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What is mFav?

mFav is a tool which you use with Logos 4 Bible Software (windows users). It allows you to organize favorite books in your Logos 4 library. From this tool you can open your books in Logos 4. Think of *mFav* as a rolodex of books that you have organized by category.

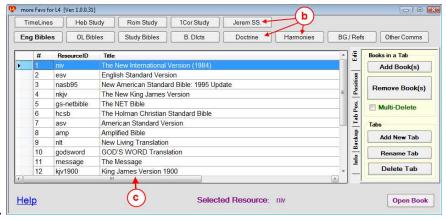
It saves me the trouble of looking in my Logos library for a specific book. It also keeps me from having to have large number of books in my Logos 4 shortcut bar or in my Favorites tool (as my Favorites tool is already dense and organized).

It is a stand-alone program, so it will not take up any screen space inside of Logos 4. You will need to setup different Tabs (one for each category of your choosing) and inside each tab you will need to assign which book titles that you want to reside in that tab.

What are Tabs?



a. You are most likely familiar with programs which use tab controls. Your browser uses tabs. They allow you to have different work areas shown in a single location under the tab each time you click on a tab



- b. In *mFav* buttons are used as Tab headings. You can add up to 16 different tabs and name them as you choose. If you need more than 16 tabs, you can use the Export/Import to bring in different tab layouts.
- c. The work area is located below the row(s) of tab buttons. It contains books that you have added to a tab. You will be adding different books to each of your tabs. From this work area you can view your book list and if you double-click on a book, *mFav* will send a request to Logos 4 to open that book.

This method of tabbing is different than you are used to using. But it is efficient from a programming aspect and requires less memory. It also provides a consistent view for each tab.

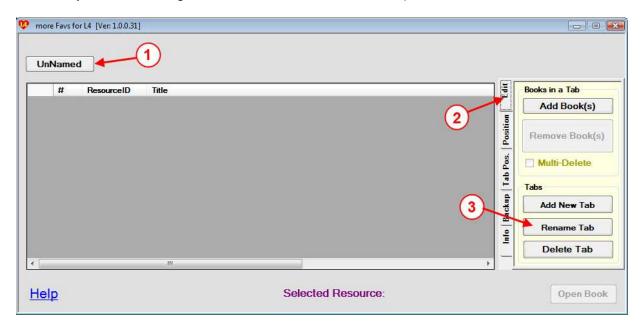
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Getting Started

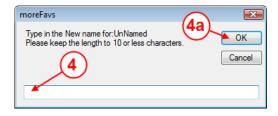
After you first install **mFav** it will open (you MUST have Logos 4 running before installation) and its icon will appear in the notification bar of your desktop (see below).



To view *mFav*, double-click on the *mFav* icon and its window will appear on your desktop as shown below. (*mFav* versions built on June 16, 2011 and after now show the window by default. You can hide it from your taskbar by double-clicking on the icon in the notification bar.)



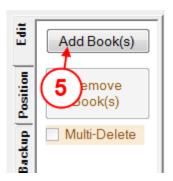
- 1. Notice the button (Tab) **UnNamed** appears in the Tab area of *mFav*. You will want to rename this tab button to be descriptive of the kind of Logos 4 resources that you will have showing in the list below the tab. To do this follow the steps below:
- 2. Click on the **Edit** panel to show editing tools. (there are 4 panels with different tools in each panel)
- 3. Now click on Rename Tab.



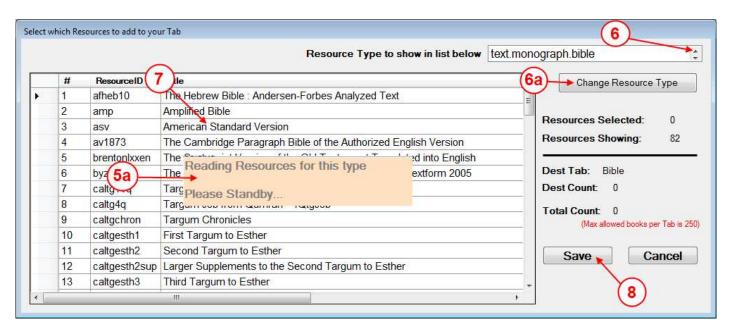
- 4. In the pop-up box, click in the white box and type in the name that you want for the Tab. I suggest entering **Bible** for the time being until you have learned how to use *mFav*. (you can always rename it again later).
 - a. Now click the OK button to complete the renaming operation. *mFav* will replace the name of your Tab as shown below



Now you will want to add some Logos 4 resources to your Bible Tab list

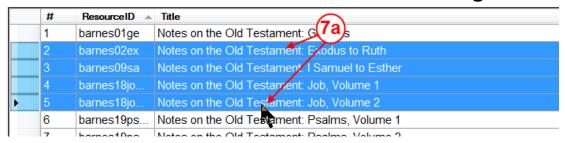


5. Now click on **Add Book(s)** button. mFav will hide the mFav main window and show you the Add Resources window shown below.



- a. When mFav open this window for the first time you may see this message while mFav communicates with Logos 4 to retrieve a list of resources which match the resource type (item 6). (*mFav* update after June 16th now has a panel for selecting Resource Type. In addition to the list selector shown above)
- 6. If you want to change the type of resources that are shown in the list box, use this selector to find the resource type that you want shown in the list box.
 - a. Then click on the **Change Resource Type**. You will see the standby message while mFav reads your resources for the type you selected.
- 7. Now click on a resource that you want to add to your mFav tab. You will probably want to select multiple resources before clicking the **Save** button. If you are unfamiliar with selecting multiple resources, see the substeps below:

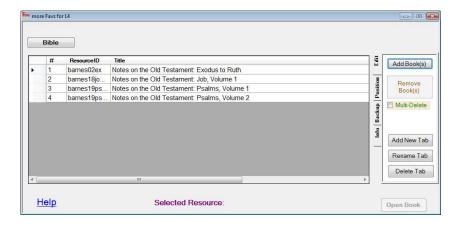
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a. <u>Selecting sequential books</u>. Click on the first book that you want selected. Then on your keyboard hold down the *Shift* key, and while holding the shift key down move your mouse to the last book that you want selected and click.



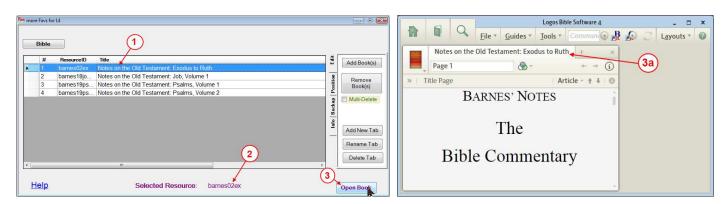
- b. <u>Selecting non-sequential books</u>. On your keyboard hold down the *Ctrl* key as you click each book that you want selected. Do this for each book. If you want to unselect a book, just hold the *Ctrl* key down and click on the book again to deselect it.
- 8. Once that you have the books that you want to add to your mFav tab, click on the **Save** button. The order that you selected the books is the order that they will be shown in your Tab list. You can always come back here to append more books to your Tab list.



Now you see the books that you added showing up in your Tab (Bible) list.

mFav saves your mFav layout with each tab's book list. And they will all appear each time you reopen mFav.

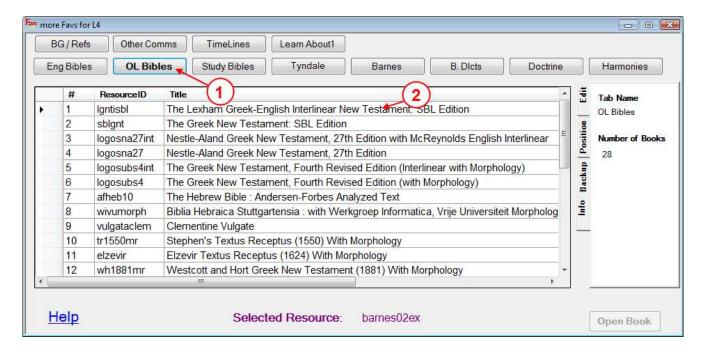
Opening a book in Logos 4 from your list



- 1. Click on the book in your Tab list that you want to open into Logos 4.
- 2. Notice that the ResourceID appears at the bottom of your screen. And the **Open Book** button becomes enabled.
- 3. Click on the **Open Book** button to open this book in Logos 4.
 - a. mFav sends the command to Logos 4 to open the book you selected in step #1.
 - b. Logos 4 will open the book where it wants it opened. Logos does not provide controls which would allow specifying where the book will be opened.
 - c. If the book was already open in Logos 4, Logos 4 will make that the active panel. Logos 4 does not permit mFav to open more than 1 copy of a book. But in Logos 4 you can create duplicate copies of a book by holding the *Shift* key down when you grab and drag a book's tab to a new location.
- If you have updated *mFav* since June 4th, you can now double-click on a book to have *mFav* open it in Logos 4.
- If you have updated mFav since June 13th, you can now right click on a book and in the pop-up menu click on Open.

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Changing to a different Tab list



- 1. Click on a Tab.
- 2. mFav shows you the books that you had added to that tab.

The selected tab is shown in **bold**, so you can quickly see which tab's list that you are viewing.

You may only select one book at a time to be opened in Logos 4. Opening multiple books at one time might overwhelm Logos 4 as you might select many books.

After using the Open Book, your selection will be turned Off in the list, but a pointer will remain (show to the left of your previously selected book) allowing you to know which book you just opened.

Each tab can hold up to 250 books. You probably will not want to add that many books to a tab because it will become difficult to find your desired book to open.

You can also sort your list by clicking on the column(s) in the list. To restore the original order, click on the Tab button again to have mFav reload your list.

If you use the repositioning tools (found in the Position panel) you can reorder your book list as you wish. It is strongly suggested that you use *Backup* or *Export* to save a copy of your mFav tab layout after going to all the work to reordering your list(s).

The maximum number of tabs that mFav supports is 16. If this is not enough, you can create multiple mFav tab layouts by using the *Export / Import* tools found in the Backup panel. Always take the time to backup your changes to save you from the frustration of loosing them after spending much time in getting things the way you want them!

You can show/hide the mFav window by double-clicking on the mFav icon in the notification bar of your desktop.

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Adding books to a Tab

You will want to add book titles to a Tab. *mFav* allows you to have up to 250 book titles in each Tab. Although I have found it best to keep the book list much smaller so that I can easily locate the book that I want to open.

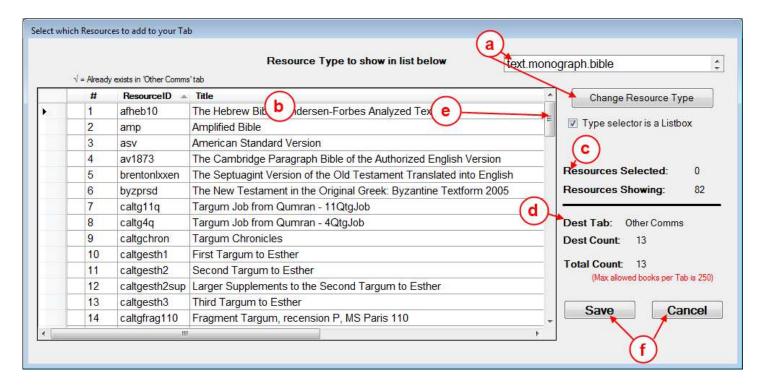
Click on the Tab in which you want to add books to.

Then in the Edit Panel click on Add Book(s) button



mFav will open the *Add Book(s)* window. The first time that this window opens *mFav* communicates with Logos 4 to find your library's book Types, this may take a few seconds. You will see the alert message over the list area until this have finished. In return visits to this window *mFav* will not need to do this (unless you close & reopen *mFav*).

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- **a**. You will first want to select a book Type in the listbox. Then you press the **Change Resource Type** button and *mFav* will get all book titles for that type from Logos 4. (please see <u>Understanding Types in the *Add Book(s)*</u> window section below to learn more about book Types).
- **b**. After *mFav* gets the titles they will be shown in this list area.
- **c**. This is information on what is showing in the list area (item b).
- **d**. This is information on the Tab that you are adding books to.
- e. You will need to locate the book(s) in the list and select them

 Sequential selection use Shift on your keyboard when you click on the end of the sequence.

Non-Sequential selection – use *Ctrl* on your keyboard when you click

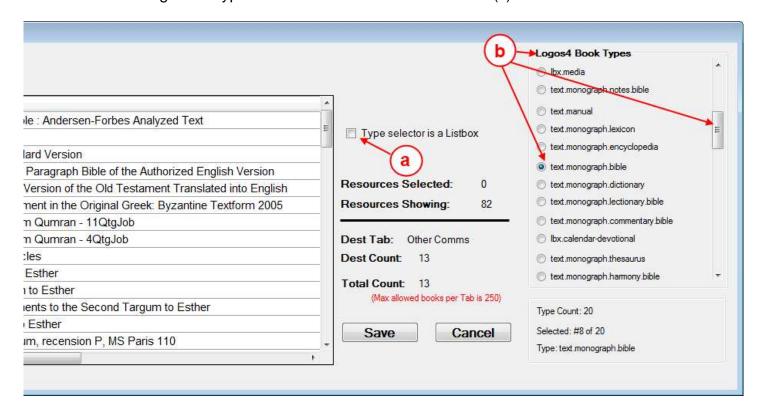
f. When you have selected your books, press the **Save** button and *mFav* will append your selected book titles to your current Tab. Or you can press the **Cancel** button to abort adding books at this time.

Since you are adding books only from a single book Type, you will need to use the *Add Book(s)* button again to add books from a different book Type. You can repeat this as often as needed.

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New Book Type selector added in versions after June 16th

You may have been frustrated by not seeing more of your book Types with the listbox, so an alternate method for selecting book Types has been added to the Add Book(s) window.



- **a**. If you click to uncheck this box, mFav will display the alternate Type selector as shown in item **b**.
- **b**. The selector allows you see up to 12 book Types at a time. You can scroll to see more (your mouse wheel should work here). Now you can easily click on a book type and it's titles will be shown in the list area on the left.
- **c**. If you don't like this method you can click item **a** again to check it and *mFav* will restore the listbox method. *mFav* will remember which method that you last had used when you close the program and reopen it.

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Removing Book(s) from a Tab list

If you want to remove a book or books from a Tab's list you can use the *Remove Book(s)* button in the Edit Panel. By default you can remove a single selected book from the list. But if you have several books that you want to remove, you will need to click on the *Multi-Delete* checkbox, when checked this will allow you to select one or more books. After selecting the book(s) that you want to remove you will need to click the **Remove Book(s)** button.

Remove a single book

In your Tab's list click on the book that you want to delete from the list.

Then click the **Remove Book(s)** button. Notice that the *Remove Book(s)* button is disabled until you have first selected a book in your list. *mFav* will remove that book from your list.



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Removing several books at a time

First click on the Tab in which you want to remove books from. Then click on **Multi-Delete** checkbox to check it.



When this is checked mFav will allow you to select more than one book at a time in your list. (if you change tabs, mFav will automatically uncheck this box)

Now in your list select which books that you want to delete. Use one or more of the methods below: **Select all book** – click on a book, then on your keyboard press the key combination *Ctrl A*.

Select sequential books – click on a book then on your keyboard hold down the *Shift* key and click on the book at the end of your sequence.

Selecting non-sequential books – on your keyboard hold down the *Ctrl* key as you click on each book. (to unselect a selected book, simply hold down the *Ctrl* key and click on it again).

Now that you have selected which books that you want to delete from your list, click on the **Remove Book(s)** button. *mFav* will remove these from your list.



Don't forget to save your Tab layout using Export or Save (in Backup Panel).

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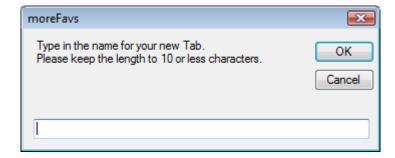
Adding a new Tab

In the Edit Panel click on the Add New Tab button



If you already have 16 tabs showing you may get an error message alerting you that you cannot add further new tabs.

Otherwise you should see this window appear.



Click in the white box and type in the new name that you want to appear in your new Tab. You should try to keep your names 10 letters or less so that they will not be truncated in the tab button.

After you enter the new name, click the **OK** button. *mFav* will then create your new Tab. You will then want to use the **Add Book(s)** button in the Edit Panel to add book titles to your tab's list.

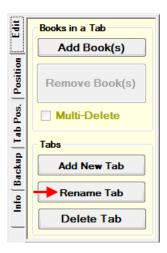
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Renaming a Tab

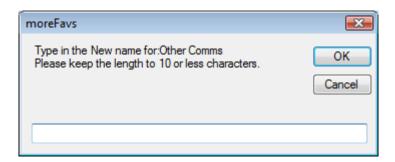
You may want to rename a Tab for whatever reason. You can do so by:

Clicking on the Tab button that you want to rename.

Then in the Edit Panel click on Rename Tab.



Then *mFav* will show you the window below:



Click in the white box and type in the new tab name.

Then click on the **OK** button and mFav will rename your tab. Don't forget to save your Tab layout using Export or Save (in Backup Panel).

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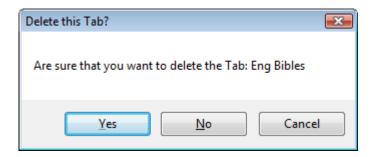
Deleting a Tab

First click on the Tab that you want to delete from the Tab area.

Then in the Edit Panel click on the **Delete Tab** button.



A pop-up window will appear allowing you to confirm that you want to delete the currently selected Tab.



If you are sure that you want to delete the Tab and it is the tab name showing in the window, then click on If you are sure that you want to delete the Tab and it is the tab name showing in the window, then click on the **Yes** button.

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Repositioning your book titles within your Tab list

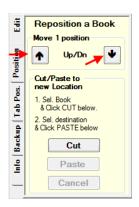
You will probably want to order the list of book titles in each of your Tab lists. That way you can place the most used books at the top of each Tab's list.

The best method for positioning your book titles in your Tab list is to select the book titles in the order that you want them added when using the Add Book(s) window. But that may not always suit your needs (e.g. when you add books from different book Types).

Moving a book title up or down one position

Click on the book title that you want to reposition.

Then in the Position Panel click on either the **Up** or **Down** arrow buttons to reposition your book.



Moving a book title to a new location within the list (multiple titles away)

mFav uses a Cut/Paste method to allow you to reposition a book within your Tab list. This is a 2 step operation.

First select the book title that you want to move in you list.

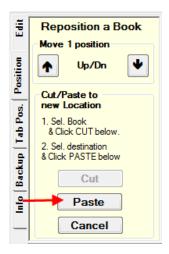
Then in the Position Panel click on the **Cut** button. *mFav* will temporarily hide the book title. (note: if you click on a different Tab while in the middle of a Cut/Paste operation, *mFav* will abort the Cut/Paste operation).

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Next in your list click on a book title where you want your cut title pasted.

Now in the Position Panel click on the **Paste** button. *mFav* will now reposition your book title to the new location and rearrange the book titles around it.



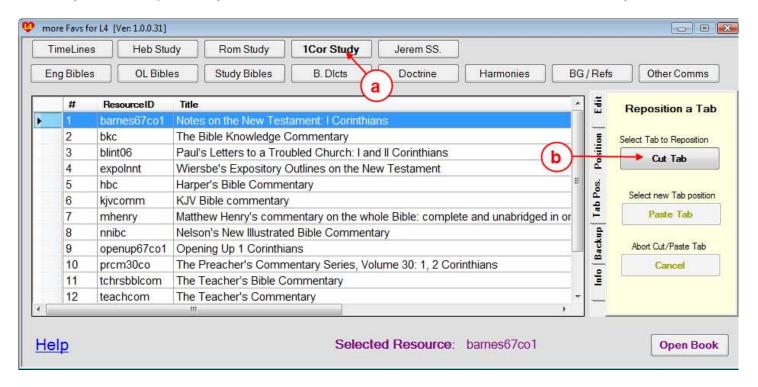
If you decide to abort your Cut/Paste, just click on the **Cancel** button.

The Cut/Paste operations are also available from the *Right Click* menu when you right click on a book in your list.

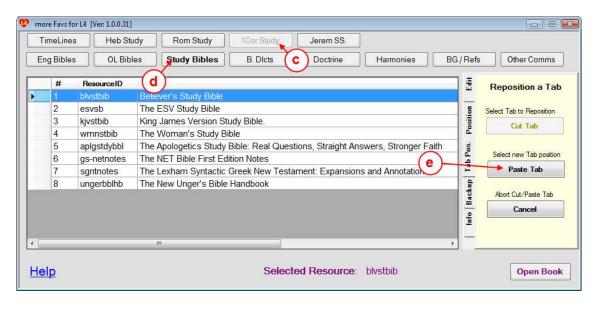
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Repositioning a Tab button in the tab area

You may want to reposition your tab buttons from time to time. This method will allow you to do so.



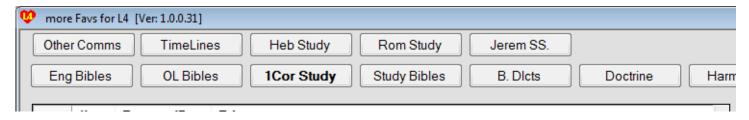
- a. Click on the Tab that you want to move.
- b. Now in the Tab Pos. Panel click on the **Cut Tab** button. (this panel was added after June 16th)



c. mFav disables the tab button that you just Cut.

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- d. Now click on the Tab button where you want your cut tab placed.
- e. Then click on the **Paste Tab** button to complete your repositioning of your tab button (see image below). It rearranges the surrounding tab button to make room for you new position. You may see some tab buttons move the a different row.

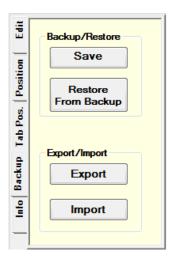


If you want to abort the Cut/Paste tab operation just click on the Cancel button.

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Backing up your Tab layout

After spending time setting up your Tab buttons and the lists inside them, you will want to back up your work! There are tools inside the Backup Panel for saving your work:



If you are going to use a single Tab layout

If you will not be using the *Export / Import* options in *mFav* the **Save** & **Restore** method may be sufficient for you. This is a limited backup mechanism. When you click on Save, *mFav* copies your tabfile (where *mFav* store information on your tab layout) to a **.bak** file. And likewise when you click on Restore *mFav* retrieves the backup file and replace the current tabfile with it. As mentioned earlier this is <u>not</u> sufficient when you are Importing from different tabfiles. So it is advised that you use **Export** to save your tab layout to a specific named file!

If you are going to use multiple Tab layouts

You may want to have several Tab layouts with different Tab buttons & lists. To do this you will need to use the Export & Import functions found in the Backup Panel.

When you click on the **Export** button you will see a file dialog box appear where you navigate to where you want your exported file save and you will name or select a previously named file (use caution when overwriting an existing file to make sure you are updating the same file). You will be prompted when overwriting an existing file. You also will need to remember where you saved your exported file so that you can locate it in the future.

Before using the **Import** button make sure that you have saved your current layout to a named export file!!! Again you will see a file dialog box appearing for you to locate the file that you want to import. Of course you will need to have exported a file before you can import one.

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Understanding Types in the Add Book(s) window

When you first click on the Add Book(s) button in the Edit Panel, mFav will open the Add Book(s) window and immediately communicate with Logos 4 to find all Book Types which are in your library.

Book types that Logos provides are seen in Logos 4's library when you click on the **Type** column as shown below (your library may have more or less types):



Under each book Type are several books which Logos has assigned to that Type. This is helpful in locating specific books by type. (e.g. *Bible Commentary* allows you find books which are commentaries)

mFav does not have search capabilities as does the Logos 4 library. That is pretty complex to implement. So rather than show you a huge list of all your books in your library, *mFav* shows you a list of books per book type. This allows for smaller more manageable lists of books to be displayed. But if you cannot find a book that you want in the Add Book(s) window, you can use Logos 4's library to find your book and then make note of which book type it is, then you can return to *mFav* and select that book type and locate your book.

Since the Add Book(s) window only allows you to add books from a single book type, you can always return to Add Book(s) window when you want books added to your Tab from different book types. Subsequent additions from the Add Book(s) window are appended to your Tab's list.

It is a little tedious adding books to your Tab's list. But in most cases after you have setup your Tabs lists you will not need to do so again. You should always Export your Tab layout as a backup so that you don't loose all the work that you invested in setting up your Tabs lists.

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