

## **General**

Welcome to **Quotation Organizer** Version 1.0.

[Overview](#)

[About The Author](#)

[Registration](#)

[Contact](#)

## Overview

### Welcome to **Quotation Organizer**!

**Quotation Organizer** is a *powerful computing tool* designed for lecturers, professors, teachers, clergy and anyone who is involved in public speaking.

How many times have you wondered what that famous author said or what were those lecture outlines spoken by your favorite speaker? You wish you could keep those quotes at your fingertips ready to be quoted in your next public speaking engagement. **Quotation Organizer is your answer.**

Essentially, **Quotation Organizer** is a database application that automatically sorts and files your speaking material by topic that you choose. You can use it to file your sermon illustrations, lecture outlines and notes, quotes from your favorite authors and speakers, and even your own quotable quotes. You will never again wonder where to find that little nugget for your next speaking engagement.

**Quotation Organizer** will store it all for you, giving you powerful tools to search and find that little gem ready to be printed or pasted into your word processor document.

#### **See also:**

[About The Author](#)

[Registration](#)

[Contact](#)

## About The Author

Let me tell you a little about myself.

I served as a missionary overseas on a small island called Palawan. We were located in the South China Sea in the country of the Philippines. While serving there for five years, I became very proficient in the computer field, using the computer to its full capacity for my various responsibilities. When other missionaries and foreign workers needed consultation work, they called on me. It was during this time that I first created the prototype for **Quotation Organizer**.

Using MSAccess, I created a database to store and retrieve sermon illustrations, notes and quotes that I would collect from various sources. Many of these are included with **Quotation Organizer** for your use if you desire. It was my desire to one day create a stand-alone application based on my prototype.

**Quotation Organizer** is the realization of the desire and is now made available to you.

I am currently pastoring in Canada, still using the computer to enhance the ministry work I do. I trust that **Quotation Organizer** will be of benefit to you as well.

Sheldon R.P. Friesen

## Registration

**Quotation Organizer** is distributed as Shareware. This means that you are free to distribute and try the application to see if you like it. You are encouraged to do just that. If you desire to continue using **Quotation Organizer** after your 30-day trial period, you are required to register the program. Registration is **only** \$19. Another benefit of Shareware is the ability to buy quality software at a very reasonable price.

Registration entitles you to **free upgrades** of the current version as well as **no more nag screen** that pops up at different times of the application's use. **Editing and Inserting of new records is enabled** in the registered version. Once registered, you will not be bothered by the reminder screen anymore and you can go about your work unhindered adding and editing records as you wish.

**Registration is easy!** Simply mail your payment of \$19 dollars (no checks please) to:

**Sheldon R.P. Friesen**  
**Sheldon's Computer Consulting Service**  
**Box 20447**  
**Steinbach, MB**  
**Canada R0A 2T1**

Please use an international money order or postal money order for payment. No checks please.

Upon receipt of payment, I will *immediately* Email or mail your Registration Code to register your Quotation Organizer software. Enter this code in the Registration Dialog Box accessible from the About Dialogue. Your application is now fully functional. I know you will agree that the small registration fee is **well worth the benefits** of owning this useful tool for public speaking.

If you need to contact me by Email, you may at:  
[srpfries@mts.net](mailto:srpfries@mts.net)

**Thank-you for using Quotation Organizer!**

You may contact the programmer by Email at:  
[srpfries@mts.net](mailto:srpfries@mts.net)

Or you may mail me at:

**Sheldon R.P. Friesen**  
**Sheldon's Computer Consulting Service**  
**Box 20447**  
**Steinbach, MB**  
**Canada R0A 2T1**

## Menu Items

Select a menu item.

File

Edit

Search

Navigate

Tools

Help

## File

Select a File item.

Print

Print Preview

Exit

## Print

This will send **all** records showing to the current printer. A message box pops up to confirm your request to print. Be sure you are only showing the records you desire to print or you may accidentally print the entire database.

**See also:**

[Print Preview](#)



## Print Preview

Using this command will open a preview window. All records currently showing will be compiled into printable reports. You may select different zoom levels using your mouse. Move to different pages using the arrow buttons. The printer setup button opens a dialog box to select the pages to print and a way to select the desired printer. When you are ready to print, you can select the print button to send the reports to your current printer.

You have the option of saving the current report to a file that you can open later using the load button. Use the save button to save the current report.

The close button shuts the Print Preview dialog window.

## Exit

This will exit the application. Record changes will automatically be saved.

## Edit

Select an Edit item.

Cut

Copy

Paste

Edit Record

Insert Record

Delete Record

Post Edit

Cancel Edit

## Cut

This removes the selected text and stores it on the Windows Clipboard. You can only Cut if **Quotation Organizer** is in Edit mode.

## Copy

Copies the selected text onto the Windows clipboard.

## Paste

This pastes the text stored in the Windows clipboard into **Quotation Organizer** at the insertion point.  
Paste will only work when in Edit mode.

## Edit Record

This command puts **Quotation Organizer** into the Edit mode. This enables editing of the current record.

Note: The Post Edit and Cancel Edit buttons will be enabled in Edit mode.

## Insert Record

Selecting this command inserts a new, blank record into **Quotation Organizer**. Edit mode is enabled allowing you to enter information into the current record.



## Delete Record

This permanently deletes the current record. A dialog box pops up to confirm your request. This action cannot be reversed so be sure you no longer need the current record.

## Post Edit

This posts any changes made to the record and makes the changes permanent. Edit mode will be disabled thus protecting the record from accidental changes.

## Cancel Edit

This cancels any changes made to the current record before selecting Post Edit. Edit mode will be disabled thus protecting the record from accidental changes.

## Search

Select a Search item.

Select Topic

All Topics

Search Words

Toggle Flagged Records

Erase Flags

## Select Topic

Opens the Select Topic Dialog. Enter a topic in the edit box to automatically search topics in **Quotation Organizers** database. Double-click the topic in the list or click OK to show records that are filed under the selected topic.

## All Topics

**Quotation Organizer** will show records from all topics. Use this command to undo a Topic Search.

## Search Words

Opens the Search Words Dialog box. Enter a word or phrase to search. Select *Case-Sensitive Search* to search for words exactly as you specify or de-select *Case-Sensitive Search* to search with considering the case of the letters. Click OK to start the search. **Quotation Organizer** will search the entire database and flag all records meeting the search request.

## Toggle Flagged Records

This toggles the Flag Filter. If on, only flagged records show. If off, flags are not considered when **Quotation Organizer** shows records.



## Erase Flags

This erases all flags in all records. Use this before performing a new Word Search if you do not want previous Word Search results added to the current search.

## Navigate

Select a Navigate item.

[First](#)

[Next](#)

[Prior](#)

[Last](#)

## First

Moves to the First record that is showing.

## Next

Moves to the Next record that is showing.

## Prior

Moves to the Previous record that is showing.

## Last

Moves to the Last record that is showing.

## Tools

Select Small, Medium or Large text to be displayed in **Quotation Organizer**.

# Help

Select a Help item.

[Contents](#)

[Search Help](#)

[About](#)



## Contents

Shows the help file Table of Contents.

## Search Help

Shows the help file Search dialogue. Search for topics you require help on in **Quotation Organizer**.

## About

Shows the About box. The registration dialog is accessible from here if unregistered. Registered users name and Registration Code will be displayed if registered. Keep this code written in a safe place for future reference.

## Button Bar

Select a button to see help topic.



## Record Header

Select a Record Header item.

Index

Date

Topic

Title

Record Window

Flag

## Index

Each record has a unique Index number. You cannot edit this field; it will be automatically assigned to the record by **Quotation Organizer**.

## Date

You may enter a date in this field. The Today Button will assign the current date to this field. **Quotation Organizer** must be in Edit mode to access this field.

### See also:

Today Button

## Today Button

Assigns today's date to the Date field for the current record.



## Topic

Enter a Topic for the current record. Records are sorted according to Topics. **Quotation Organizer** must be in Edit mode to access this field.

**See also:**

Subtopic

## Subtopic

Enter a Subtopic for the current record. **Quotation Organizer** must be in Edit mode to access this field.

## Title

Enter a Title for this current record. **Quotation Organizer** must be in Edit mode to access this field.

## Record Window

This is the place you enter the actual record data. If not all of the text is visible, a scroll bar will appear for you to scroll through the entire record. **Quotation Organizer** must be in Edit mode to access this field.

## Flag

Clicking on this box toggles the flag for the current record. Flagged records show a check. Unflagged records show an empty checkbox.

## Status Bar

**Quotation Organizer** displays current status information here. Flag Filter mode is displayed in the first window. The second window displays the Topic status. **Quotation Organizer** displays either all Topics or a selected Topic. The third window displays your position in the dataset of records currently showing. This first number is the actual record in the dataset while the last number displays the total number of records that **Quotation Organizer** is showing.

## Glossary

**Quotation Organizer** stores each of your quotes as records. You can move from record to record, search all records and edit the current record.



This is the record that is showing in **Quotation Organizer**.

The records that are showing are the records that are available for printing, navigating and editing are.

## **Insertion Point**

This is the location of the flashing vertical line in the various record fields. When you type or paste, the text will be inserted at the location of the insertion point.

All records are sorted and filed by the Topic field. This makes locating appropriate quotations very quick and easy.

**Quotation Organizer** stores all records in a database.

When the Flag Filter is on, only records with the Flag field checked will be available for showing.

Topic status can either be:

- Showing all records or
- Showing Selected record





