

Creating Modules for theWord Bible Software Program

Version 1
July 2017
by David Cox



This booklet is taken from my website posts on Module Creation
<http://www.thewordtutorial.com> where it can be seen online.

This work goes through step by step the process in creating a theWord module. It is written by David Cox. I have literally thousands of modules that I have created for theWord, MySword, and e-Sword. I share the how-to-do-it process, as well as some of my tips in creating a module quickly and easily.

Notes: While this work serves a specific purpose of helping module creators, my posts on twtutorial.com have videos that are also helpful. There is no way to reproduce these videos here in a pdf so I omit them. Follow the links to the web pages to see the video helps.

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00 Module Creation Overview

In this post, I will give you an overview of how to create theWord modules. First of all, there are considerations and decisions to be made before you start.

Permissions

If the work is under copyright, you cannot make modules out of it. Having said that, it is not exactly right. But that is the general rule. These are some considerations...

1. **If you own the copyrights**, you can make modules out of the work, but you need to put some in module properties as to whether you are allowing public distribution or not. Note that often times you will get a lot of modules in your library, and some of your own works that you actually wrote, and somebody wants a copy of your library and your works "get loose" at some point, so it is better to just go ahead and make a decision and put it in the modules. If your personal works are just for you, put (c) first in the filename to help you remember not to distribute it.
2. **If somebody else owns the work and you don't have permission**. Again, there is a lot of piracy on the Internet, and depending on how you view this, you might make a work for your own personal use. In a lot of cases, brothers have written very good material and simply have not given permission, and yet they make it public by putting it on the Internet. If you print out those pages, it is not wrong, and I don't see copying it into a tw module as much different. Everybody must decide on these cases. On the one hand, people shouldn't put their works on the Internet if they don't want others to use it. On the other hand, a LOT of people are grabbing copies of a book, scanning it, and uploading it when there is no permissions being given. In general, if the work is for sale, don't upload it to the Internet even if you find it for free.
3. **A copyrighted work is available, and you ask the copyright owner for permission to make it into a module**. This is the best way. If you write to me, I can host free works (and a great number of preachers and others will be delighted in you sharing their works, just ask them), and if it is a commercial work, tell the person to please give permission to Costas or on the [customer service form](#) on theWordbooks.com which is where premium modules are contracted and sold with part of the sale of each book goes back to the copyright holder.

Type of Raw Material

Next, you need to consider what type of material you have. How to arrange it for a module. See module types in this post, [Create a New Book Module](#).

theWord is a versatile Bible software that lends itself to many things in the study of the Bible. Anything from commentary study, Greek and Hebrew word studies in the original languages, and even map studies with a separate mini-program to view large graphic files like maps.

How you use theWord in your own personal case

As a student of the Bible, I sometimes rummage around in writings of the church fathers. To me, I see value in reading the thoughts, arguments, and logic of other Christians, even if I drastically oppose

their conclusions. What we have is only a small percentage of what has been worked over by Christians and preachers over the ages. That is because there was no medium whereby their works could be preserved until paper and ink came along, and even with that, the medium was temporary, and eventually their works were lost to rotting and not enough people to keep renewing copies of these works. We have no idea what we have lost because of this.

But today, we have the ability to save every preacher's thoughts. That is maybe not a good thing, maybe some are better off lost and never expounded in the first place (think of Joseph Smith and Russell, Rutherford, etc of the Mormons and Jehovah's Witnesses), but we have the ability. What is lacking is simply that ministers learn how to put their notes into theWord format and upload them into a website that can house these things for posterity. Maybe one day in the near future, that will be illegal, and only those Christians who have downloaded these works to their personal computers will have access to these libraries.

I would encourage every minister to put all of their sermons into theWord Modules and send them to me (there are other websites also) and upload them for the benefit of others both now and in the future.

Basic Module Creation Steps

1. Create the Windows archive for your module.
2. Create a Topic.
3. Open your source document, and copy from your source, and paste into your new module.
4. Fill out the Module Properties for the module.
5. Run the Script in Module properties to detect Verse

Create a New Book Module - theWord new file creation

theWord new file creation

Create a New Book Module - theWord new file creation

By David Cox

Class Objective: In this class we will simply create a new Book Module.

theWord new file creation. In this tutorial class we look at how you create a new module within the theWord Bible software program. For clarification, you simply cannot create a new Bible from within the program itself. It is not that difficult to create a new Bible from any Word Processing editor, except for the point that each paragraph is a new verse, which that part is a little difficult. There are templates for the creation of new modules, and even a Bible template that will have the verse reference at the beginning of each verse, but then removing those tags would be a problem also in the end.

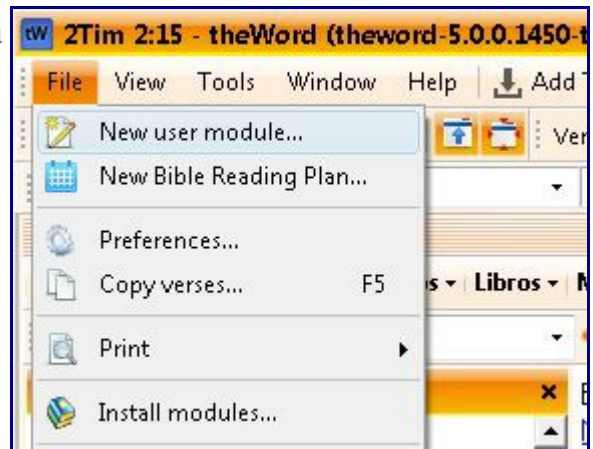
Uses for this class: I have two purposes (at the moment at least) for this class:

- (1) Making a new book module for you to enter your sermons, Sunday School classes, and Bible research and study notes.
- (2) Copying and pasting somebody else's material (either public domain stuff or with the owner's permission) into a module.

I will not go into the copyright issues here, so I assume you are doing some legal.

File-> New User Module

First of all, open a BookView Module (See [Identifying the Panes](#)) (F12). Now click in the main menu on the first top line of the program on the option **File**, and the first option in the popup that is under that, "**New user module...**"



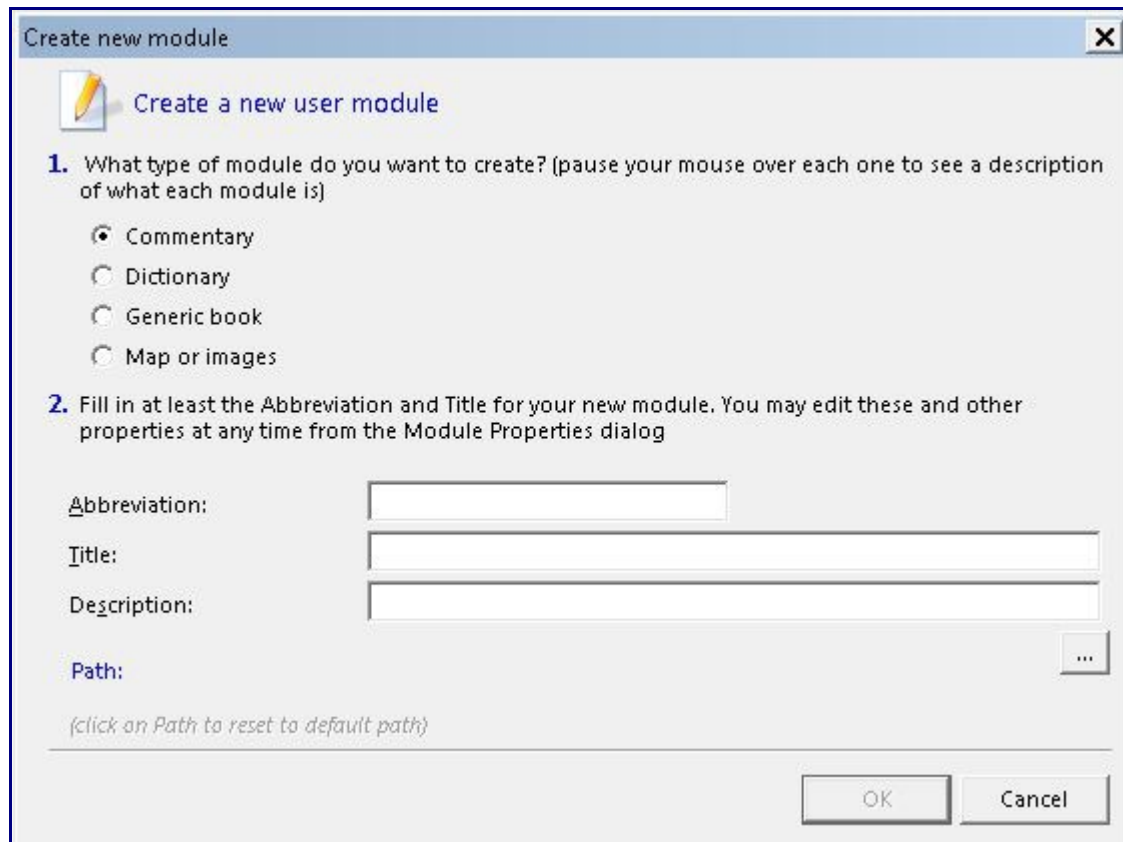
This will open a new module for you to use in that BookView window.

Note that when you do this, you will have an option to choose which module type to create.

At this screen though, you **MUST CHOOSE** "New Bible Reading Plan" if you want that type of module. The other module types will be offered in the following screen, but you must make that choice if that is the type of module you want.

Note that Verse Lists are not created here. See [Bible Verse List](#) Class.

Choosing the type of Module you are creating.



Here you have the different types of normal user modules, and you click the radio box options for

which one you want.

Commentary module type

This type is every verse and chapter and book of the Bible is available as an entry in the module, but every entry **MUST BE** assigned to one of these entries. No free title entries.

In other words, this is a commentary on all the verses of the Bible. Additionally, you have a commentary note on the chapter (for each chapter of each book) and for the book as a whole. You can put a lot of miscellaneous information about things in these places and link back to it within the verse commentary notes. theWord uses hyperlinks, both to outside material on the Internet as well as to other modules and within a module itself. This makes it excellent for putting Appendices in these book and chapter notes and even in a totally separate module.

The advantage of this module type is that you link it to a Bible (any Bible installed in your setup of theWord), and when you open a window to a commentary module the software will automatically move the place in the commentary to whatever verse you are currently looking at in the Bible (this feature can be turned off if desired).

Disadvantage: This module type has its topics constrained to only those outlined above, Bible verses, and one extra entry for each Bible Book, and chapter. You can add as much material in these entries as you like, including graphics, but you cannot make subtopics nor other entries of any kind.

Dictionary module type

Dictionaries are usually a single word or short phrase in the topic title, and then a definition. A dictionary work can be placed into regular "generic Book" type module as well, but the advantage of using this module type is that theWord has a function whereby you can activate the Bible window to lookup a definition for any word you hover the cursor over in the Bible window. You don't click or press anything, and a popup will appear with the definition from your preset dictionary module. This is fantastic, especially when working on some specialized studies.

In general, dictionary modules are usually Bible words in the topic title and their definitions in the topic text. But these are also used for example all the Popes through history, which is another module.

Disadvantages: With its defined purpose, there is no reason for a dictionary entry (normally very short), to have subdivisions, so this module type will only allow one top level entry with no subentries.

Generic Book

This is the workhorse form module for most modules in theWord. It can have multiple subentries. Note that the newest versions of theWord can have "virtual topics" whereby there is a topic entry in the

Note that the newest versions of theWord can have "virtual topics" whereby there is a topic entry in the left hand topics window, but these only link to anchors within a mother topic that they are under. This allows page divisions (with html anchors) to appear in the topics window, that link to an anchor in the mother topic entry. Also note that gbk module types can also be made to show up as commentary entries when doing a commentary search. More about these two in a later post.

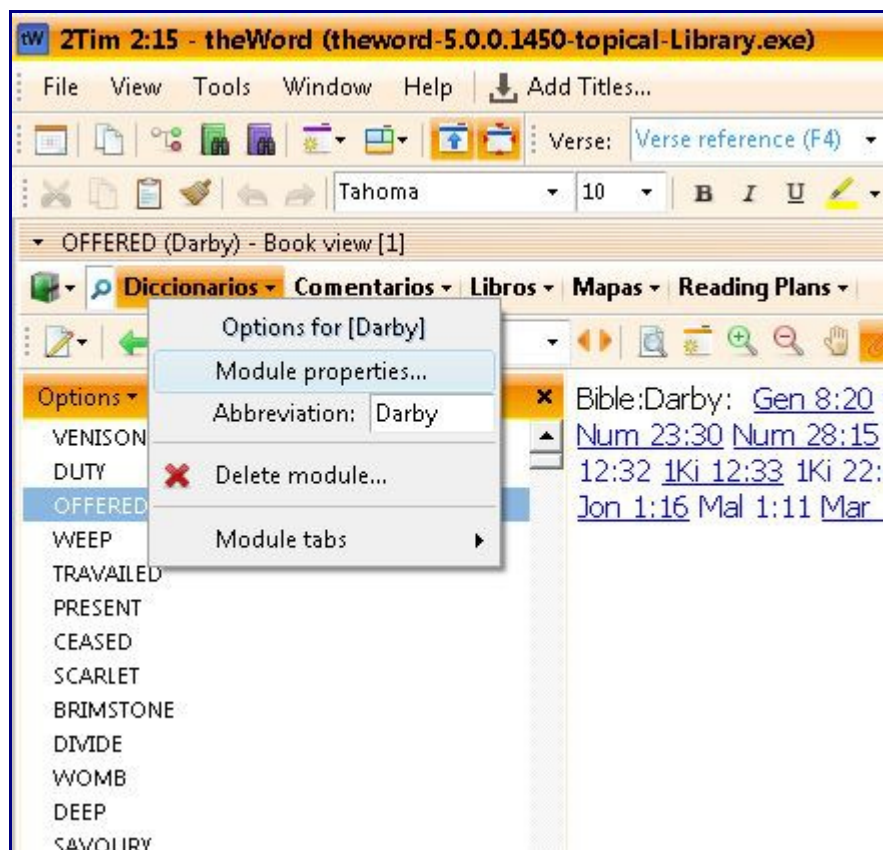
Map or Images

Note that in the evolution of this Bible software and other Bible programs, "in the early days..." they were using software that didn't allow any graphic files in them. As such, there was a way even way back then to insert a graphic, but basically one graphic per topic. But that was cumbersome and nothing like the Internet, which in the end analysis, all Bible software has to be paired with similar websites on the Internet and see which gives better service. So eventually, the Bible software programs out there evolved so that images can be placed anywhere within the topic itself. So this module type is usually not used now, and is just a legacy type, for modules made "way back then".

01a Editing Module Properties overview

You can edit the module properties of any module that is not locked (encrypted).

Once the module is installed into your tw, open the module, or right click on the module name in the module bar.



Although you can see the module properties of any module that is installed this way, in an encrypted module, what you can do there is very limited.

Note that without going into the module properties you change the abbreviation for the module. Here in "[Darby's Dictionary](#)" (posts November 12, 2017) from [theword-dictionaries.com](#), if you have other works by Darby that just have "Darby" also, it is confusing so you can make them more specific, "Darby Dict." for example. This is totally up to you, and it is only for your modules in your download

and installation.

Here you can also delete the module from your installation if you want to do so. I find that I often get duplicates so that is a good thing to do.

TIP: Do not download modules to just anywhere. Create a folder named something like "TW Downloads" in your "Downloads" folder, and download every TW module there. From there copy them into your tw folder (open tw and look under **Help** main menu, **About**, and **File Locations** tab to find out where to install modules.) Normally a file that ends in a TW extension (twm, nt, ot, ont, etc.) you just copy into that folder. I would copy if I have a lot of modules to install. If it ends in one of these extensions or twzip (which is the file made into a zip compressed file, and renamed "zip" to "twzip") then just click on the file in Windows File Explorer, and Windows will know to install it into your default theWord modules folder.

If you download a single file, and then want to install it, just click on the filename at the bottom of the Internet Explorer app that you used to find it, and by just clicking on the filename (once it has finished downloading), then Windows will install it. Just remember, if you download several files that you want to install all of them, then at the last step of installation, untick or uncheck the box (Run theWord) so that you can go back and install all of them first, and then on the last one, let it run theWord.

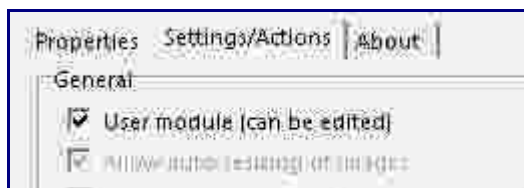
01b Editing Module Properties General Properties

This second part of the editing Module Properties Class will look at the essential information in the Module Properties tab. Once you right click on a module's name in the module tab about it, then you will see the image below. Here in "[Darby's Dictionary](#)" (posts November 12, 2017) from [theword-dictionaries.com](#), you will see the Darby Dictionary information as an example.

The first thing that we note is some fields are locked (System properties), so these are information about the module that is not editable. Things such as its type, the content type, the actual route and filename of the module, and its size, is it encrypted, etc.

User Locked Modules

If all the fields are greyed out, then it is a user locked module. Click on the "Settings/Actions" tab and then unchecked or untick the "User Module (can be edited)" field.



Why leave a module locked?

First of all, this is more for your protection than anything else. theWord is a program that is designed for you as a Bible student, and this means you making notes and studies on your own. While other Bible programs do have a lot of "third party" modules that is great, the focus of theWord is making your own material that you produce as easily accessible and on a plane equal to any commercial module. Indeed you can make modules just like the professionals and even distribute these to your friends and colleges.

The downside of this is that if all the modules were so easily accessible to add new notes and make

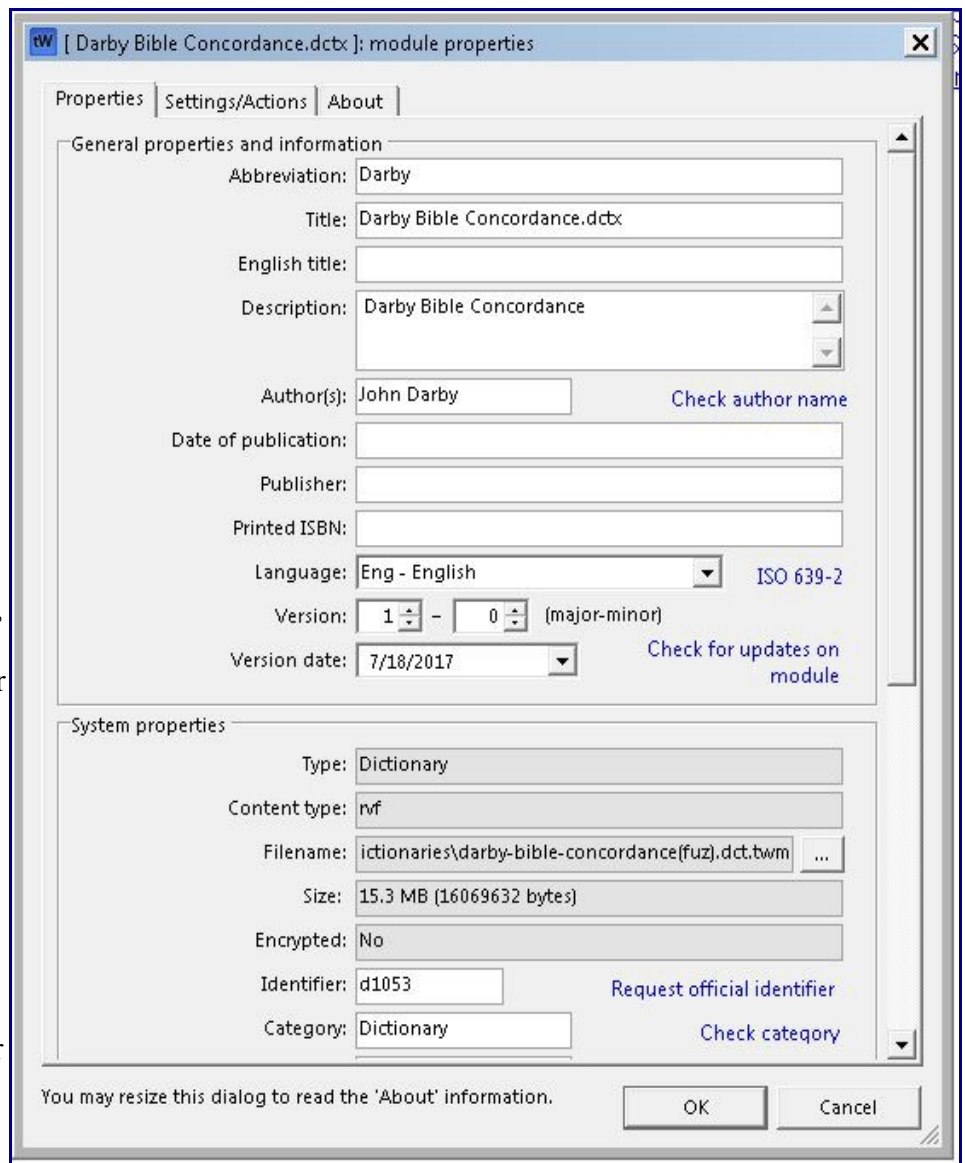
changes, then you could unwittingly go into Jamieson-Faucette and Brown's commentary and accidentally type a letter into the commentary while you are drinking your coffee! This is prevented by simply locking the module from changes by the user. This safeguards a module you don't want to change.

I would leave modules that I do not want any change made to them locked, and if they come to me unlocked, I would lock them if I have time. Basically, this is just a sound way to do things.

Abbreviation, Title, English Title, Description, etc

Abbreviation.

This is what will actually appear on the Module bar (I mentioned that in the previous class), so you need to keep it short, but also long or distinctive enough that it will not be confused with other modules, for example, Darby works, with this Darby Bible Dictionary. The title is usually the actual title of the work, but as you can see with this work, the work never existed as we are presenting it, i.e. it was written by Darby as part of his work on the Darby Bible. So we are taking what is out there, and making it more useful and powerful. No modern publisher of Christian books is going to do this because there will be low demand, and basically it is already in the Darby Bible (if you can find what you are looking for when studying something). So they are locked into a cost per demand dynamic principle that prohibits them from offering or creating these kinds of things. theWord users are not.



Title and English Title.

Here we observe that theWord is international, and there are a lot of languages that are making use of

this free software. If you go to the theWord official website and see all the languages it has [translations of the interface](#), it will surprise you. I counted about 29. A few years back I was approached by New Tribes worker (I think it was them) because they were translating the Bible into many tribal languages, and with computers being so cheap, these people had access to laptops and computers. They had some 900 languages that they were working in to translate the Bible into, and they wanted a Bible program for these natives to use. I helped them learn how to make Bibles in the theWord format, and they are using theWord for this. So this is really fantastic, that the Software Designer and Owner of theWord has put this possibility into the hands of so many Christian people, and all for free. (Think about donating something by donating something for the effort and he will give you a [DVD](#) or [USB drive](#) with a copy of the program and the free files off of theWord.net in return).

If you do make a module in another language, it is greatly helpful for people who post free tw modules to know what the title is in English, so this is where you enter it.

TIP: Note that here, this field is going to be used for the actual file name of the module. It is good to use this form "Lastname - Title". Once you save the module (if you are creating it from scratch), it is saved that way, and you will have to exit tw totally, and rename the file in Windows to change it.)

Description.

This is a short description of what the module is about. It is good to give some kind of idea of the orientation of the author's orientation (Brethren, Methodist, Baptist, Reformed, etc), and also what the work is about, like "*this work has 7 chapters on the origin of the church in Acts*". Basically, this field should fill the requirement of "what is this module about" without the user having to actually enter the module to see it for himself. tw handles a lot of modules, and some people have thousands of them, and this is very needy in such situations as the growth of works in a user's library.

Author.

Who wrote the work. I often put the last name first, comma, and first name, but this is better to do this in the actual title of the file, and here, write it normally.

Date of Publication:

This is used for establishing the copyright of the work. If it is beyond a certain date, then it is in the public domain. Here is it very help to establish copyright status of a work, or prove that it is not under copyright better said.

Publisher:

If this work came through a regular book publisher, put that name here, and if it is your creation, put your own name or leave blank.

Printed ISBN:

Professional book publishers register their works to get a ISBN number.

Language:

What language is the work in? Note that English is "**Eng - English**". Use the drop down box to see options.

Version:

Here you can give a version number (major number and minor number). Use this with the next field **Version Date:** to establish one version of the module from another.. While most modules are just version 1, and a very many module creators do not even put a module version number on their modules, if there is an error and they correct it, they are hung, or better said, their users are hung. Because they cannot know whether version 1.2 or 1.1 or 1 is the first version number and what do they have? A blank version number! Always at least put version 1.

01c Editing Module Properties General Properties

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The first thing that we note is some fields are locked (System properties), so these are information about the module that is not editable. Things such as its type, the content type, the actual route and filename of the module, and its size, is it encrypted, etc.

Now we proceed to the System properties section.

As I mentioned before, the first ones here are set by theWord reading the module and reporting what the status with the module. These fields are Type, Content type, Filename, Size, Encrypted.

Module Identifier.

This is a unique Identifier. If you make very many modules, I would suggest that you write Costas and get a block of module Identifier numbers. The module identifier is how theWord distinguishes one module from another module. It doesn't use module names but rather the Module Identifier number within the module itself. By default the filename is used until you put something else in there.

Why is a module Identifier Important.

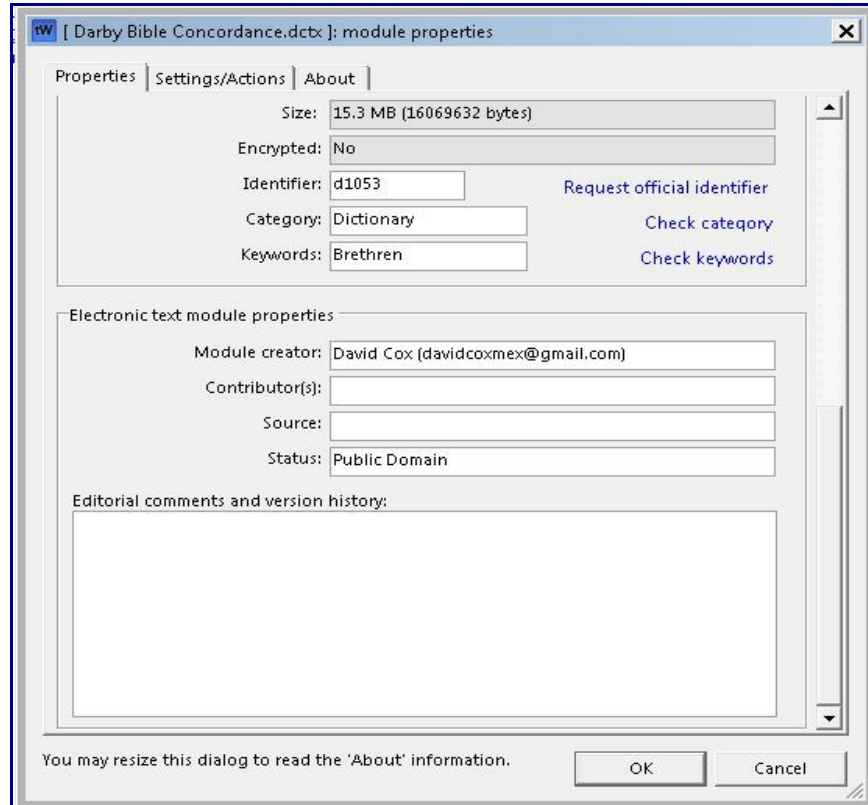
Say you make a module of Arthur Pink's Attributes of God work. You leave the module Identifier blank so the default is used.

Now later on you find somebody else's module of Pink's work, and somebody comments that your version has something different from his, or you just download it not remembering that you already made a module with that name (whether anything is in it or not doesn't matter). theWord is now confused with two modules with the same identifier, and unpredictable results can happen. It may jump back and forth between the two modules, and if they are different in any way, again, things may get

unpredictable.

If you try to make a link to that module without a module identifier, then tw will not let you make the link.

So putting in a module identifier is important. Costas will give you an identifier or a block of identifier numbers if you just ask, and it is free.



Category:

This field is for the general category of what the module is, say a work on Inspiration, then Bibliology would be a good category. This is used internally in your module layout sets only, so whatever you put is not really going to break anything if you miscategorize it or leave it blank.

Keywords:

I can say the same here. It is another subdivision of keywords that would help other people know what things are in the work so that they can know if it is valuable to them or not.

Module Creator:

If you created the module, this is where you would put your name and email. This is extremely important if you make a module and then encrypt it. Nobody else can make corrects if they find them, and since you have encrypted it, you lock the thing from anybody else making the corrections either. Bad!

Also if there are questions about copyright issues, there is nowhere to write if you leave this blank. Sometimes people just want to say thanks.

Editorial Comments and Version History:

Sometimes you may make a module quickly, and forget to format things, and then later on open it up and think, how horrible! So you fix it. This box allows people to know what you have done in a new version. In a very few cases, I have found it extremely helpful. For example, I made a module one time which the text that I found on the Internet, apparently was lacking 3 chapters, and the following chapters had their chapter numbers changed, and I never figured that out. Somebody wrote me (See field above), and I was able to add the missing chapters. In another case my original text was missing the last half of the last chapter. Somebody found a copy and sent it to me and I updated that module moving the version number to 1.2.

When I write something myself, I also come back later on, and add double the amount of material of the first version, and here I changed the version number to 2.0. All of this can be documented in this box, as to the details of what has been done editorially to the module. At times I pick up the footnotes and put them in parentheses or brackets in the text. That note should be in the editorial comments box.

01c Editing Module Properties Settings Action Tab

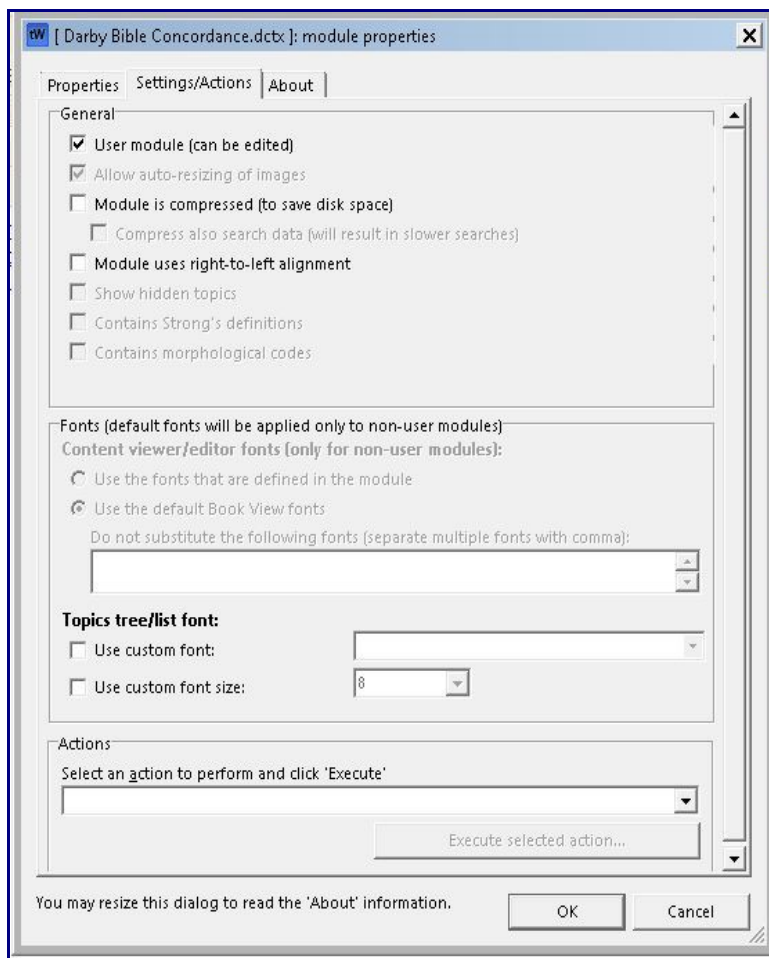
In this class, we learn more about the Editing Module Properties Setting Action Tab.

On this tab of the Module properties, we will look at each of the options, checkbooks, etc. up until Fonts.

Editing Module Properties Settings Action Tab - General

User Module (can be edited)

This checkbox is ticked or not ticked. If it is grayed out, then the module is encrypted, and you cannot change anything. This is done by the module creator, and you cannot undo this.



If you are using a module that is set as a "user module" (User Editable module), then think for a minute, do you really want to make changes to this module? If you download a commentary by somebody, do you want to go through making changes to it? Then definitely click here so you can.

But most people don't want to change somebody else's work especially if they are using it for reference. If I download one of Calvin's books, and then make corrections to it (good, bad, or just indifferent), and then I later on several years later come back and copy and paste that section into a sermon or something I write, and it has my notes in there, people will come after me for corrupting and misrepresenting what that person said.

In general, it is better to leave your modules locked as uneditable by the user. In a few cases where I have done this, I have temporarily made it editable because the verses references were not tooltiped, and I ran the tooltip detection program on it, and then relocked it.

Also sometimes people use some "funky" verse references, like 1SL for 1st Samuel. That won't tool tip, and there are no warnings for that. I have found some of these and with my years in the ministry, I had difficulty guessing what it was.

All auto-resizing of images

This comes into play when your module has a lot of images, especially big images. That bloats the size of the module, and in general, websites have problems uploading and downloading modules over 64MB. It is better to resize these images, or better yet, reduce them before including them.

Module is compressed & Compress Search Data

I find people have humongous hard disks these days, so for the most part, users are not fighting with space so much anymore. But if you are working off of a USB drive, or a very old computer and you are trying to fit a lot of files in that setup, this is where you can compress the file to save space. Each module makes an internal index of itself for searching. This is done the first time the module is installed and the Word is run. If you copy 500 modules into an installation of the Word and run the program, you can expect it take about 15 to 20 minutes (depending on the size of the modules) before it gives you control. This is a single time that this happens (unless you erase this index, see Actions->Prepare for Distribution, and this will delete the search index.

Module uses right-to-left alignment

This is for modules with all their text written in a right to left language like Hebrew.

Show hidden topics

Some modules can contain hidden topics. This is not a well-documented feature, so I will leave it at that.

Contains Strongs Definitions

In certain cases, a module has Strongs definitions (the G##### format, or H#####). This will tell the program to do a tooltip to a Dictionary in the setup for this.

Contains morphological codes

Likewise, a morphological code is a parsing of a Greek or Hebrew word, and this will pop up this aid.

Fonts

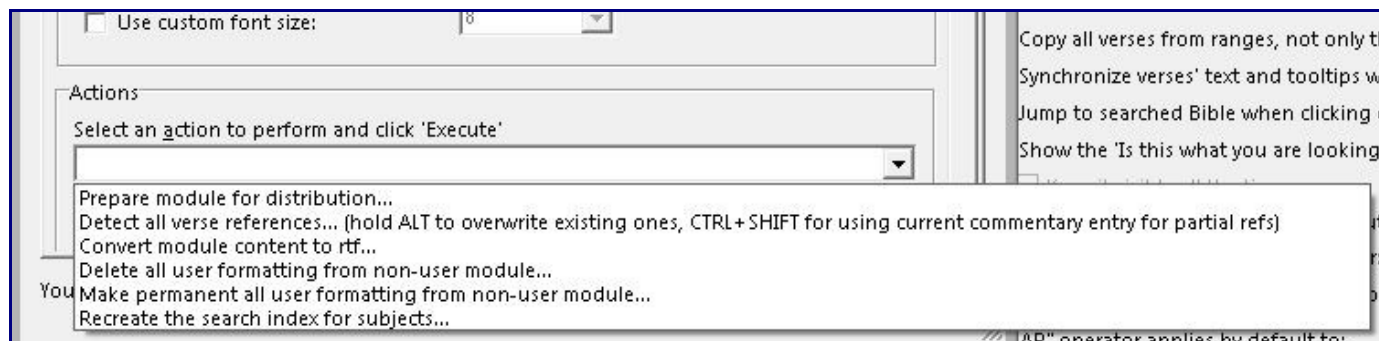
These fonts are fonts (like special Greek and Hebrew fonts) which will not be automatically substituted for the default font. This will keep these special words/fonts "as is."

Topics tree/list Font

These four fields are if you want the topics list in the left-hand pane of a module to be a special font and/or font size.

Actions

These are specific module creator type actions you can do to the module.



Prepare module for distribution

If you do create a module yourself, you will probably upload it to some site on the internet (I take such modules, so write me at davidcoxmex@gmail.com). Before uploading them, you should always "**Detect all verses References**" (see below), and "**Prepare module for distribution**". What this action does is to delete all the search indexes from the module to make it smaller and more compact. (Whoever downloads it to their theWord setup, when theWord first detects it as a new module, these search indexes will be recreated on their computer. Since this search index is just a listing of all the words and what topics they occur in, it can be deleted and regenerated without problem. The search index speeds up searching of words in the regular use of theWord.)

Detect all verse References

This will run through every topic in the module, and all Bible references that can be detected will be detected and converted to a tooltip Bible reference, i.e. passing the cursor over the reference will popup the verse in the popup.

Just a comment about this. In practice use, using it going between Spanish and English modules, I have found that it does not always work maybe as you might think. If the module is in Spanish for example, it will still tooltip things like "James 1:1", but if the program interface is in English and the reference is

"Santiago 1:1", it will not tooltip that. So for those module creators that are jumping between two languages, make sure you have the right interface language on the program before detecting verses or you might get unexpected results. Also you should go through your finished (tooltipped module) and just eyeball it looking for numbers like X:XX and see anything that is not tooltiped. If something is not tooltiped, then ask yourself why. The standard Book abbreviations is normally the reason. That or a verse reference that is out of line with the total number of verses in that particular chapter. Also things like John iii. 16 are not tooltiped. You will need to convert these kinds of references into a format that theWord can identify.

Convert Module content to rtf

Sometimes copying and pasting brings content into a module that is not rtf. This will convert that content into standard rtf.

Delete all user formatting from non-user module...

When you lock a module so that it is not a user editable module, the end user cannot modify the module's content. That doesn't mean that they cannot highlight different parts of it with theWord's highlight function, just like a paper Bible. If a user does this, at some point he might want to "clean" all that editing from the module to restore it to its downloaded state. This option will do that.

Make permanent all user formatting from non-user module...

As an inverse of the above function, he may want to make his highlighting permanent. As far as I know, this kind of non-creator editing is limited to highlighting and nothing else.

Recreate search index for subjects

If for some reason you delete a module's search index (first action on this list), you can recreate it. In my use, there are two other ways of doing the same thing. Leave theWord completely and restart it. The second way is to just do a search, and the search index will be recreated.

02 Module Creation Workflow

Deciding if a work can be put into a module.

As I mentioned before, basically you can put any kind of work into a tw module for personal use. Probably if you download a commercial work without paying for it, that is illegal and immoral. But otherwise, you probably can use anything for personal use. But be careful about having commercial works in your library. I have some that I have, but I always name them with (c) first in the filename to remind me that I cannot post or give away those works.

Reviewing what do you have to work with

Let me be concise here. You want to have your source material in the best format possible. For me as a module creator, this comes in the following ranking:

1. A Microsoft Word, RTF, or some other word processor format.
2. An HTML file (URL on the Internet).
3. a very short PDF file that is not images.
4. other formats.

Note that there is a tremendous amount of library works (many in the public domain) that is available through places like Google books, archive.org, and other places. Although the selection is great, converting those works is next to impossible, or if possible, you will spend a tremendous amount of time and energy in converting one work, and you should really evaluate if it is worth it. As someone told me once when I was single and trying to "fish" for a popular girl everybody else wanted, "*there are a lot of other ones out there that are easier and really in the end, better or just as good.*" My point is to not waste all your time and energy in something that once done, is not that profitable.

Laying out your work

Next, you need to make sure you can copy and paste from one source to a tw module. Note that pdfs don't work well, and some are simply impossible to select, copy, and paste because their creation is specifically made to avoid people from doing that. Beware of why they are doing that. If it is because it is copyrighted, then leave it alone. If for some other reason, you might want to use it anyway. You will have to use an OCR program to read the screen like ABBY Screenshot Reader which I find is excellent. (But doing a book that way is extremely time consuming and laborious.)

What you will need to pay attention to is if there are line feeds at the end of each line, which are a pain to straighten out.

TIP: A work with a lot of hyperlinks in it.

I get around this by using anyone of several ways. I call this scrapping the formatting from the text. Basically, you need to strip the formatting from the text. A good example of this is wikipedia.org. If you copy material out of there, usually they have a lot of hyperlinks that I don't want.

1) Pasting into some field that doesn't accept hyperlinks or formatting.

You can copy the text, open the module properties dialog and insert the text into a field there, and select and copy, and then delete (control X) and paste it into the module's content. The easiest way to do this is to open your topic name for the topic, for example, I use a "dummy module" that I named delete. I know that if it gets deleted there is nothing important in it. It has usually several topics. So one of them is named "delete". I open two book modules, and one of them is the module I am making and the other is the "delete" module. Click on it, and then press CTRL+N, and it will allow you to edit the topic title. Control A selects all, then paste your text into there, and then control +A again, then press Esc and cancel. Then jump back to your module you are creating, and then insert it, and I have scrapped the formatting.

2) Pasting into MS Word or Open Office as unformatted text.

If you have Microsoft Word or Open Office Write open, you can use their paste unformatted text function to scrape the formatting. Using Open Office, it is like 3-4 keystrokes so I usually don't want to copy over a work with 30 chapters scrapping each chapter that way. You can write macros in these programs to do that, but again, using the Word, you can do it easier and faster.

Make the table of Contents, then the topics, then populate the topics.

In general, the easiest way to make a module is to go to your work and get the table of contents. A lot of works don't have them, and I go through it and create a table of contents by scanning and copying and pasting chapter titles into my table of Contents. Usually, I name my table of contents topic in my modules with the author and name of the work. The first thing I add is the same into the top of the Contents topic. If you search your library for a word in the title but don't search topics, you might never hit that work, so you want somewhere at least one place, where the author and the title of the work appear in a topic content.

Once you have the chapters, I massage them a little bit.

TIP: Convert Chapter numbers to Arabic numbers.

Example: XL. Chapter Title

This kind of chapter number is laborious for most people to understand if you just put 40. Chapter Title, it makes things a lot easier on everybody.

TIP: Remove "Chapter" from the Chapter Title.

Example: Chapter 1. -- Chapter Title

In the Word, we have little "real estate" to show the chapter title. In this example above, the actual first letter of the title is like 14 characters beyond the beginning. You do not need all of that. Shorten things to the minimum.

Example: 1. Chapter Title

This format has the actual chapter title beginning at position 3 characters from the beginning.

TIP: DON'T YELL AT EVERYBODY ALL THE TIME!

In computer-ease (computer stuff), you should never make everything all caps except when it is something very important, and usually, the more words you include, the less important it becomes. A whole paragraph in caps is hard to read. So I hit the "Insert" key near the keypad of my keyboard, and that puts me into overwrite mode and I just type what I see, and quickly I can type over the uppercase with normal type.

FASTWORK TIP: How to make a lot of Topics fast

What I do if I have a work with say 35 chapters, I copy the table of contents from my source first. I put it into the table of contents topic in my module. From there, I go through and remove the "CHAPTER" from each line, I make each line in Arabic numerals, and then make sure each line is lower case, and abbreviate them if they are too long.

Next, I copy that to the Windows clipboard, and press Ctrl N. This will bring up the tw dialog box to make a new topic, prompting for the title. I press ctrl v to insert the title into that box. Note that tw will only insert up to the carriage return, so if you have a list of 1-30 chapters, only the first line is inserted. If it is the title, it is that. So make sure you start your selection with the first chapter before copying to the click board. Don't worry about the rest.

When you press enter, your new topic will be entered.

Now click in the content section and press control V again. Your enter selection is inserted. Now go to the top row, down arrow on next line, and select the second chapter to the end. Control X it. That will delete it to the clipboard.

Ctrl N and Ctrl V and enter to make a new topic, and insert the title, topic. Click in the contents of this one and again reselect starting with the next chapter.

Even though you don't believe me maybe, try it. If you are a touch typist, not a hunt and peck one, you can quickly run through all of the chapters of even large books. When you go back and copy content into each chapter, note that if you don't want that chapter title (maybe each chapter has a better formatted one, or you don't want two, then when you click into the content section, press control A to select all before control v. Now your title will be erased before the new content is entered into the work.

03 Module Creation Reformatting

In this class, we will look at reformatting of material within your module when you create a theWord module.

The Best way to change Formatting

The absolutely best way to get good formatting is to get a good source document to start with. If your document is in Microsoft Word or RTF, and you create the document yourself, your best bet is to work on the formatting in a Word Processor. You have the advantage of making macros to do specific stuff. This is extremely helpful for modifying the format of text.

At one time, I was using an old version of Microsoft Word, and I had learned the WordBasic or whatever they called it for the inherent Word macro language. I had all kinds of one-off macros I had created to do specific things. I had theWord open and Microsoft Word, and I would copy and paste text from one place to the other, run a macro, and select all and delete to the clipboard, switch back to theWord and insert. Easy and greatly sped up as far as production goes. I lost that computer and reinstalled it on another computer, and I had backups of the macros, but I couldn't find the original disks of that old Microsoft Word program. As such, I have suffered greatly in my reformatting abilities since.

But not-with-standing, if you have Microsoft Word or Open Office, these are the places to do things as

far as formatting is concerned.

The optimum workflow here is that you do the massive search and replace and formatting when the entire document is together. If you have a 500-page work, and it has 50 chapters, you do not want to go back once the module is in theWord and reformat all text from 10 to 12 font. Especially if there are headings and things at other font sizes.

Yes, you can do that kind of formatting in theWord, but you have to do it individually by hand in each topic. That can be a tremendous pain.

Macro Programs

There are some macro programs out there that will allow you to insert keystrokes into a program like the Word, and you can automate this formatting work, but again, this is just bad all the way around. It is almost easier to take all the chapter content of the work, dump it back into a word processing format, and do it right there.

Checklist for Module Completion

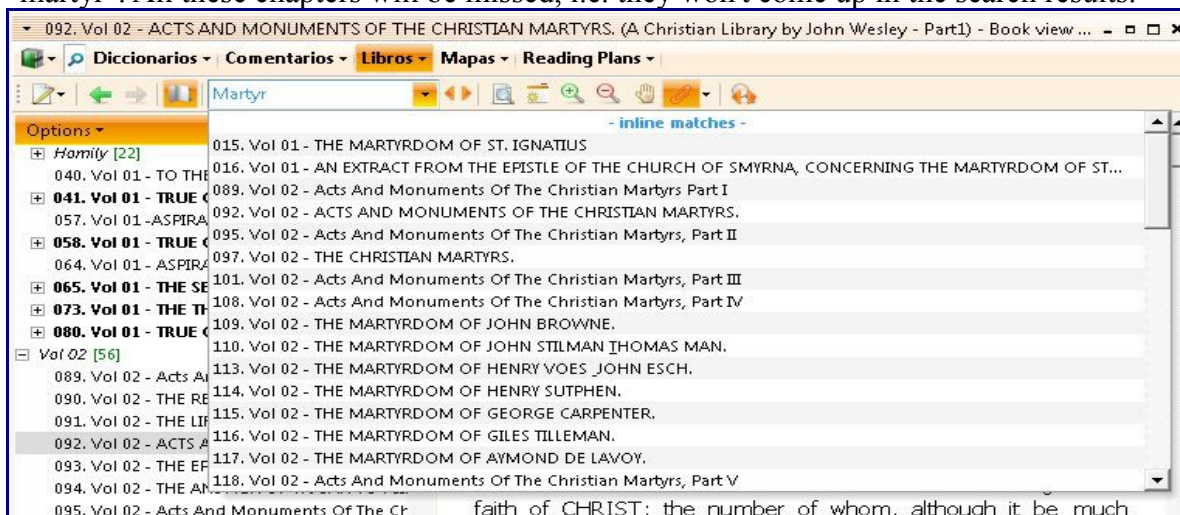
When I create a module, I usually innately do some things. I am trying to remember these things here to help you.

1. Did you fill out the module properties dialog, including a tw module identifier number?
2. Is the work abbreviation short but instructive?
3. Did you detect Bible references?
4. Did I make a table of contents?
5. Did I make hyperlinks and check them? (I like a module that has the table of contents linked to each chapter so the chapter will pop up on mouse over)
6. Are the font size and the font selection correct? (Costas recommends Font Tahoma 10 for all modules).
7. Is there some white space between paragraphs?
8. Are there broken lines (a linefeed which breaks a line when it is not ending in a punctuation mark)?
9. Are there two or three extra paragraph marks at places leaving too much white space? (what you see in a word processor and in theWord is different, so remember to check things in theWord. Also, note that theWord needs fonts reduced because of small program real estate and that also means eliminating unnecessary white space and reducing super fonts).
10. Is there Greek or Hebrew words in the text that need to be converted so that they are readable? (In general, is there garbled text anywhere? This comes in OCRed works mainly.) I can help with some of the Greek and Hebrew converting. davidcoxmex@gmail.com
11. Are your images a good size? Remember that most of the time, the actual size of the window where a module will appear will be rather small. So don't have images that take up the entire screen. Medium sized images are best. If they are maps, that is different, but icons and such usually bloat the size of the module.
12. Is your module too large? If it is, then go into Module properties and compress it and see if that helps. If still very large (over 20MB or 30MB for anything that is under 100 pages) then go back and delete unneeded images, or take your images into an image compression program and resize them. This **Images:** jpeg-optimizer.com is a good site that will optimize jpeg images.

Note that you have two rules here, the smaller is better is the general rule. (Actually, no images is best if you can get away with it). But in the case of detailed images, like maps, medium sized to large images is better, and they should be optimized. Too many images make a module hard to get through the download process and to use within the Word.

13. Are all the topics (actual chapters) the same as the table of contents?

14. Note, avoid abbreviations in Book Chapter titles in the topics. If you click on the topic drop down box, you can start typing a word, and tw will search within the topic titles and bring up all the ones that match. If you abbreviate words in your topics, you will kill this feature. For example, in this work from John Wesley library, I typed "martyr" and got inline matches. If you abbreviated "martyr" with "mart." then most people will not pick up on that, and they may have your module, but doing an across your library search like that, they won't type "mart" but "martyr". All these chapters will be missed, i.e. they won't come up in the search results.



15. Did you move the Preface, Introduction, and Foreword into the Table of Contents page? (These things should be after the actual listing of the chapters. They usually are not important enough to occupy their own topic. Titles like these also would be in most books, so searching for them is not going to be beneficial, i.e. 1000 hits on every book in your library (and none of them have any more information like "Introduction to Attributes of God") is not helpful.

16. Did you change "Title" topic into something more specific? When you search for a word in tw bookview search, "Title" will not tell you anything about the book. It is much better to change "Title" to something like "Arthur Pink - The Attributes of God". In my version of that work, instead of "Title" or "Table of Contents" I named the table of contents, "**Pink {Reformed} {Baptist}- The Attributes of God**". That will definitely come up in search results if you are looking for the "attributes of God" for example. Look seriously at the topic chapter titles. In that book, none of his chapters have "attributes of God" in it. Search your library and you would be surprised what won't come up in a search. That is because keywords are not in the book chapter titles (topics). Good form is to put some of these like "(attributes of God)" after the book topics. It will help your users later on, and they will be greatly appreciative.

17. Did you take the word "Chapter" out of the topics so that you can see more of the actual chapter title?

18. Did you convert roman numerals in the chapter titles to Arabic?

19. Did you scan the entire document to look to see if the original author used roman numerals instead of Arabic numbers in verse references? (John iii.16 versus John 3:16). tw will not detect roman numerals.

20. Is there missing material (check in your source material that there are no text at the end of a chapter with no punctuation. If there is part of the text may have been cut off so try to find it).
21. Did you lock your module against user changes?
22. Did you prepare the module for distribution (should be the last thing done before uploading to the Internet)?

Conclusion and Recommendation

When you are going to start making modules, attack it from a point of view that you are going to grow into this. If you have several modules, take the smallest one, and start there. Convert (copy and paste) 3-4 chapters, and detect verse references, and then go back and actually read some paragraphs and see if the tooltipping is working right.

There is no substitute for working out your problems and procedures on a 4 chapter 40 page work instead of a 500 page 50 chapter work. Use the small stuff to perfect HOW YOU ARE GOING TO DO IT, and get your procedure down way before you try something really large.

If at all possible, use beta-testers. Send your small beginning module to some friends with the Word, and ask them to install it, and then give you feedback. Is the font hard to read? The font size too small or too large? Do you have a table of contents, or do you even need one? Etc.