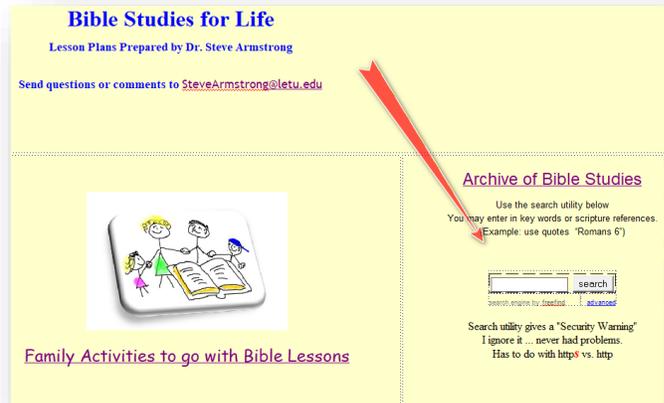
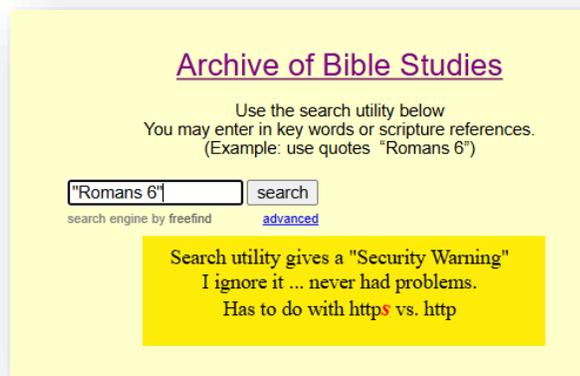


# Using the Bible Study Archives

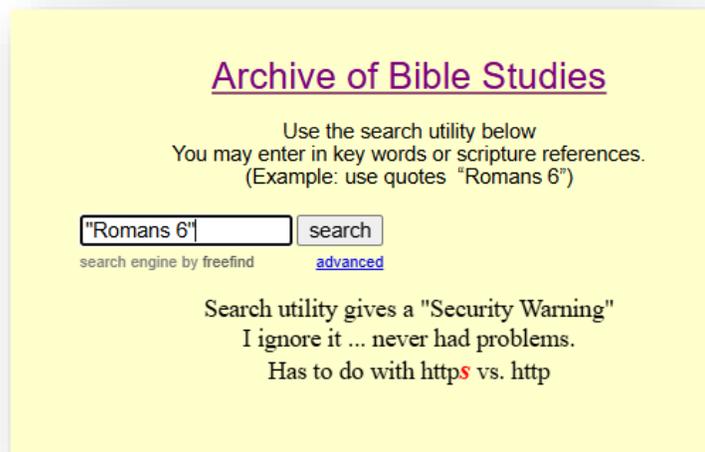
1. Note the location of the Archive Access text entry box



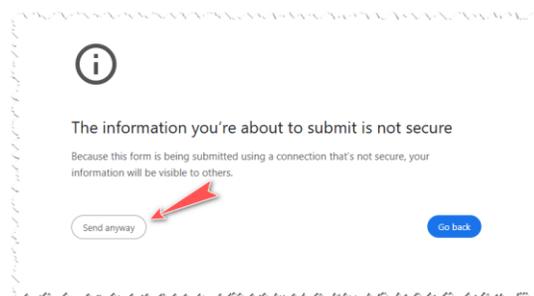
2. Note the warning ... ignore it. I've not had any problems.



3. Enter the book and chapter where you are looking for previous lesson materials and click in the "Search" button.



4. You will get a screen like this. Again, keep going, click on the "Send Anyway"



## Using the Bible Study Archives

5. You will get a screen like this which lists documents which contain the book and chapter you specified.

6. Note the circled references which occur in the document and find which match the verses you will be working with.

The screenshot shows a search results page for 'Romans 6'. At the top, it says 'Search results' and 'Found 38 items, now showing 1 - 10'. There are links for 'index', 'site map', 'search tips', and 'advanced search'. Below that is a search bar with 'Romans 6' entered and a search button. There are also radio buttons for 'New' and 'Refine'. The results list several documents, each starting with a circled '1' and a circled reference to a specific verse in Romans 6. Red arrows point from the text in the instructions to these elements in the screenshot: one arrow points to the search bar, another to the circled '1' in the first result, another to the circled reference 'Romans 6:12-14' in the first result, another to the circled reference 'Romans 6:8-11' in the second result, another to the circled reference 'Romans 6:8-11' in the third result, and another to the circled reference 'Romans 6:5-7' in the fourth result. The documents listed include 'Romans 6:15-16 What then ... sin and righteousness. Romans 6:17-19 But...', 'Romans 6:3-7 (NIV) Or don' ... of the traps in our lives. Romans 6:8-11 (NIV) Now if we ... Listen for a change of attitude. Romans 6:12-14 (NIV) Therefore do...', 'Romans 6:5-7 (NIV) If ... being alive in Christ Jesus. Romans 6:8-11 (NIV) Now if ... the "therefore" is there for Romans 6:12-14 (NIV) Therefore do...', and 'Romans 6:5-7 (NIV) If ... being alive in Christ Jesus. Romans 6:8-11 (NIV) Now if ... the "therefore" is there for Romans 6:12-14 (NIV) Therefore do...'.

7. Click on the link

(underlined blue) which will either be the number “1” or a title.

- a. Most lesson plans have the link “1”. I think it is because the first line after the page heading is the number which denotes the first portion of the lesson, the “Hook” question.
  - b. When you click on the link the system may display a box in the upper right of the screen asking if you want to keep the file – a final effort to make sure you don’t get some corrupted file.
  - c. It may go straight to asking where you want to save the document, so navigate to a folder where you want the file and save the document.
8. When you open the file, it will probably give you an option whether or not to make it editable. However this is not entirely needed, you can still copy lines of text and then save them to the document you are working on.
9. When I have the downloaded file loaded, I will find the portion of the lesson which has discussion questions for the passage I’m working on and check to see if they are dealing with the same emphasis of the lesson I’m creating. Keep the questions you feel are appropriate, reword them if necessary.
10. Usually 4 to 6 questions for each of the three main points of the lesson are about right. Don’t forget, you want questions that deal with three things
- a. What does the passage say?
  - b. What does it mean?
  - c. How will I apply it to my life?