

Electronic Version of *A Course in Miracles*

A Sophisticated Search Program for *A Course in Miracles* Students

An invaluable aid for you as student of the **Course**, this powerful, lightning fast, search program (EACIM) adds another dimension to your study of the **Course**. It allows you to perform complex, Boolean, multiple and single-word searches across the three volumes of ***A Course in Miracles*** and the two Supplements: "Psychotherapy: Purpose, Process, and Practice" and "The Song of Prayer: Prayer, Forgiveness, Healing." Results are displayed almost as fast as you can type the query. You can add notes and highlighters, copy and paste selected text into a word processor, and print selected text directly to a printer. You can also search to find words within your notes and highlighted text.

EACIM is available on the PC for all Windows systems. It is available for the Mac systems running OS 9 and earlier operating systems. It does not run on Mac systems running OS X. It will run under Windows on the Mac. [Follow this link](#) to purchase EACIM on our Online Store.

The **Preface** from ***A Course in Miracles*** is included, but it is not searchable. This means that information within the Preface is ignored when a search across the **Course** is executed.

What can I do with it?

How would you use this program? The obvious way to use it would be to answer the question, Where in the **Course** does it say...? You probably have many phrases from the **Course** in your mind, but do not remember where they occur. By using the search program, you do not have to spend hours leafing through the book trying to find the reference so that you can include it in the book or article you are writing, or in your next class. You can copy the text from the book and paste it into your word processing program. If you are following a theme in the **Course**, you can search across the entire **Course** and Supplements, find references that fit your theme, then narrow your search by adding more search words to your query.

You can find what you are looking for in the **Course** in a variety of ways. The most effective way is by performing a query. You can query for one word or a combination of words. You can use Boolean operators (AND, OR, NOT) and other advanced searching techniques (described below).

Another way of accessing information is by using the Table of Contents (TOC). The TOC, the same as within the printed book, allows you to get

an overall view of the **Course**. You can expand or collapse the headings as necessary to see as much or as little of the contents as you wish. Once you see the topic or heading you want, just click to go to it immediately.

EACIM allows you to annotate the **Course** by adding notes, highlighters, and bookmarks.

To prevent you from inadvertently corrupting content of the **Course** you are not permitted to make any changes to the text.

The Universally Used Numbering System

All chapters, sections, sub-sections, paragraphs and sentences of the print version of the Third Edition of ***A Course in Miracles*** are numbered. This numbering system is invaluable as it provides a standard method, used by thousands of students and teachers worldwide, to reference passages in the **Course**. If you are writing a book or article you would want to include references based on this numbering system, used universally by students of the **Course**, in all your quotes from the **Course**.

Unnumbered Version of the Course

An unnumbered version of the **Course** is included with the **Electronic Version of A Course in Miracles** for those who want to read the **Course** without numbers. This version cannot be searched.

Finding information in the Course

EACIM is built around a powerful, robust search engine that allows for a variety of wildcards and operators, natural language parsing, fast phrase and proximity searching, and a ranked hit list. When you are looking for answers within ***A Course in Miracles*** your answers are available within seconds, almost as fast as you can ask for them.

Begin Your Search

When you open the **Electronic Version of A Course in Miracles** you will have three panes displayed on your screen. To the right you will see the **Course**, on the left the Table of Contents is displayed, and along the bottom of the screen the hits from the search you have just formed will be displayed. (You can later change the way you want the screen to appear.)

Click within the right pane if you want to search through the **Course**.

To perform a search you would choose Advanced Query from the Search menu, or simply press F2 (advised) and the Advanced Query dialog appears.

Type the words you wish to search for in the Query For box, separated by a space or the appropriate operator.

- You may search by keyword - love
- You may search by multiple keywords "love joy fear"
- You may search for an exact phrase by enclosing the phrase in quotation marks — "journey without distance"
- You may use Boolean operators (and, or, not, exclusive or). For example:
 - love and forgiveness — will find paragraphs where both words are used
 - love or forgiveness — will find paragraphs where either word is used
 - love not forgiveness — will find paragraphs where "love" but not "forgiveness" appears
 - love xor forgiveness — will find paragraphs where "one or the other but not both" words are found

Wildcard Search

Wildcards allow you to find words using patterns for a set of words (replacing single or multiple characters), to find synonyms or word forms of a word:

Examples of wildcard searches done in EACIM:

Single character "?" (i.e., love?) will search for "loved loves"

Multiple characters "*" (i.e., joy*) will search for "joy joys joyful joyfully joyless joylessness joyous joyously"

Word form "%"

Use the word form wildcard (%) to find forms of a term.

Word forms are defined by the parts of speech— singular, plural, past tense, present tense, future tense, etc.

forgotten% will search for "forgotten forget forgot forgets forgetting"

love% will search for "love loves loved loving"

Synonym "\$"

Use the term wildcard (\$) to find forms of a term.

forgive\$ will search for "forgive forgiven forgives forgiving
pardon absolve release condone excuse"

love\$ will search for "love loves loved loving commitment
liking devotion tenderness warmth kindness regard beloved
dear sweet like cherish treasure worship appreciate delight
caress kiss pet"

Proximity Search

You may specify how close terms must be to each other. For example:
"love fear"/5 will return all occurrences where love and fear are within 5
words of each other in a paragraph

Browse through the Course by using the Table of Contents (TOC)

Using the TOC (on the left side of your screen), you may quickly browse
through the Course. Clicking a plus sign next to a heading in the table of
contents expands that heading to show books (Text, Workbook, etc.),
chapters, lessons, etc. Clicking a minus sign hides the information. When
you find a heading that refers to the location that you want to go to,
simply click on the heading to go to that location in the document.

Limit the scope of a search to a sub-set of the Course and Supplements

In addition to Book, Chapter, Lesson, etc., when you are working with the
Table of Contents, you can select View/Show Check Boxes and boxes will
appear next to each item in the TOC. You can use these check boxes to
select which book, chapter or section of the Course you would like to limit
the scope of your search. For example, if you want to limit a search to the
Text book, you would click on the displayed Check Box next to Text to
select it, leaving all other boxes unchecked. Then when you do you search
(press F2) you must click on the Checked Branches box in the bottom left
of the box. This allows you to limit the scope of your search to whatever
section of the Course you would like to search through.

Relevancy Search

To cause the results of your search to be displayed according to the
relevancy of the occurrence of your search words within paragraphs you
would use the Search/Query tool, or simply press F3.

Relevancy Ranked Search

Perform a Relevancy Ranked Search to find a specified number of records most relevant to your search topic (rather than all records having anything at all to do with your search topic):

1. Choose Advanced Query from the Search menu or Press F2
2. Type **[Rank** in the Query for box
3. Enter the number of items you want ranked, followed by a closing bracket, e.g. [Rank 10]
4. Enter the query you wish to perform, e.g. [Rank 10] love fear joyful
5. Choose OK to perform the search

Personalizing the Course

Use the personalization tools to help you remember and find key pieces of information and to annotate the **Course** when necessary. The personalization tools include Notes, Highlighters, and Bookmarks.

Notes

Notes allow you to place comments about a paragraph or section of the **Course** in the margin of the book. Notes appear as small "sticky note" icons in the left margin (double-clicking a note opens it for reading or editing). New notes may be added to any paragraph in the **Course**.

Highlighters

Highlighters allow you to mark passages in the **Course** that you want to remember. Just as you may have used a highlight pen to mark up the print version of the **Course**, so can you use an electronic highlighter to mark up the electronic version of the **Course**. Electronic highlighters, however, have several distinct advantages over their paper-based counterparts: they may be named for easy reference, searched to find specific information you have marked, and formatted with any of the standard character attributes available in EACIM (including foreground and background colors, fonts, and effects).

Once created, these notes and highlighters are saved and become part of your electronic book. Once notes and highlighters have been created, you can search through the highlighted text, or through the text you have typed into notes to find a particular highlight or note.

Bookmarks

Bookmarks allow you to pinpoint locations in the **Course** you may want to return to later, just as you would do with the printed book when you turn down a corner of the page. When you create a bookmark you give it a name, and then by simply selecting the bookmark by its name you can "go to" its location within seconds. Because they are unobtrusive, you may have as many bookmarks in the book as you need.

Printing

In order to print you must first select the text that you want to print.

You can:

- Print selected text of the **Course** and Supplements
- Print the table of contents of the **Course** and Supplements
- Print the hit list

Copy and Paste text from EACIM into your word processing program

You first select the text you want to move into your word processor, then press Ctrl/C to copy the selected text. Then you switch to your word processing program, click where you want to copy the text, and either press Ctrl/V or select Paste from the Edit menu.

Hidden Text

- Page numbers of the PRINTED ACIM Text book are hidden within the text. To display or hide these page numbers, select Hidden on the View menu. These numbers (p1, p2, p3, etc.) can be used in a search to find a specific page relating to that of the print book.
- When you copy and paste text from EACIM into your word processor only the text is copied. The fact that words are italicized is lost. The hidden characters [] are used to indicate that the words they enclose are italicized.

EACIM is available on the PC for all Windows systems. It is available ONLY for Mac systems running OS 9 and earlier operating systems. It does not run on Mac systems running OS X. Follow this link to purchase the CD on the [ACIM.org Online Store](http://ACIM.org).