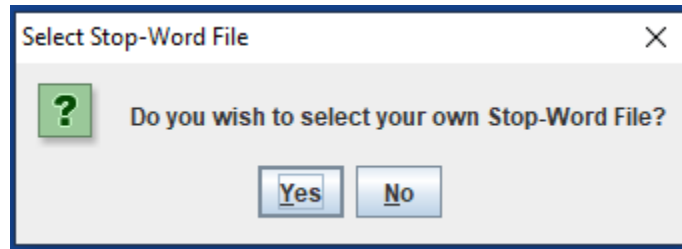
Guidance

1. This report compares every index word against all the others and checks to see if the pair of index words could overlap in any paragraph in the document. It can require considerable time to run; potentially requiring up to an hour to pass through a large document with many paragraphs and many index words [one document with 320 pages, 3,105 paragraphs, 233,000 words, and 7,660 index words, required 35 minutes to process]. So, it should be run in the background only as final check of your index words. The reason it requires so much processing is because two of your index words which could potentially overlap (as in the example above) may not be in the same paragraph, so the occurrence of each pair of index words must be checked for a possible overlap in every paragraph.
2. You can review the list produced to see if the MS Word indexer picked up the index words up correctly (e.g., by displaying the field codes or by examining the generated index entries). If not, you can create a new index word entry (e.g., including words to the right or left) which will make the index word unique.
3. Depending on the size of your document, the number of words in your concordance file, and if you have a slow computer, this report could require a significant amount of time to run. If you have the Windows screen saver enabled, and it activates during execution of this report the display of the contents of the Edit Concordance File screen will be blanked out. Nevertheless, this report will successfully complete and will show the results of the execution with a pop-up message. However, you may want to turn off the screen saver before you execute this report, if it will take longer than the time you have set for the screen saver to activate.

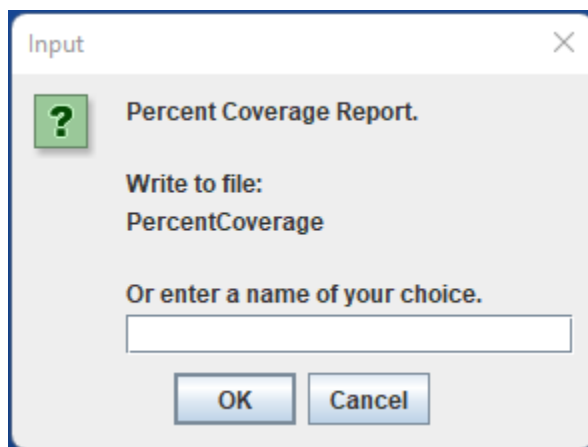
Percent Coverage report

This report provides a listing of all paragraphs for which there are no indexed words, or for which the text in the indexed words is less than 2% of the text in the paragraph.

1. You will be asked to confirm which stop-word file you wish to use.



- a. If you enter Yes, a file picker will be displayed from which you may select a stop-word Word .docx file containing your stop-words. Click the No button if you wish to update the default stop-word file that was provided with this application.
 - b. If you do not select a custom stop-word file, the default file will be updated.
2. Once processing is complete, you will receive the following message:



3. The generated report will contain two types of entries, as shown in the example below:

% covered, 0.54%; para. starts with: "Polite. Polite words (Col 4.6) and actions (Gal 5.23; E".
No indexed words; para. starts with: "There is no other option for accomplishing the same goa".

Guidance

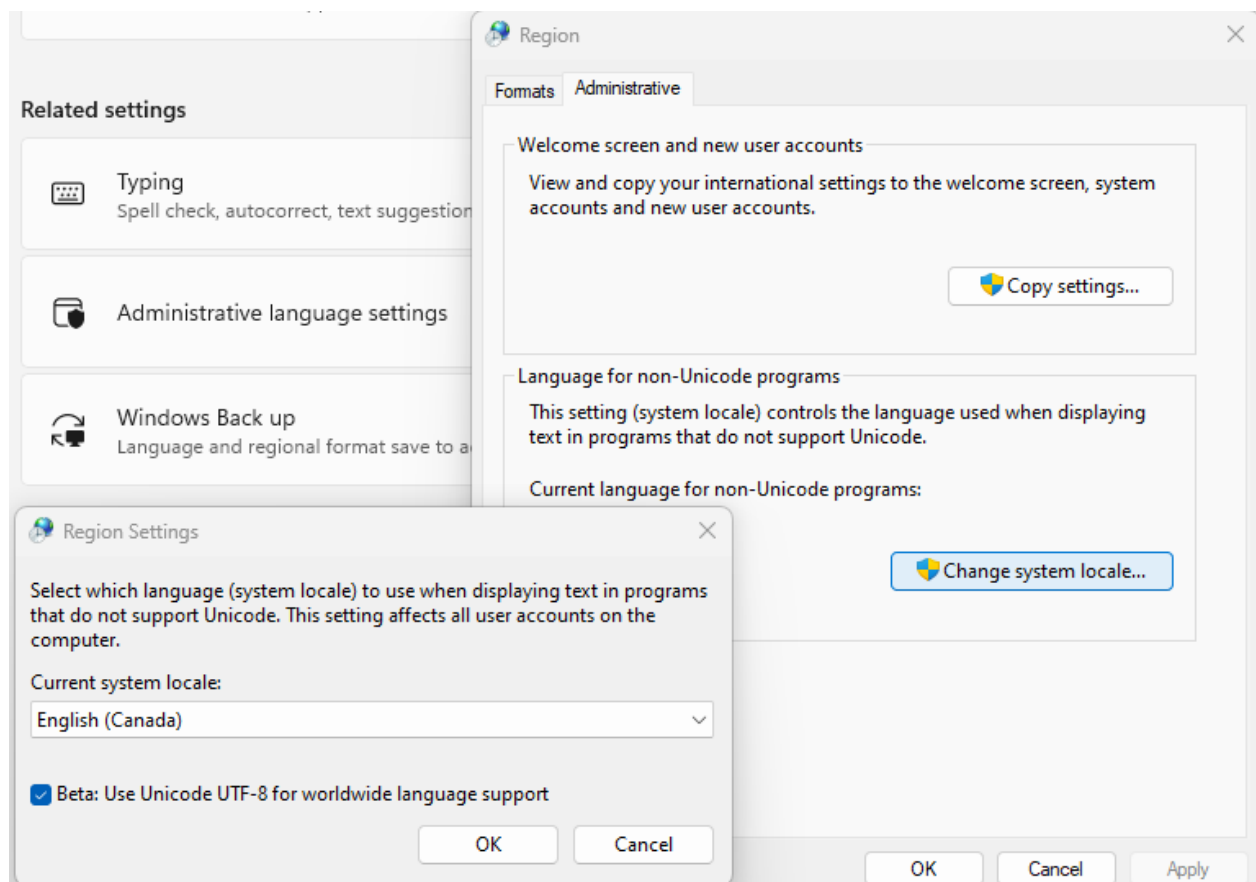
1. Paragraphs which contain only words found in the stop-word file will not be identified in the report as containing no indexed words.
2. You may change the percent coverage threshold in the 'MSConParameters.txt' file.

Visual Coverage report

1. This report highlights (in red) all indexed words (strings) within every paragraph.
2. The report which is produced is in HTML format and can be viewed in any web browser.
3. You may use this report to scan for areas within the text which do not have index words covering the content and to identify additional words which you may wish to include in the concordance file.

Guidance

1. All parentheses, angle brackets, square brackets and other non-alphanumeric reserved characters have been replaced with pipes to avoid issues with HTML.
2. When Word documents are loaded, the main text is loaded first, then the text in tables is loaded. This text will appear at the end of HTML report.
3. Within the HTML text, words within words may be highlighted in red incorrectly (e.g., **obedience** within dis**obedience**).
4. You may not be able to see Greek or Hebrew text in a browser. The characters may be replaced by a string of ????. The issue appears to be related to how Microsoft deals with UTF-8. You may have to update your version of the Java runtime environment (JRE). You may also have to use Settings → Time & Language → Language & Region → Administrative language settings → Administrative → Change system locale, and click on Beta: Use Unicode UTF-8 for worldwide language Support.



Spell check list of words

Writes an MS Word document called WordsSpellCheck which can be opened in word to check the spelling of words to be indexed and their associated index entries.

Edit check on Index Entries

Writes an MS Word document called EditCheckIndexEntries which lists identified errors in Index Entries.

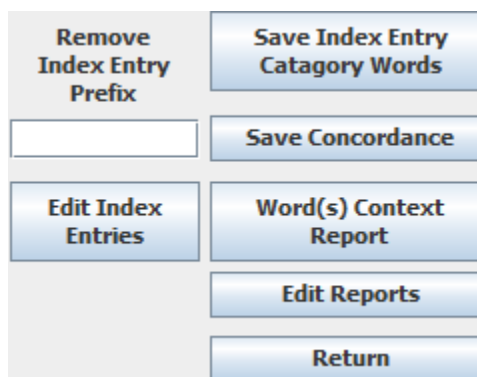
Return

1. Close the Edit Concordance File function by clicking the Return button.

Best Practice

A 'best practice' is to work through a list of identified candidate words (e.g., subjects) for a particular MS Word document, created using the Concordance Word Selector, Select Numbers, or Create a Multi-Word Concordance File functions, in a series of steps:

1. Identify high frequency words that you will not include in your index (using the Frequency Sort) and delete them (and, optionally, add them to the stop-word file).
2. Work through the list of words in your document, with multiple passes:
 - 2.1. Assign words to index categories, using the Index Entry column; mark completed words with a prefix (e.g., 'Z|' or '0|').
 - 2.2. Mark words to be processed through the Create a Multi-Word Concordance File function with a prefix (e.g., 'M|') in the Index Entry column.
3. Once all words have been marked with a prefix, split the file by marking all words prefixed with one of the terms (e.g., 'M|'). Split it a second time, for the second prefix.
4. Use the Remove Index Entry Prefix feature to replace prefixes with nothing. Enter a prefix (such as 'Z|') in the field and click Enter. Make sure to save your concordance file after you have removed the prefix.

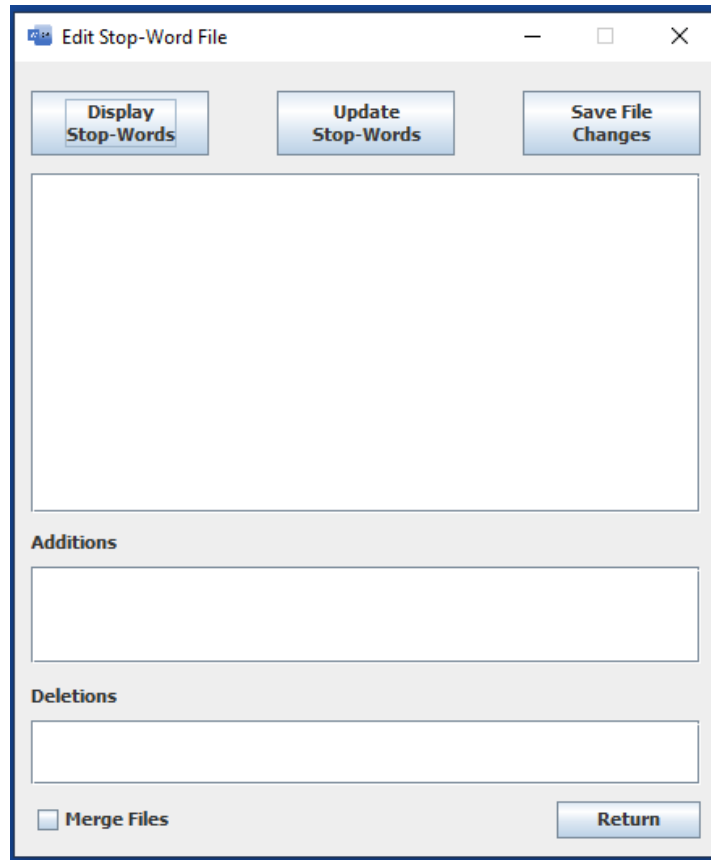


5. Process the words which need to be refined to make unique entries in the Create a Multi-Word Concordance File function.
6. Reload the MS Word document and merge the concordance files to create a single (e.g., subjects) concordance file.
7. Test your index(es) on a copy of your MS Word document. Don't insert an index into your master document, until you are satisfied with your list of concordance words to be indexed, or you may

- have to use the edit feature in MS Word to remove the field codes that identify indexed words.
8. Keep (dated) backup copies of your concordance and stop-word files in case you overwrite a file by mistake.

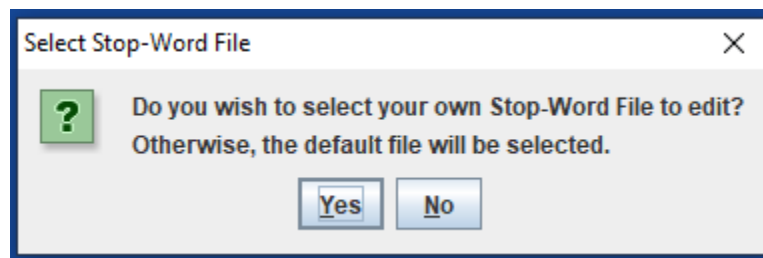
Edit Stop-Word File

1. Click the MS Word Concordance.exe file icon.
2. Click the Edit Stop-Word File button on the main menu.
 - a. The following window will be displayed:

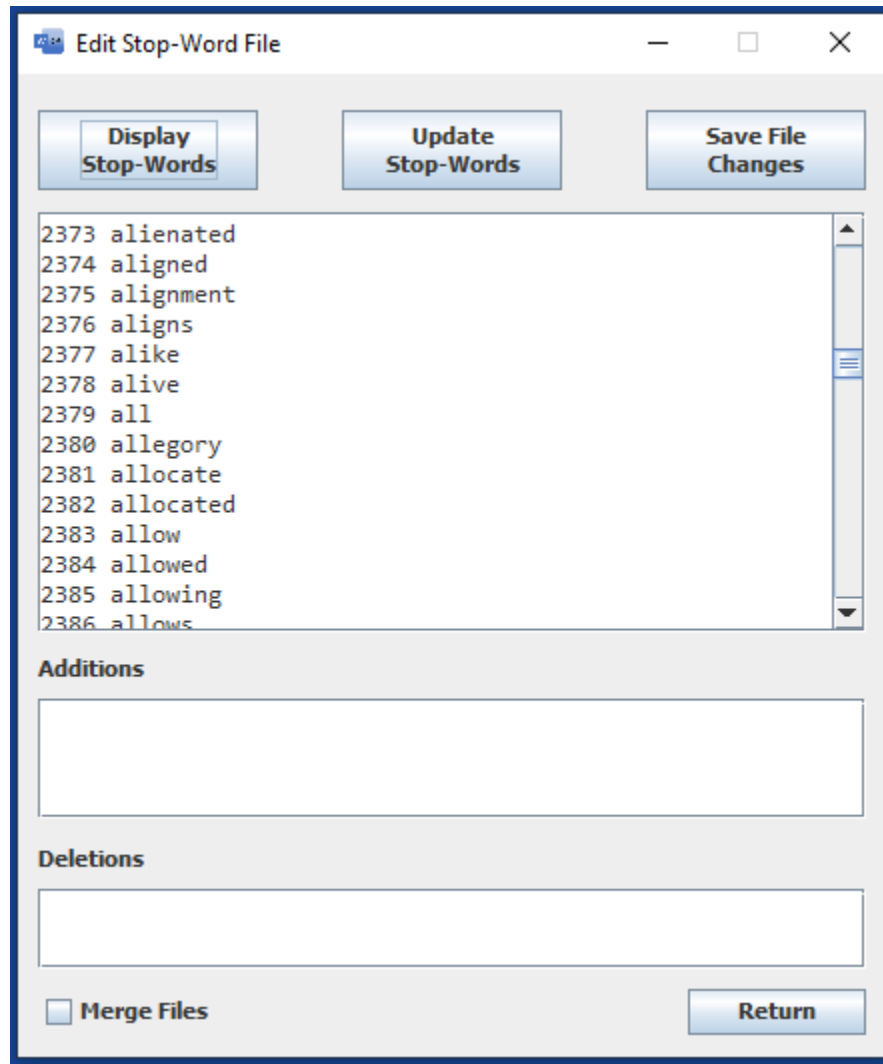


Display Stop Words

1. Click the Display Stop Words button.
 - a. The following message will be displayed:



2. Click the Yes button if you wish to edit a custom stop-word file. A file picker will be displayed from which you may select a stop-word Word .docx file containing your stop words. Click the No button if you wish to update the default stop-word file that was provided with this application.
 - a. The display area will be populated with a list of stop-words, such as the following:



- b. You may scroll through the list, using the scroll bar to the right.

Update Stop Words

1. Enter words that you wish to add to your stop-word file. Separate the words with semicolons.

Additions

banana; apple; orange

2. Enter the numbers of the words that you wish to delete from your stop-word file. Separate the numbers with semicolons.

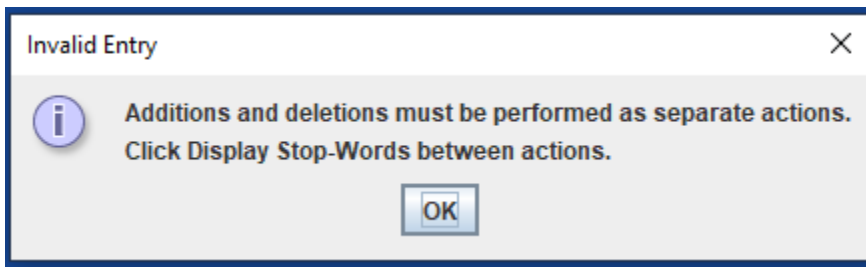


A screenshot of a web interface showing a text input field labeled "Deletions". The field contains the text "2373; 2389".

3. Click the Update Stop-Words button to add words to the list or to delete words.
4. Click the Display Stop-Words button to refresh the display of words, to verify that the changes you have made have been incorporated into the stop-word list.

Guidance

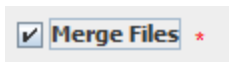
1. Additions and deletions must be performed as separate actions; otherwise, you will receive this message:



2. You may make multiple sets of updates and save the file multiple times before exiting the function.
3. Your stop-word file will *not* be updated until you click the Save File Changes button.

Merge Files

1. Click Merge Files check box if you wish to merge two stop-word files, **before** clicking the Display Stop-Words button to open the second (or subsequent) stop-word file.



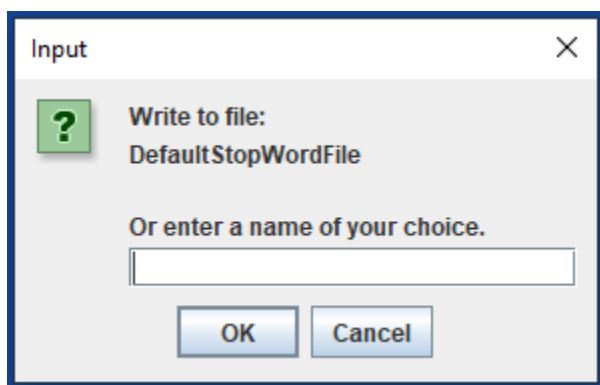
A screenshot of a checkbox labeled "Merge Files" with a red asterisk to its right. The checkbox is checked.

Guidance

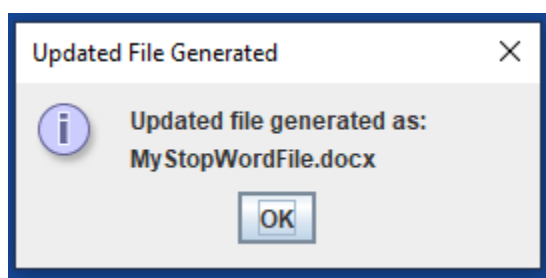
1. Duplicate entries encountered during the merge action will be deleted.
2. You may merge more than two stop-word files. However, you must click the Merge Files check box before opening each additional file.

Save File Changes

1. Click the Save File Changes button to update your stop-word file.
2. Enter a name for the stop-word file if you wish to have it named differently from the default name, when presented with the following:



- a. The following message will be displayed, confirming that the updates have been made to the file with the name you provided or to the default file.



Return

1. Close the Edit Stop-Word File function by clicking the Return button.

Guidance

1. A default stop-word file is supplied with this application.
2. It is not necessary to have a stop-word file to use this application. The ~20 most common words in English are included in the application and they will be applied should this function not find a stop-word file. Any additional words identified for inclusion in the stop-word file will be added to those ~20 words and a new or replacement stop-word file generated.
3. A stop-word list is case sensitive, so you should enter all instances of a word (for example, 'and' and 'And') that you wish to add or delete.
4. Stop-words are single words. Strings like '1 Cor' will be ignored as candidate index words only if '1' and 'Cor' are in the stop-word file. However, stop words can be hyphenated words.
5. Stop-words do not include apostrophes. For example, 'Year's' or 'Year's' (the first example has a smart quote, the second has a keyboard apostrophe) do not need to be added. Only 'Year' needs to be in your file if you wish to exclude 'Year', 'Year's', and 'Year's' from an index.
6. You may want to maintain different stop-word files for different subject domains. For example, if you were writing about abiogenesis, you might want to include the word 'God' in your index. However, if you were writing a theological treatise, the word 'God' would be so frequent that you would not want to include it in your index. Similarly, if you were writing on a topic related to the Adam found in Genesis 1-5, you might add 'Adam' to a stop-word file. However, if you were writing on a topic related to 1 Corinthians 15, you would probably want to include 'Adam' in your index for that document and would not include it in a stop-word file. Likewise, if you were writing about the atomic elements and you wanted the symbols (e.g., B, C, H, He, etc.) to appear in your concordance file, you would have to

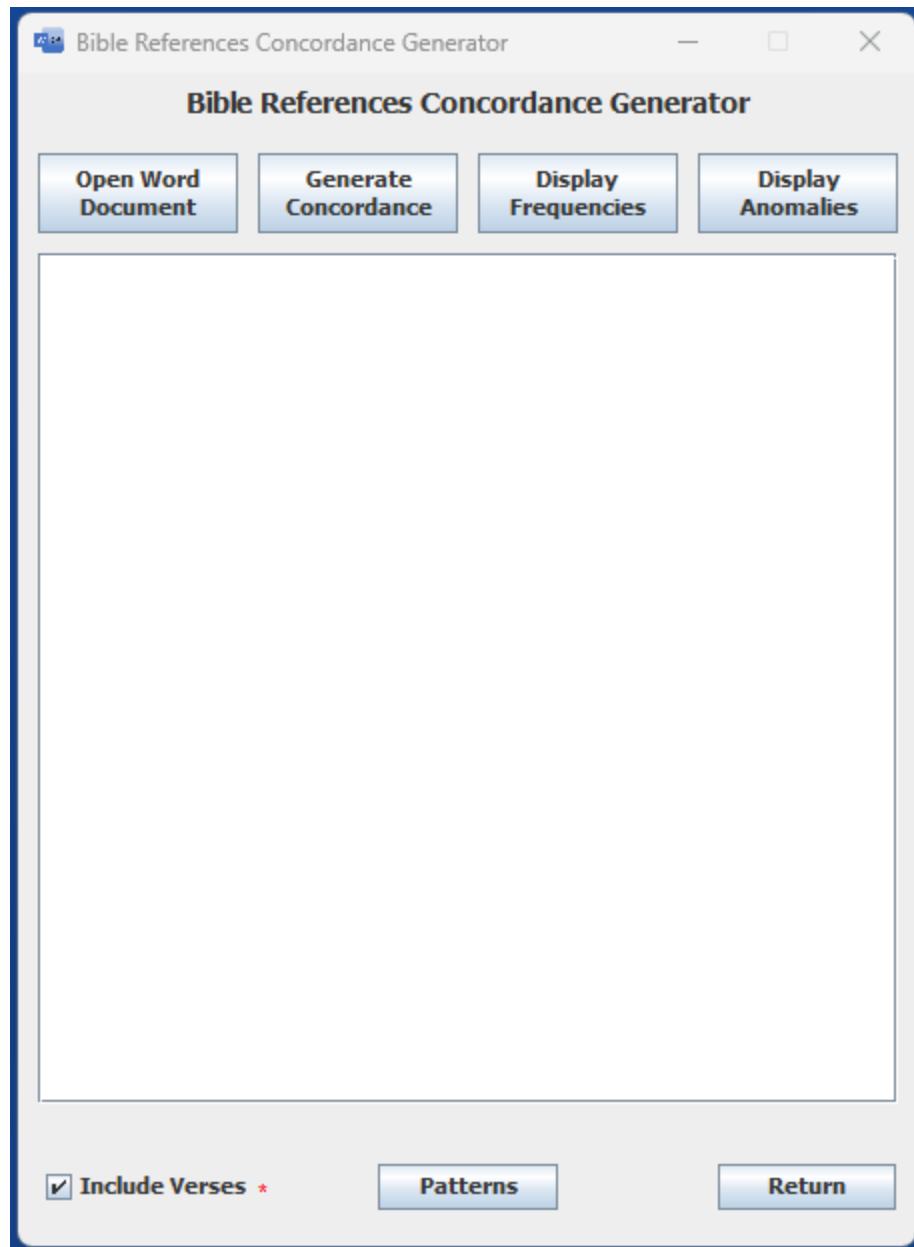
remove them from your stop-word file.

7. Stop-word files should be maintained by this function, to ensure that they are kept 'clean'. There are different ASCII codes for a line feed, return, and enter. They may appear to be the same as this symbol  is displayed for all of them in an MS Word document, but they are not the same. You cannot add words to a stop-word file using MS Word . This application will not recognize the added lines.
8. Stop-word files should contain a '-' (keyboard hyphen)—usually in the first position. This character is used in the Concordance Word Selector and in this function as a reserved character. You cannot delete the character using this function.
9. To create an empty stop-word file, you can copy a stop-word file and save it with an 'empty' name, and then delete the words in the file. You can delete the words using MS Word or this function. However, you can also create the file with the following steps:
 - 9.1. Create a copy of the DefaultStopWordFile.docx file.
 - 9.2. Load any (small) MS Word document into the Concordance Word Selector.
 - 9.3. When asked if you wish to use your own stop-word file, click Yes. However, instead of selecting a file, click Cancel. The Concordance Word Selector will default to using the ~20 built-in words.
 - 9.4. Select any single word in the Concordance Word Selector and mark it for addition to the stop-word file.
 - 9.5. Click Update Stop-Word File. A file called 'DefaultStopWordFile.docx' file will be generated, with the list of ~20 built-in words and the one word you selected to add.
 - 9.6. Use this Edit Concordance File function, select the DefaultStopWordFile.docx file, and delete the words in the file.
 - 9.7. Save the file with a unique name (e.g., 'EmptyStopWordFile'). It will contain only a single '-'. [A copy of this file is included in the .zip file for this application.]
 - 9.8. Restore the original DefaultStopWordFile.docx file.

Bible References Concordance Generator

This is a specialized concordance generator that processes an MS Word document to identify Bible *chapter* and *verse* references and produce a concordance file which can be added to an MS Word document. You can use this function independently of the other functions within this application.

1. Click the MS Word Concordance.exe file icon.
2. Click the Bible Reference Concordance button on the main menu.
 - a. The following window will be displayed:



Guidance

1. This function is designed to identify Bible *chapter* and *verse* references and produce a concordance file. If you wanted to include an index to occurrences of Bible *book* names, you could generate a concordance file using the Concordance Word Selector or Create a Multi-Word concordance File using the Add Word(s) feature—as in this example:

[illegible]

However, if you also wanted to have a Bible *chapter* and *verse* references index, you could end up with clashes in your indexes. For example, if you had a reference to ‘Genesis 1:1’ in your text, that reference would be included in a Bible reference concordance file. But if you also had ‘Genesis’ in a separate index, MS Word would not be able to create index entries in two separate indexes. The marking of words with field codes would be processed in the order in which you generated the indexes. A possible work-around is to use abbreviations for all Bible references which are to be include in a Bible reference concordance file (e.g., ‘Gen 1:1’).

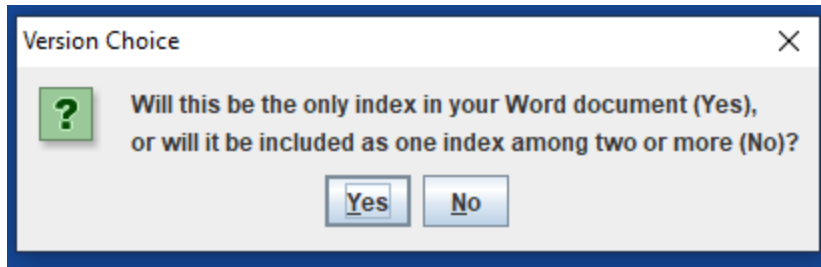
Open Word Document

1. Click the Open Word Document button.
2. Select the MS Word .docx document for which you wish to generate a Bible Reference concordance, using the file picker.
 - a. A message will be displayed at the bottom of the window, once processing is complete.

Document processed; Generate Concordance next.

Generate Concordance

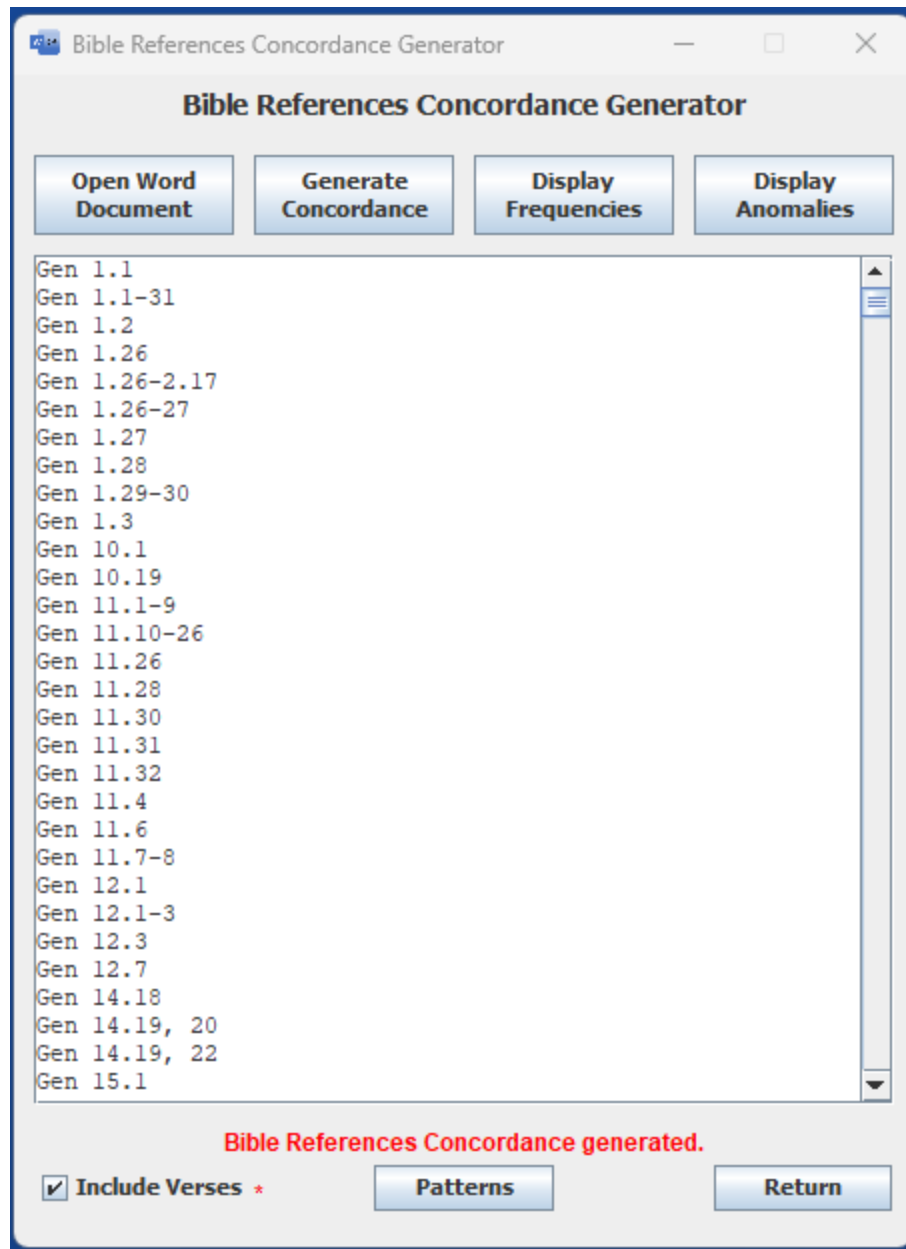
1. [Optional] Click the Include Verses check box at the bottom of the window if you wish to exclude verses from your concordance file and index.
 - a. The default is to include verses. If you exclude verses, the concordance file will associate references only with the applicable chapter of a Bible book.
2. Indicate whether the concordance file will be used as the only index in your word document, when presented with this message:



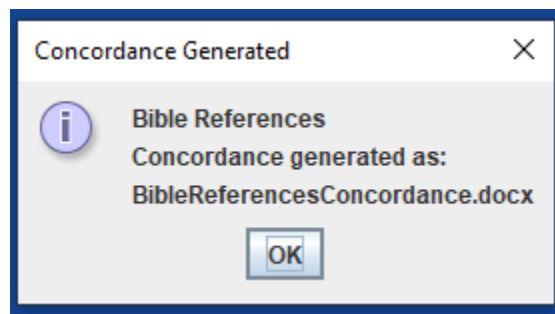
- a. When an MS Word document will contain more than one index, the concordance files generated by this application include codes (in this case, ~BR~) that are appended to the index entry value. These codes will be used when the concordance file is loaded into MS Word, to make the indexes unique. See the section of this document, Creating Multiple Indexes from Concordance Files in an MS Word Document, for an explanation of how the codes included in concordance files are applied when multiple concordances are loaded into an MS Word document to create separate indexes.
3. Enter a name for the concordance file if you wish to have it named differently from the default name, when presented with the following:



- a. Click OK, to proceed; or Cancel, to stop generating the file.
 - b. Once processing is complete, the display area will be populated with the list of Bible references generated, and a message will be displayed at the bottom of the window indicating that the concordance file has been generated.

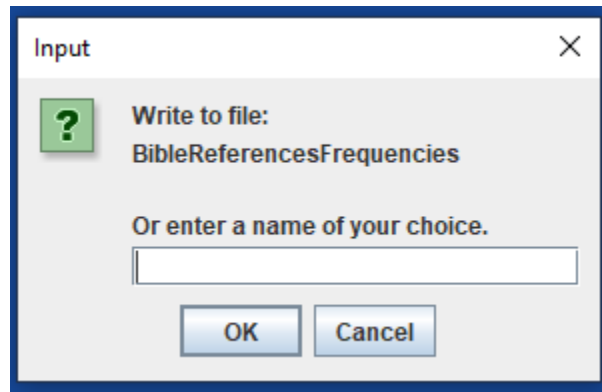


- c. You will also receive see a pop-up message indicating that the concordance file has been generated with the default file name or the file name you entered.

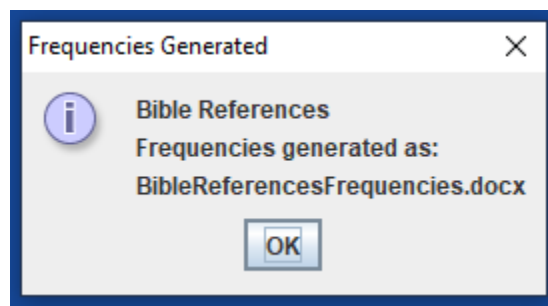


Display Frequencies

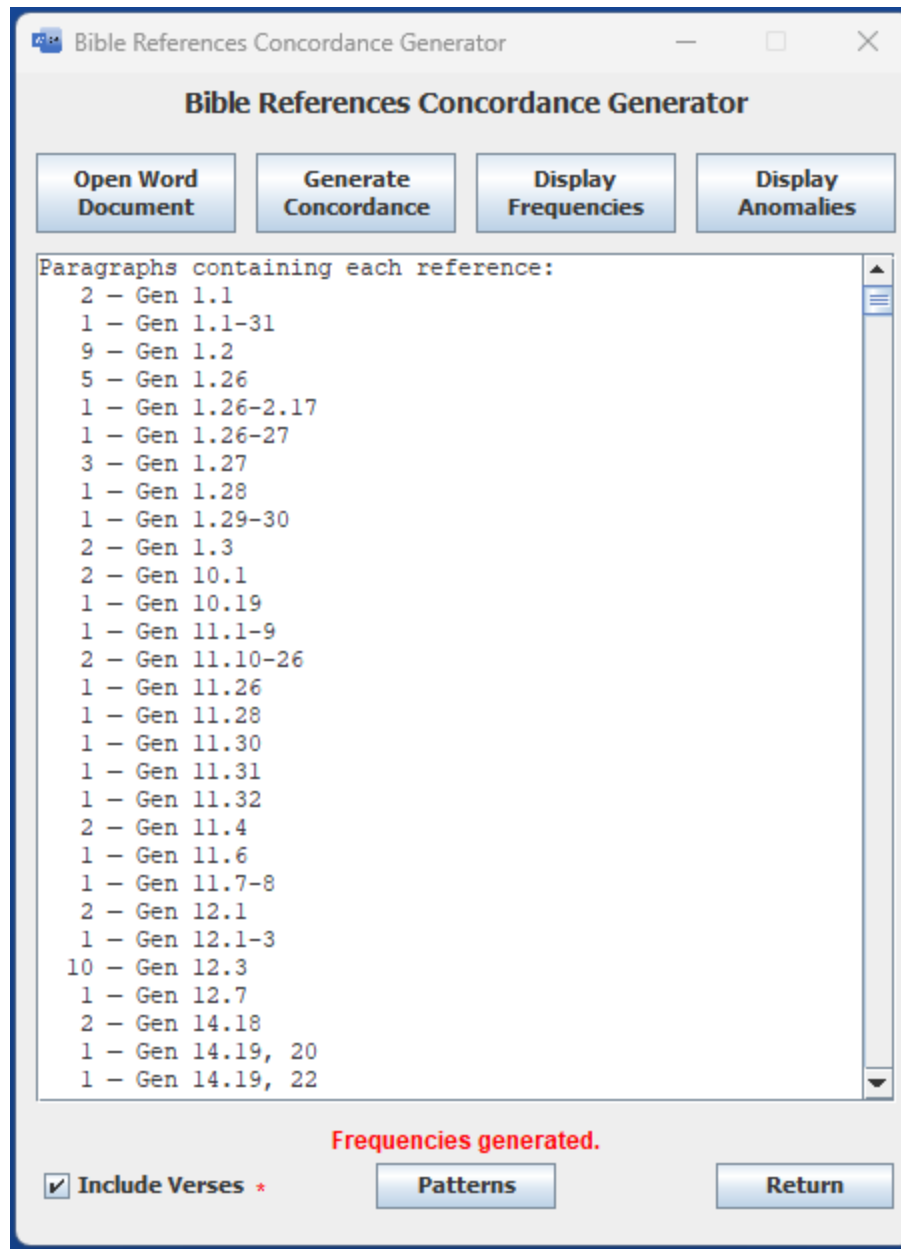
1. Click the Display Frequencies button, if you wish to see the number of paragraphs which contain each Bible reference found in your MS Word document.
2. Enter a name for the frequencies file if you wish to have it named differently from the default name, when presented with the following:



- a. Click OK, to proceed; or Cancel, to stop generating the file.
- b. A message will be displayed indicating that the frequencies file has been created successfully.

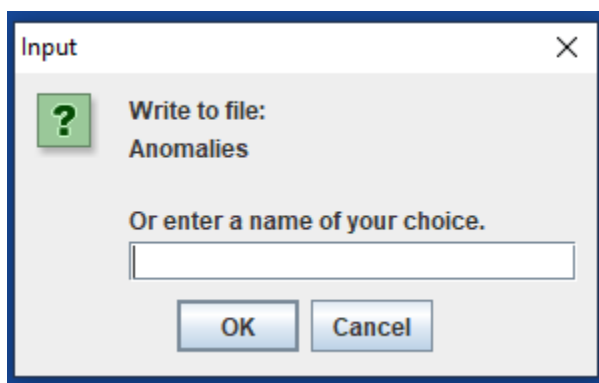


- c. Once processing is complete, the display area will be populated with the list of Bible references generated and the number of paragraphs in which the reference occurs (not all occurrences within a paragraph are counted), and a message will be displayed at the bottom of the window indicating that the frequencies have been calculated.

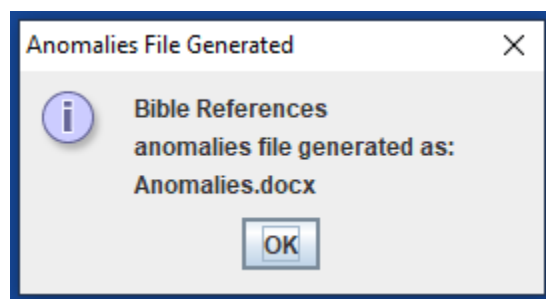


Display Anomalies

1. Click the Display Anomalies button.
2. Enter a name for the anomalies file if you wish to have it named differently from the default name, when presented with the following:

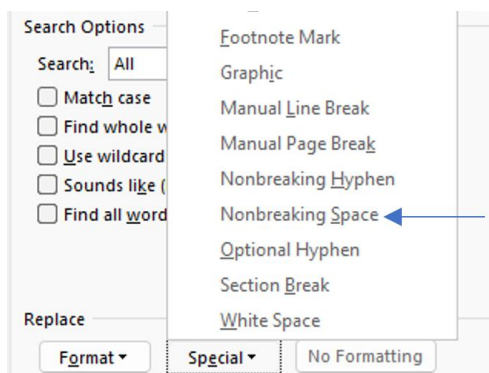


- a. Click OK, to proceed; or Cancel, to stop generating the file.
- b. Once processing is complete, the display area will be populated with a list of anomalies, and a message will be displayed at the bottom of the window indicating that the anomalies file has been generated (with the default file name or the file name you provided). In addition, you will receive confirmation with a popup window, such as this:



Guidance

1. Since MS Word creates index entries on exact matches, you should execute a Replace All on your document and replace all double spaces ' ' with a single space ' ', and save the file, before producing a Bible references concordance file. References identified by this function trim extraneous spaces, and they will not work with the MS Word indexer if there are extra spaces in an occurrence of a reference in your document.
2. Also, replace all Non-breaking spaces with single spaces ' '.



This will remove pseudo-spaces which could be introduced when you copy a reference (e.g., from

a website or from Logos) as in the example below where a pseudo-space occurs between the ‘m’ and the ‘2’.

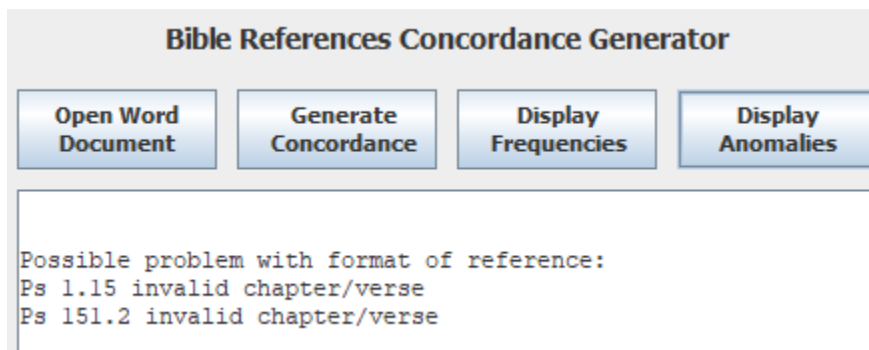
·(1·Sam^o25:41)¶¶

Alternatively, you can replace all spaces in word with a space. This will remove pseudo-spaces.

3. There appears to be a bug in the Apache POI utility which this application uses for reading MS Word documents. Nonbreaking hyphens are discarded and not replaced with even a blank. You should replace¹² nonbreaking hyphens in your document with a keyboard ‘-’ or a ‘—’ (En Dash) to ensure that compound references (e.g., ‘Jn 1:1-18’) are picked up correctly. If you do not, you could get a reference such as ‘Jn 1:118’. In this instance, it will be identified in the anomalies report. However, a reference like ‘Jn 3:3-4’ could appear as ‘Jn 3:34’ and will not be flagged as an anomaly.
4. A reference such as ‘Gen 28:2022’ may appear in the anomalies report. Yet, you cannot find the text when you do a search in your document. This issue is caused by the presence of a nonbreaking hyphen. Search on ‘Gen 28:20-22’ or ‘Gen 28:20’ in MS Word, and type over the character that looks like a standard hyphen with the keyboard hyphen ‘-’ or one of the dashes supported by MS Word, i.e., ‘—’ (En Dash) or ‘—’ (Em Dash). As noted in the previous point, you should replace all nonbreaking hyphens before generating a concordance file.
5. MS Word creates index entries on exact text matches. For example, ‘Revelation 7:9’, ‘Rev. 7:9’, ‘Rev 7:9’ and ‘Rev 7.9’ would appear as separate index entries. The anomalies report will help you identify these kinds of variations.
6. Use the anomalies report to identify potential issues with Bible references in your document; fix the text in your MS Word document to address the anomalies and regenerate the concordance file. It may require multiple passes to eliminate all the anomalies.
7. This function assumes that Bible references will be formatted like the examples below (using commas to separate verses, semicolons to separate references, and hyphens to indicate a range of verses):
 - Genesis 1:1
 - Gen. 1:1
 - Gen 1.1
 - Gen 1:1-5 [hyphen]
 - Rom 1.18—32 [Em Dash]
 - Rom 1.18 – 32 [En Dash]
 - Gen 1:1, 2
 - Gen 2:9; Gen 3:17, 22, 24; Rev 2:7; Rev 22:2, 14, 19
8. This function supports Roman Numerals for Bible book names (e.g., I John), but does not support chapter or verse references that use Roman Numerals (e.g., ‘iv’).
9. This function recognizes about 700 abbreviation forms for *Protestant* Bible book names, including those supported by Logos.¹³ If you wish to create index references to books in the Apocrypha, you will have to create a separate concordance file using the Select Numbers or Edit Concordance File functions.
10. Anomaly messages that are displayed may vary, depending on the types that have been identified. For example:

¹² Replace ... Special ... Nonbreaking Hyphen.

¹³ [Bible Book Abbreviations – Logos Help Center](#)



11. This function will not find occurrences of references such as 'Psalms: 35:1-18, 19-26; 40:14, 15; 55:9,15; 58:6-10'. The string, 'Psalms:' is not a standard Bible book reference because of the presence of a colon at the end. Similar situations could arise with 'Psalms—', 'Psalms-', or 'Psalms, such as:', etc. It would be difficult to anticipate the possible ways references could be included in a document. Therefore, if you wish to have entries such as these added to the concordance file and index, change the text in your document to 'Psalms 35:1-18, 19-26; 40:14, 15; 55:9,15; 58:6-10' or 'Psalms (Ps 35:1-18, 19-26; Ps 40:14, 15; Ps 55:9,15; Ps 58:6-10)'. The latter is better, since each Psalm reference will be indexed separately.
12. Multi-part references will be indexed by MS Word only under the first chapter/verse. For example, '(Rev 10:10-15, 19; 20:12)' will be indexed only under chapter 10. It would not be possible for this concordance generating function or MS Word to differentiate a string like '20:12' and associate it with a particular book of the Bible, since a number of books have 20 chapters. If you want the parts indexed individually, then revise your text to read like this: '(Rev 10:10-15, 19; Rev 20:12)'. If you have multiple references to verses in a book with only one chapter (e.g., 1 Jn 3, 5, 7) the reference will be indexed by MS Word, under the first verse. If you wish to have separate entries in the index, you need to separate the parts in your document (e.g., '1 Jn 3; 1 Jn 5; 1 Jn 7').
13. Possible references, with a digit (or, an 'e.g.,') after a left parenthesis such as the following '(10:8; 13:10; 1 Cor 3:9; 8:1; 10:23; 14:3-5, 12, 17, 26)' or '(e.g., 10:8; 13:10; 1 Cor 3:9; 8:1; 10:23; 14:3-5, 12, 17, 26)' will be identified as anomalies, but index entries will not be created for the entries without a Bible book name or book abbreviation. If you wish to have references indexed correctly, the best way to ensure that all references are indexed is to be explicit, like this: '(2 Cor 10:8; 2 Cor 13:10; 1 Cor 3:9; 1 Cor 8:1; 1 Cor 10:23; 1 Cor 14:3-5, 12, 17, 26)'.
14. The anomalies parser produces a list of potential Bible references contained within parentheses for your consideration. However, by default, the parser does not identify numbers within parentheses that are probably only references to verses—e.g., '(2, 4-6)'. Once you have examined these instances, you can change them so that they are invisible to the anomalies' parser—for example, '(31, compare 29)' → '(v. 31, compare with v. 29)'—or change them so that they become visible to the Bible reference parser—e.g., '(39-40)' → '(Dan 11:39-40)'.
15. A string like, 'Co. 19' could be picked up by this function (since 'Co' is a Bible book abbreviation). To correct a reference like this, if the text is referring to a company, for example, use alternate brackets (e.g., [] or { }), and change the text to 'Co. [19]'. Most references with the structure '(1:22)' will be treated as if they are Bible references. Therefore, you should probably scan your document for occurrences of '(1:', '(2:', etc. and ensure that they are in fact Bible references. If they are not, you can change them to '[1 ...', '[2 ...', etc. and they will not be picked up.
16. You should review the generated concordance file to identify anomalies that the parser cannot detect.

Patterns

1. Click the Patterns button to display a list of the Bible book abbreviation and Bible book name patterns that the text parser will use to find Biblical references when processing a document.

Return

1. Close the Bible References Concordance Generator function by clicking the Return button.

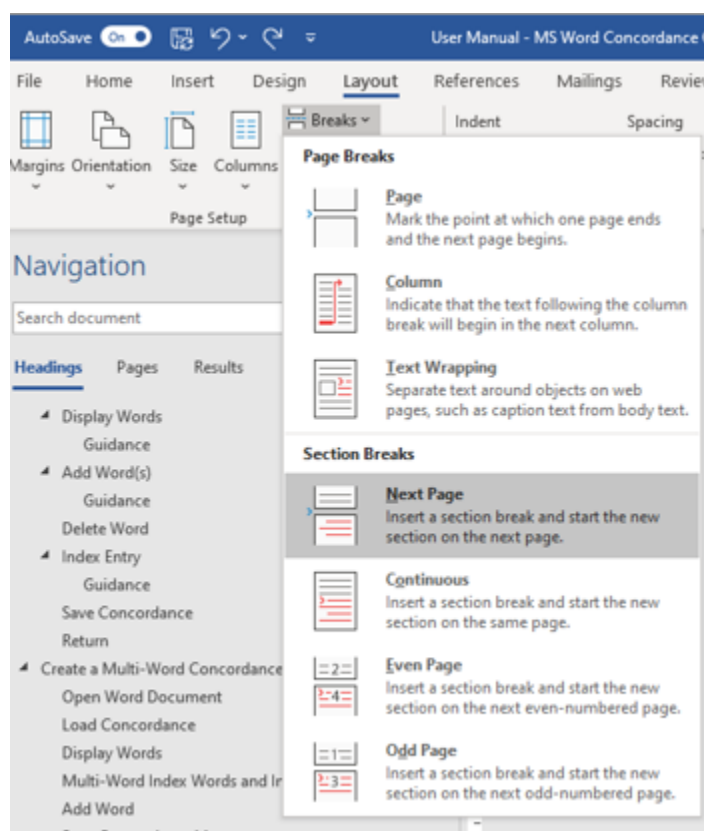
Creating Multiple Indexes from Concordance Files in an MS Word Document

This application supports the generation of multiple concordance files which can be added to an MS Word document to create separate indexes. For example, you might wish to have a Bible references index, a subject index, and a name index. MS Word can support multiple indexes. However, the process of creating separate indexes (from within MS Word itself) or by loading multiple concordance files is not simple.¹⁴ Before you take the step of creating multiple indexes, determine if this will add value for your readers.

The following example assumes that you will be creating two indexes—a Bible references index and a general index, using a concordance generated with words assigned to the subject category. You could have created the subject index by identifying words to be indexed and assigning them to the subject category, or you could have merged two indexes using the Edit Concordance File function.

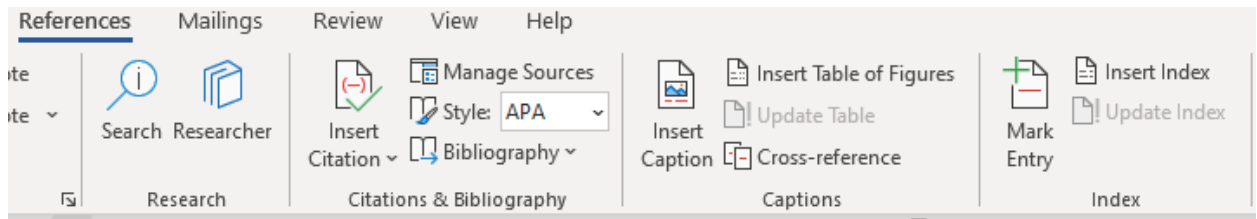
Adding a third or fourth index to an MS Word document follows the same procedure as adding two—which is as follows:

1. Open your MS Word document.
2. Place a section break where you want the index to appear (usually at the end of a document), in the Layout section.

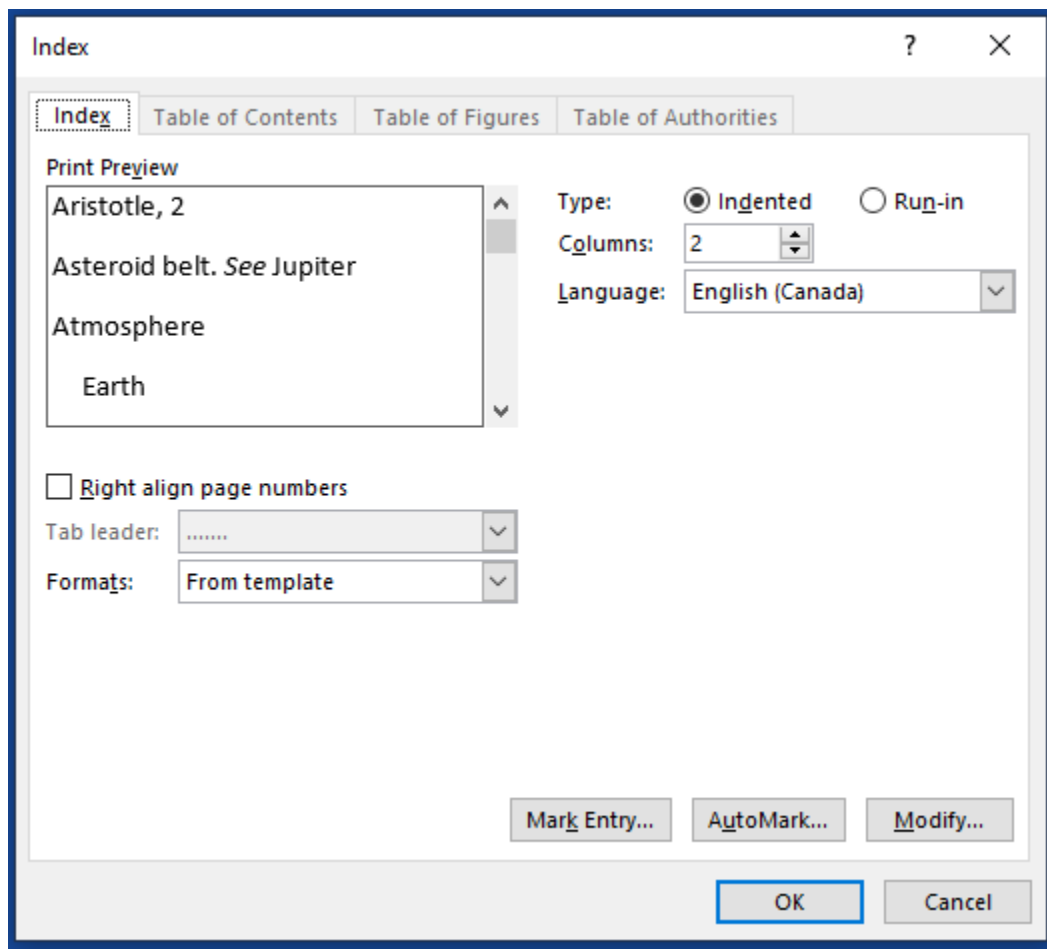


¹⁴ [Index Syntax in Microsoft Word \(tripod.com\)](http://Index Syntax in Microsoft Word (tripod.com))

3. Enter a title (e.g., 'Bible References') below the section break.
4. Position your cursor below the title.
5. Click on References (on the ribbon) and Insert Index (in the Index section).



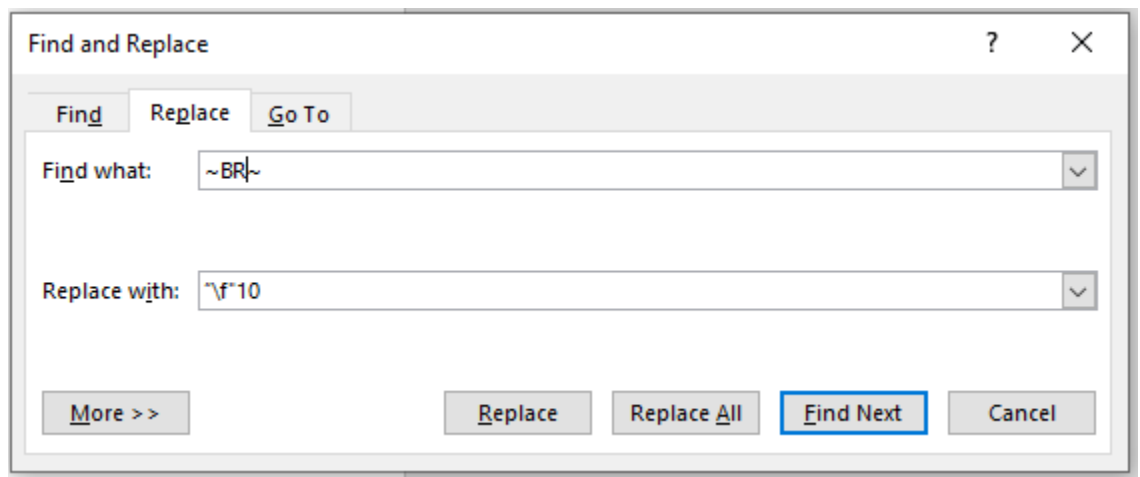
6. Click on AutoMark...



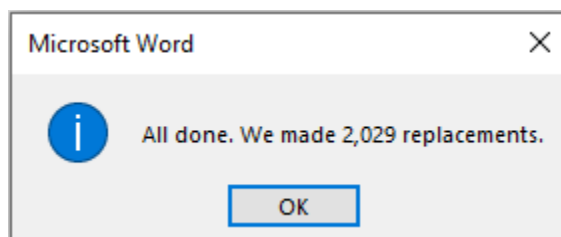
7. Open a concordance file you generated with this application.
 - a. Word will mark all occurrence of the words in the concordance file found in the document.

assembly of the saints (1 Cor 3.1 XE "46:1 Corinthians:ch:3.v:1.pg:~BR~" 6 XE "46:1
 Corinthians:ch:3.v:16.pg:~BR~" 6 XE "58 Hebrews:ch:12.v:22-23.pg:~BR~" 6).
 Under the NT economy, all believers, as God's covenant people, are priest-kings (Ex 19.6 XE "02
 Exodus:ch:19.v:6.pg:~BR~" 6 1 Pt 2.9 XE "60:1 Peter:ch:2.v:9.pg:~BR~" 6 Rev 1.6 XE "66
 Revelation:ch:1.v:6.pg:~BR~" 6 Rev 5.10 XE "66 Revelation:ch:5.v:10.pg:~BR~" 6 Rev 20.6
 XE "66 Revelation:ch:20.v:6.pg:~BR~" 6) and are to participate in the public (corporate) sacrifice of
 praise (Heb 13.15 XE "58 Hebrews:ch:13.v:15.pg:~BR~" 6). In other words, we are to be present at
 the public worship of God—the place where God makes his presence known in a special way.¶

- a. **Do not** insert the index yet.
8. Open the Replace (on the ribbon) function (in the Editing section)
9. Enter ~BR~ in the Find what: field, and "¶"10 (start at '10' to avoid conflicts with MS Word's automatic indexing; notice that there is NOT a trailing quotation mark) in the Replace with: field.
 - a. The 10 indicates the number of your index.



10. Click on Replace All.
 - a. A message will be displayed indicating that the replacements are completed.



- b. The indexed words will now show the field code information replacing the ~BR~ code from the generated concordance file.

assembly of the saints (1 Cor 3.1¹⁰ 46:1 Corinthians:ch:3.v:1.pg:10¹⁰ 6¹⁰ 46:1 Corinthians:ch:3.v:16.pg:10¹⁰ Heb 12.22-23¹⁰ 58 Hebrews:ch:12.v:22-23.pg:10¹⁰). Under the NT economy, all believers, as God's covenant people, are priest-kings (Ex 19.6¹⁰ 02 Exodus:ch:19.v:6.pg:10¹⁰ 1 Pt 2.9¹⁰ 60:1 Peter:ch:2.v:9.pg:10¹⁰ Rev 1.6¹⁰ 66 Revelation:ch:1.v:6.pg:10¹⁰ Rev 5.10¹⁰ 66 Revelation:ch:5.v:10.pg:10¹⁰ Rev 20.6¹⁰ 66 Revelation:ch:20.v:6.pg:10¹⁰) and are to participate in the public (corporate) sacrifice of praise (Heb 13.15¹⁰ 58 Hebrews:ch:13.v:15.pg:10¹⁰). In other words, we are to be present at the public worship of God—the place where God makes his presence known in a special way.

11. Position your cursor below the index title.

Bible References

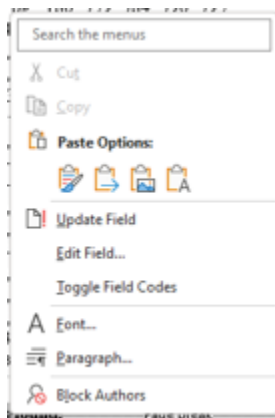


12. Click on Insert Index again and OK.
a. The following will be displayed:

Bible References

No index entries found.

13. Click on the No index entries found.



14. Click on the Toggle Field Codes option. The following will be displayed.

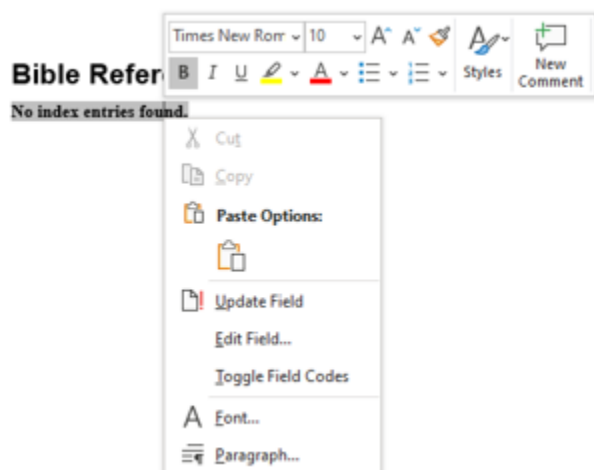
Bible References

INDEX\c:2\z:4105

15. Insert after \c "2"¹⁵, an \f "10" (notice the trailing " mark) to match the number that you entered in the earlier Replace with: action.
16. Toggle back to show the No index entries found.

¹⁵ the \c "2" indicates the number of columns which will appear in your index.

18. Click on Update Field and your index will be built:



19. [Optional]¹⁶ Click on the index entries being displayed to highlight the index:

▸ Bible References

01 Genesis

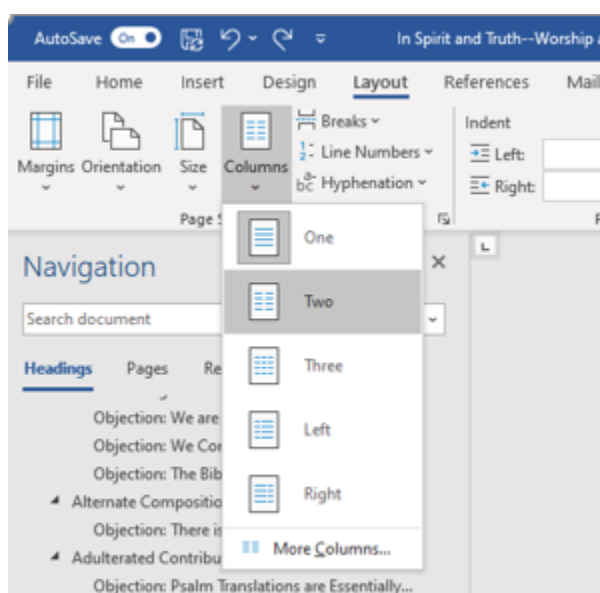
ch. 1, v. 26-2.17, pg., 14, 54

ch. 2, v. 2, 3, pg., 54

ch. 2, v. 3, pg., 59, 148

ch. 2, v. 24, pg., 22

20. [Optional] Select Columns ... Two (or other) in the Layout section.

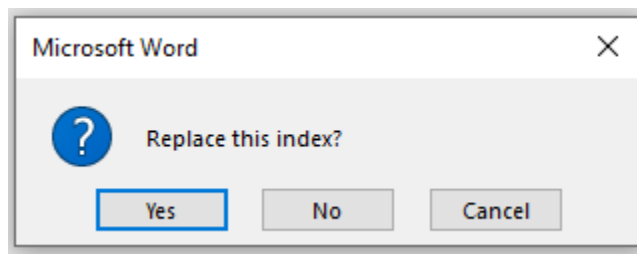


¹⁶ If you did not include the \c parameter in your index specification.

21. Place a second section break where you want the second index to appear.
22. Add the title for your second index.
23. Click on References ... Insert Index ... AutoMark.
24. Select your second concordance file.
 - a. Word will mark all occurrence of the words in the concordance file found in the document.

As a response to the uncertainty about which congregations are part of the true Church, the Reformers developed the concept of the marks of a true church—pure doctrine, faithful preaching of the gospel, right administration of the sacraments, exercise of proper discipline. They held the belief that where these marks are present to some extent, we are to treat a congregation as part of Christ's true Church. For example, the *Westminster Confession of Faith* says, "This catholic Church hath been sometimes more, sometimes less visible. And particular Churches which are members thereof, are more or less pure, according as the doctrine of the Gospel is taught and embraced, ordinances administered, and public worship performed more or less purely in them."

25. **Do not** insert the index yet.
26. Open the Replace (on the ribbon) function (in the Editing section)
27. Enter ~SU~ (or whatever code was generated by this application) in the 'Find what:' field, and **"\f"20** (or use a different index number) in the 'Replace with:' field.
 - a. In this instance, the '20' indicates that it will be the twentieth field code (although, the second index). This is used to avoid any possible clash with other field codes that might be in your document. It may not be the same in your document. You may have to 'experiment' a bit to find out which field codes are already being used in your document.
28. Position your cursor below the index title.
29. Click on Insert Index again and OK.
 - a. The following message is displayed.

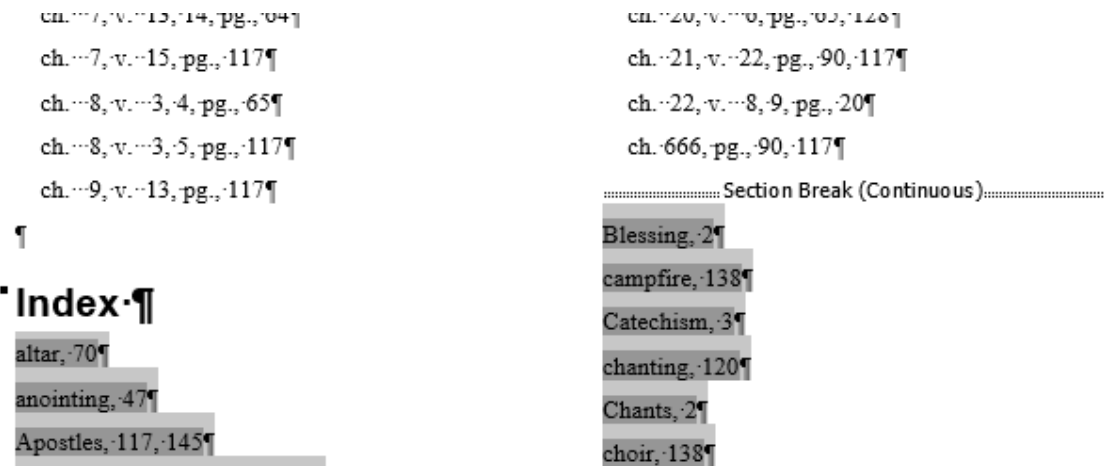


- b. Click No.
30. Click on the No index entries found and use the Toggle Field Codes. The following will be displayed:

Index
 INDEX \c "2" \z "4105"

- a. Insert after the \c "2", an \f "20".
 - b. Make sure that the digits match the digits you used to replace the ~SU~ (i.e., the correct number for your index).
31. Toggle back to the No index entries found.
32. Click on Update Field and your index will be built:

- a. Two indexes should now be displayed¹⁷:

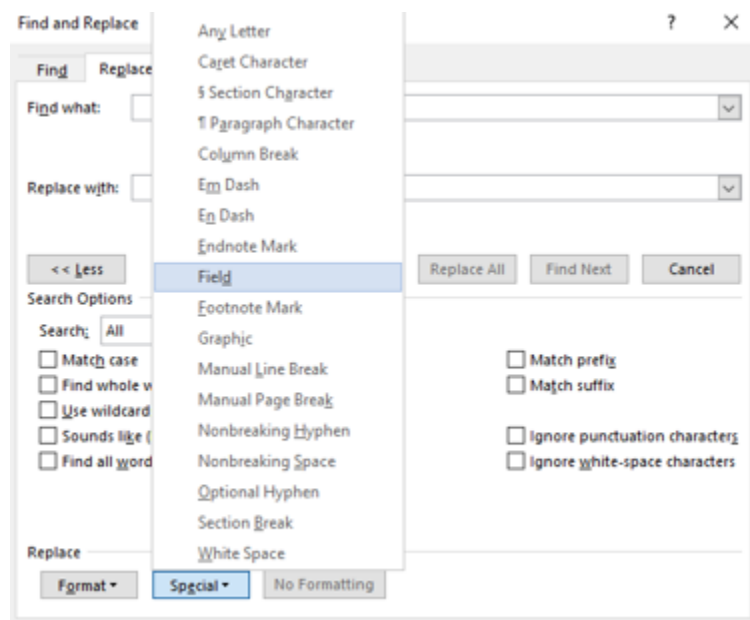


33. Hide the filed codes by clicking the  button.

34. Click the right mouse button, in the body of each index, and select Update Field to update the page numbers.

Guidance

1. Work with a copy of your word document in case you make a mistake. Removing index entries from an MS Word document requires additional effort. However, if you wish to remove all index entries and reload a concordance file:
 - a. Delete the index.
 - b. Display field codes by clicking the  button, in the ribbon in MS Word.
 - c. Open the Replace function in MS Word, and select Special ... field:



¹⁷ If you included the \c "2" parameter in your index specification.

- d. Leave the Replace with: field blank and click the Replace All button:

The screenshot shows the 'Find and Replace' dialog box with the following details:

- Find what:** ^d
- Replace with:** (empty)
- Buttons:** << Less, Replace, Replace All, Find Next (highlighted), Cancel
- Search Options:**
 - Search: All
 - ☐ Match case
 - ☐ Find whole words only
 - ☐ Use wildcards
 - ☐ Sounds like (English)
 - ☐ Find all word forms (English)
 - ☐ Match prefix
 - ☐ Match suffix
 - ☐ Ignore punctuation characters
 - ☐ Ignore white-space characters
- Replace:**
 - Format
 - Special
 - No Formatting

- A concordance file you plan to incorporate into an MS Word document should not be in a OneDrive folder. If it is, you may receive a message from Microsoft Windows indicating that the file is in use by another application. Put the concordance file in a folder on your C: (or other) drive that is not included within the scope of OneDrive.
- Ensure that you have created versions of your concordance files that are marked with the codes necessary for use when creating multiple separate indexes in an MS Word document. The codes appended to each index entry in the files should be one of:
 - ~SU~ Subject
 - ~NM~ Name
 - ~MW~ Multi-Word
 - ~BR~ Bible References
 - ~UC~ Updated Concordance
 - ~NU~ Numbers

and will appear like this, in the Index Entry column in the generated concordance files:

Word-	-Index Entry-
Apostles	Apostles ~UC~

- a. If the codes are missing, you can regenerate the files and select the option to include the codes for multiple indexes, by loading a concordance file into the Edit Concordance File function and saving the concordance again.
4. Concordance files can be merged using the Edit Concordance File function. For example, concordance files containing names produced by the Concordance Word Selector function and by the Create a Multi-Word Concordance File function could be merged to produce a new single concordance file.
5. The `"\f'10` (or other) used to replace the concordance code (e.g., ~SU~) must match exactly the replacement. For example, `"\f' 10` is not the same as `"\f'10`. The first instance has a space preceding the 1.
6. If you make multiple changes to the indexes in a document, you may have to increment the field codes (e.g., using `"\f'20` and `"\f'21` or `"\f'30` and `"\f'31`). Word appears to 'remember' previous field codes that were used in a document to create indexes and seems to get 'confused'.
7. You may include alphabetic section headers in indexes by adding the term: `\h "—A—"`.¹⁸

¹⁸ [Field codes: Index field](#)

Example 1: Refining Indexed Words for Specificity

The name Paul, as an example, is common and could occur in many locations in a document. If you indexed only the word 'Paul' and you wanted to refer only to the Apostle Paul, you could get false positives with entries such as 'Paul Davies' or 'Peter, Paul and Mary'.

If a word for which you want to make specific entries has fewer than 101 occurrences in your document, you can:

1. Create a temporary concordance file using the Concordance Word Selector function, containing the single words needing refinement.
2. Use the Multi-Word Concordance function and add words to the left or right to create the specific entries:

L	Word in Context	R	Indexed Words	Index Entry	S/N
	Objection: <<Paul>> Tells us to Sing Hymns 62		Paul	Paul	
	paint them in fair and gaudy colours; and <<Paul>> certainly admits that they carry with		Paul	Paul	
	<<Paul>> informs the Corinthians that some of their number had become sick or died		Paul	Paul	
	of false worship in the same way. <<Paul>> tells us that God gave us examples in the		Paul tells	Paul's Instructions:Paul tells	S
	If all of life is worship, then why does <<Paul>> make a distinction between how one should eat		Paul	Paul	
	under the NT economy. The Apostle <<Paul>>, writing after the regulative principle was		Paul	Paul	
	to both the teachings of Jesus and <<Paul>>, who indicate that all of Scripture is to		Paul	Paul	
	are also debates about how to interpret <<Paul>>'s instruction about women remaining		Paul's instruction	Paul's Instructions:Paul's inst...	S
	he provided an answer to his inquisitors. <<Paul>> used oaths many times (Rom 9.1; 2 Cor 1.23;		Paul	Paul	
	is not representative of true holiness! <<Paul>> reinforces the requirement to tithe. He		Paul reinforces	Paul's Instructions:Paul reinfo...	S
	12> Phil 4.15. 49 (noting especially that <<Paul>> says that the offering is acceptable		Paul	Paul	

3. Generate a concordance file and load it into the Edit Concordance File function to refine the index entries:

Position	Word(s)	Freq.	Index Entry
1	Paul Tells	3	Paul Tells
2	Paul also instructs	1	Paul also instructs
3	Paul answers	1	Paul answers
4	Paul commands	1	Paul commands
5	Paul informs	1	Paul informs
6	Paul instructed	1	Paul instructed
7	Paul intended	1	Paul intended
8	Paul means	1	Paul means
9	Paul meant	1	Paul meant
10	Paul permits	1	Paul permits
11	Paul reinforces	1	Paul reinforces
12	Paul says	7	Paul says
13	Paul tells	4	Paul tells
14	Paul uses	2	Paul uses
15	Paul wrote	4	Paul wrote
16	Paul	97	Paul
17	Paul's command	1	Paul's command

4. Delete the original word(s) that would result in too many entries (in the above example, row 16).
5. Change unique references to the Apostle Paul under an appropriate index entry (or entries), such as the following:

Position	Word(s)	Freq.	Index Entry
121	Paul also instructs	1	Paul
122	Paul answers	1	Paul
123	Paul basis	1	Paul
124	Paul calls	1	Paul
125	Paul commands	1	Paul
126	Paul does	5	Paul
127	Paul draws	1	Paul
128	Paul informs	1	Paul
129	Paul instructed	1	Paul
130	Paul intended	1	Paul
131	Paul is referring	1	Paul
132	Paul make	1	Paul
133	Paul means	1	Paul
134	Paul meant	1	Paul
135	Paul mean	1	Paul
136	Paul permits	1	Paul
137	Paul quotes	2	Paul
138	Paul refers	2	Paul
139	Paul reinforces	1	Paul
140	Paul says	7	Paul

6. Save the concordance file. The file will contain the revised index entries, like this:

-Word-	-Index Entry-
Paul tells	Paul ~UC~
Paul took	Paul ~UC~
Paul used	Paul ~UC~
Paul uses	Paul ~UC~

7. Merge the newly created file with your name (or other) concordance file using the Edit Concordance File function, which supports loading multiple concordance files to be merged.
8. Save the merged file.

Alternatively, if the word you need to refine has only a few instances, you can use the Add Word(s) feature in the Edit Concordance File function to add (you can copy from MS Word and paste them) pairs of words (or more) that will uniquely identify index entries.

Another alternative is to use the Word Pairs report in the Create a Multi-Word Concordance File function. This report produces two outputs. One contains the unique word pairs to the left of the candidate word, and the other the word pairs to the right. You could use one of these generated concordance files and merge it with another concordance file. However, I generally clean up one of the files removing unnecessary specificity (using Word) before loading the concordance file into the Edit Concordance File function to apply index entries. I then merge the clean file with the master concordance file I am creating.

Example 2: Using the Added Concordance Word Report

I wanted to determine if I had inadvertently excluded words from a concordance file I was building. I did the following:

1. Loaded the master MS Word document into the Concordance Word Selector function, applying the custom stop-word file for that MS Word document.
2. Produced the All Concordance report, obtaining a file, AllConcordance.docx, with all the words not in the stop-word file.
3. Loaded the MS Word document into the Edit Concordance File function.
4. Loaded the concordance file I had been working on into the Edit Concordance File function.
5. Loaded the AllConcordance file I had just generated from the Concordance Word Selector function and produced the WordsAdded report. This report listed all the:
 - a. Words added. These were the words that I had possibly inadvertently deleted and had potentially missed including in the concordance file.
 - b. Duplicate words. These were the words which I already had included in the concordance file.
6. I did NOT save the concordance file with the words added.
7. I reviewed the list of words added to determine if I may have deleted any by mistake during an earlier iteration of working on the concordance file.

Example 3: Applying the Concordance Generator for Research

When I was preaching a series of sermons on Hebrews, I noted a number of places in the text where it appeared that Paul could have been the author. While doing research into the question of who wrote the book, I read an article¹⁹ in which the author claimed that there were 150 words unique to Hebrews. Our immediate responses when we see a number like this ‘thrown out’ should be: 1) look for validation (fact check!), and 2) ask, “Relative to what?” I ran the Concordance Word Selector function against an MS Word document containing the Greek text of the NT²⁰, from which I have removed all the diacritical marks, and changed uppercase letters into lowercase letters, that would have made words ‘different’.

I set up a separate Greek stop-word file, initially populating it with common Greek words. This file is available for download, should you wish to use it as a starting point for your own analysis.

The function identified over 17,000 unique words in the NT. Of course, ‘words’ used in the NT includes all the different forms of words (plurals, cases, etc.). However, the author of the piece I had read, said ‘words’ and did not specify if ‘lemmas’ or ‘root words’ (which is roughly 5,500) used in the Greek NT was intended.

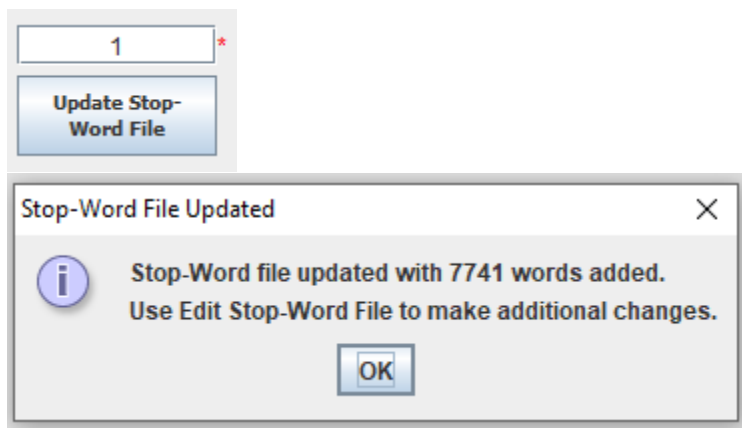
I then sorted the words on ‘Frequency (9-1)’; merely to see what words were very common and could be possible candidates for addition to a permanent Greek stop-word file:

Subject/Name	Stop-Word/Multi-Word	Word (with representative context examples)	Frequency/Position	Subject/Name	Stop-Word/Multi-Word	Word (with representative context examples)	Frequency/Position
		και και τους αδελφους αυτου Ιουδας δε εγεννησεν τον Φαρες και τον Ζαρα εκ τ... και τον Ζαρα εκ της Θαμαρ Φαρες δε	8627 1			την Μετα δε την μετοικεσιαν Βαβυλωνος Ιεχονιας εγεννησεν τον Σαλαθιηλ Σαλα... μη φοβηθης παραλαβειν Μαριαν την	1523 6
		ο υ Ιωσηφ δε ο ανηρ αυτης δικαιοσ των και μη θελων αυτην δειγματισαι εβουλ... ο εστιν μεθερμηνευομενον Μεθ ημων ο	3066 2			αυτου τον Ιουδαν και τους αδελφους αυτου Ιουδας δε εγεννησεν τον Φαρες ... τον Ιεχονιαν και τους αδελφους αυτου	1425 7
		του Δαυιδ δε εγεννησεν τον Σολομων εκ της του Ουριου Σολομων δε εγεννησεν ...	2505 3			η σου Χριστου η γενεσις ουτως ην μνηστευθεισης της μητρος αυτου Μαριας τω...	1377 8
		εις μαγοι απο ανατολων παρεγενοντο εις Ιεροσολυμα λεγοντες Που εστιν ο ... αστερος και πεμψας αυτους εις Βηθλεεμ	1854 4			της τον Φαρες και τον Ζαρα εκ της Θαμαρ Φαρες δε εγεννησεν τον Εσρ... Σαλμων δε εγεννησεν τον Βοαζ εκ της	1301 9
		τον Αβρααμ εγεννησεν τον Ισαακ Ισαακ δε εγεννησεν τον Ιακωβ Ιακωβ δε εγενν... τον Ιακωβ Ιακωβ δε εγεννησεν τον	1567 5			οτι Τοτε Ηρωδης ιδων οτι ενεπαυχθη υπο των μαγων εθυμωθη λιαν και αποστειλ... οτι ουκ εισιν...	1284 10

¹⁹ [Who Wrote the Book of Hebrews? | Zondervan Academic](#)

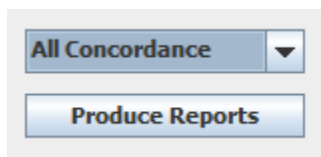
²⁰ Nestle, E., Nestle, E., Aland, B., Aland, K., Karavidopoulos, J., Martini, C. M., & Metzger, B. M. (1993). [The Greek New Testament](#) (27th ed.). Stuttgart: Deutsche Bibelgesellschaft.

I added all words with a frequency of greater than 1, to a temporary stop-word file.



I re-ran the Concordance Word Selector function against the MS Word document containing the Greek text of the NT and identified all the words with a frequency of 1 in the NT text file—9,757 words.

I then produced an ‘All Concordance’ file:



The generated file became the input file for generating the index in the MS Word document containing the text of the Greek NT.

αβαδδων, 253	αγαλλιασεως, 218
αβαρη, 184	αγαλλιασις, 57
αβιαθα, 38	αγαλλιωμεν, 262
αβιληνης, 61	αγαλλιωμενοι, 236
αγαγοντα, 219	αγαμοις, 169
αγαγοντες, 124	αγανακτειν, 48
αγαθοεργειν, 211	αγανακτησιν, 181
αγαθοποιειτε, 66	αγανακτουντες, 52
αγαθοποιησαι, 65	αγανακτων, 78
αγαθοποιητε, 66	αγαπαις, 246
αγαθοποια, 236	αγαπατω, 193

I copied the generated index and pasted it into Excel, split it into two columns (word and page number), sorted by page number, associated a NT book name (by page number) with each word, and generated a pivot table of word counts by NT book name. The following are the statistics generated from this analysis of the words that occur only once in the NT:

Book	Words	%	Unique Words	% of Unique	% of Text
------	-------	---	--------------	-------------	-----------

Matthew	18,336	13.3%	762	7.8%	4.2%
Mark	11,300	8.2%	510	5.2%	4.5%
Luke	19,470	14.1%	1,297	13.3%	6.7%
John	15,629	11.3%	585	6.0%	3.7%
Acts	18,447	13.4%	1,824	18.7%	9.9%
Romans	7,109	5.2%	560	5.7%	7.9%
1 Corinthians	6,829	5.0%	524	5.4%	7.7%
2 Corinthians	4,477	3.2%	409	4.2%	9.1%
Galatians	2,230	1.6%	182	1.9%	8.2%
Ephesians	2,422	1.8%	164	1.7%	6.8%
Philippians	1,629	1.2%	149	1.5%	9.1%
Colossians	1,581	1.1%	139	1.4%	8.8%
1 Thessalonians	1,481	1.1%	96	1.0%	6.5%
2 Thessalonians	822	0.6%	48	0.5%	5.8%
1 Timothy	1,590	1.2%	236	2.4%	14.8%
2 Timothy	1,235	0.9%	168	1.7%	13.6%
Titus	659	0.5%	98	1.0%	14.9%
Philemon	324	0.2%	22	0.2%	6.8%
Hebrews	4,953	3.6%	631	6.5%	12.7%
James	1,741	1.3%	215	2.2%	12.3%
1 Peter	1,683	1.2%	255	2.6%	15.2%
2 Peter	1,099	0.8%	171	1.8%	15.6%
1 John	2,141	1.6%	57	0.6%	2.7%
2 John	245	0.2%	10	0.1%	4.1%
3 John	219	0.2%	25	0.3%	11.4%
Jude	461	0.3%	64	0.7%	13.9%
Revelation	9,843	7.1%	556	5.7%	5.6%
	137,955	100.0%	9,757	100.0%	

The results of this analysis indicate that there are far more than 150 unique words in Hebrews —i.e., words that occur only once in the entire NT text. The data do show that Hebrews contains a higher percentage of the NT's unique words (6.5%) relative to its proportion of the total words in the NT (3.6%). However, this is to be expected, not necessarily because of a more complex vocabulary, but because of its introduction of a topic (the priesthood of Jesus and his replacement of the OT sacrificial system) that is not addressed in detail in the rest of the NT, and its extensive use of quotations from the OT. However, other books of the NT show higher proportional differences—for example, 1 Timothy and 2 Timothy together contain about 2% of the words in the NT, but about 4% of the unique words. Another consideration is that Hebrews contains a lower percentage of unique words (12.7%) relative to the number of words in the text, than other books such as Paul's epistles to Timothy (14.8% and 13.6%) and Titus (14.9%) and both of Peter's epistles (15.2% and 15.6%). Also, the percentage of unique words in Hebrews, relative to the total number of words in the text, is higher than in either of Luke's writings (Luke and Acts), even though Luke included words not found elsewhere, such as nautical terms. This seems to provide counter evidence to those who argue for Luke's authorship of Hebrews based on a supposedly more complex vocabulary and grammar than is found in Paul's epistles. [As an aside, John's writings, with the exception of 3 John, are among the books with the

lowest percentages of unique words, as we might expect since it is often noted that his vocabulary is simple.]

Guidance

1. If you use this application for Greek text analysis, MS Word counts in this application may differ from word counts in MS Word. For example, MS Word counts, ‘ἐπακολουθούντων σημείων’ as 3 words, whereas this application counts it as 2.
2. Also, be aware that some words appear to be mistakenly identified by the MS Word indexer—10 in total in this analysis. For example, the frequency counter in the Concordance Word Selector function found only one occurrence of the word λαλη, and the word occurs only once in the NT text (using a scan in MS Word). However, the MS Word indexer assigned words containing the word but with different endings. The MS Word indexer appears to be inconsistent, since it did not do this with the words βασταζει and βασταχεις. It may be that MS Word is designed to treat Greek words with different endings as a single word, or there may be a bug in the MS Word indexer. (This problem is addressed in the guidance section of the Edit Concordance File, Save Concordance).

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