* 1. Go to [blueletterbible.org](https://www.blueletterbible.org/)
	2. Look for the Multiple Verse Retrieval Section on the right side of the page under the main heading.



* 1. Click on "Adv. Options" and choose the selections below

![Line-By-Line Order:  O Verse-Reference  O Reference-Verse  O Separate Line  O Verse Only  O Reference Only  Paragraph Order:  O Verse-Reference  O Reference-Verse  O Reference-Only  Other Options:  Abbreviate Scoks  Reference  Delimiters:  O None —  Jhn KJV  O Square—  [Jhn KJV]  o curly  {Jhn KJV)  O Parens —  (Jhn KJV)  Number Delimiters:•  O No Number  O No Delimiter— IS  O square  o curly — {IS)  O Parens — (IS  use SSLAbbrev_ Quotes Around Verses  En dash not Hyphen Remove Square Brackets  'Number Delimiters' only apply to 'Paragraph Order' ]()

* 1. In the text field enter the book and chapters you want to pull. In the dropdown select the translation you want to use.

In the example below I am searching for all 28 chapters of Acts from NASB95 but only about 6 chapters will be pulled back in one go. You will need to retrieve multiple times to pull for a whole book and be careful that you retrieve all of a chapter.



* 1. Hit the Retrieve button
	2. The first 6 chapters of Acts are now displayed with about 7 verses of Acts 7. Select the "Copy to Clipboard" button.

![Multiple Verse Retrieval  to Clipboa  Aa  ormat: Tool  Act 1:1-26 NASB95 - {1) The first account I composed, Theophilus, about all that Jesus began to do  and teach, {2) until the day when He was taken up [to heaven,] after He had by the Holy Spirit given  orders to the apostles whom He had chosen {3} To these He also presented Himself alive after His  suffering, by many convincing proofs, appearing to them over [a period of] forty days and speaking  ofthe things concerning the kingdom of God {4) Gathering them together, He commanded them not  to leave Jerusalem, but to wait for what the Father had promised, Which," [He said,] "you heard of  from Me; {5) for John baptized with water, but pu will be baptized with the Holy Spirit not many  days from {6) So when they had come together, they were asking Him, saying, "Lord, is it at  this time You are restoring the kingdom to Israe17" {7} He said to them, "It is not for pu to know  times or epochs which the Father has fixed by His own authority; {8) but you will receive power  when the Holy Spirit has come upon you; and you shall be My witnesses both in Jerusalem, and in  all Judea and Samaria, and even to the remotest part of the earth." {9} And after He had said these ]()

* 1. Paste the clipboard into a word processing document. (I am using Microsoft Word).
	2. Go back and retrieve the rest of the book and paste into the document.

Great we have the text now but it's not very useable yet.

![Act 1:1-26 NASB95 - {1} The first account I composed, Theophilus, about all that Jesus began to do and  teach, {2} until the day when He was taken up [to heaven,] after He had by the Holy Spirit given orders  to the apostles whom He had chosen. {3} To these He also presented Himself alive after His suffering, by  many convincing proofs, appearing to them over [a period of] forty days and speaking of the things  concerning the kingdom of God. {4} Gathering them together, He commanded them not to leave  Jerusalem, but to wait for what the Father had promised, '"Which," [He said,] "you heard of from Me; {5}  for John baptized with water, but you will be baptized with the Holy Spirit not many days from now." {6}  So when they had come together, they were asking Him, saying, "Lord, is it at this time You are restoring  the kingdom to Israel?" {7} He said to them, '"It is not for you to know times or epochs which the Father  has fixed by His own authority; {8} but you will receive power when the Holy Spirit has come upon you;  and you shall be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the  remotest part of the earth." {9) And after He had said these things, He was lif.t94 .up_ while they were  looking on, and a cloud received Him out of their sight. {10} And as they were gazing intently into the sky  while He was going, behold, two men in white clothing stood beside them. {11} They also said, "Men of  Galilee, why do you stand looking into the sky? This Jesus, who has been taken up from you into heaven, ]()

* 1. Open up the Find and Replace by using ctrl+h
	2. In Find enter {

and in replace enter ^p



Hit Replace All and all the verses should now be on separate lines.

* 1. Next Replace the ending curly bracket. Again us ethe Find Replace by clicking ctrl+h
	2. In Find enter }

And in replace enter a space, or . or ) or any symbol you want. You can also add a ^t for a tab if you want the text further away from the verse numbers. In the example below I am adding a . Followed by 4 spaces. (Obviously you can't see the spaces in the screenshot)



Your text should now look something like this:

![Act 1:1-26 NASB95  1. The first account I composed, Theophilus, about all that Jesus began to do and teach,  2. until the day when He was taken up [to heaven,] after He had by the Holy Spirit given orders to the  apostles whom He had chosen.  3. To these He also presented Himself alive after His suffering, by many convincing proofs, appearing  to them over [a period of] forty days and speaking of the things concerning the kingdom of God.  4. Gathering them together, He commanded them not to leave Jerusalem, but to wait for what the  Father had promised, "Which," [He said,] 'lyou heard of from Me•  5. for John baptized with water, but you will be baptized with the Holy Spirit not many days from  now.  6. So when they had come together, they were asking Him, saying, "Lord, is it at this time You are  restoring the kingdom to Israel?"  7. He said to them, "lt is not for you to know times or epochs which the Father has fixed by His own  authority; ]()

* 1. To indent all the text to the same spot as each first line
		1. Select All the text by using Ctrl+a
		2. Move the bottom triangle at the ruler at the top of the page.



Your text now should look something like this:

![Act 1:1-26 NASB95  1.  2.  3.  4.  5.  6.  7.  The first account I composed, Theophilus, about all that Jesus began to do and teach,  until the day when He was taken up [to heaven,] after He had by the Holy Spirit given orders to the  apostles whom He had chosen.  To these He also presented Himself alive after His suffering, by many convincing proofs, appearing  to them over [a period of] forty days and speaking of the things concerning the kingdom of God.  Gathering them together, He commanded them not to leave Jerusalem, but to wait for what the  Father had promised, "Which," [He said,] 'lyou heard of from Me;  for John baptized with water, but you will be baptized with the Holy Spirit not many days from  now.  So when they had come together, they were asking Him, saying, "Lord, is it at this time You are  restoring the kingdom to Israel?"  He said to them, "lt is not for you to know times or epochs which the Father has fixed by His own  authority; ]()

**Other options**

We have also found it useful to use double spacing and have page breaks for the start of each chapter.

To set the **double spacing**, select all the test in the document and use the line spacing option in the Home tab under Paragraph in Word.

To set a **page break** move to where you want to insert a page break, and under the insert tab, use the page break button.