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# About Sermon Library

## Overview

**Sermon Library** is a programme for people in ministry who need to keep track of sermons, messages, devotionals, Bible studies and the like. It is simple to use yet has many features that enable you to keep track of your sermons.


**Sermon Library** enables you to store records of sermons preached. Each record can store information such as,

- **Title**
- **Date**
- **Series name** (if sermon is part of a series)
- **Theme**
- **Filename** (name of file the sermon is stored under from word processor)
- **Dated notes** (to record, for example, when and where a message was preached. This is very handy if you use the same message twice.)
- **Old Testament References**
- **New Testament References**
- **General comments**

## Other Features

In addition to simply storing information relating to sermons, Sermon Library has several other very useful features. These include,


**Opening a Sermon in your word processor** - if you have recorded a filename for a particular sermon.

By clicking on the  button on the toolbar, you can open the sermon file in your word processor, ready to make any changes necessary.


**Printing the Sermon** - just as you can open a file if the filename has been recorded, you choose to print the sermons without having to leave Sermon Library.

Simply click the  button on the toolbar.

**Search for a Sermon** - if you have years of sermons, wading through paper copies can be a real headache. **Sermon Library** takes the hard work out of finding that elusive message.

By clicking the  button on the toolbar you can choose search the database for the sermon, using the title, series or theme as your search criteria. You can also search for Bible References and Dated Notes.

**Sort your Sermons - Sermon Library** will also allow you to sort your sermons. Like the search facility you can catalogue your messages by either title, date, series or theme.


Simply click the  button on the toolbar.


## The Toolbar


The toolbar is a quick way to navigate your way around and do many of the tasks *Sermon Library* was designed for.


To help you remember what each button does a pop-up hint appears when you move your mouse over the button.


The buttons on the toolbar are,


 **Open** - if you have assigned a filename when you added a sermon record, then pressing the open button will open up your sermon file in your word processor so you can view and edit your message if required.


 **Print** - if you have assigned a filename when you added a sermon, the pressing the Print button will print the file.


 **Add** - pressing the add button will open a drop-down menu, giving you the various options regarding adding a new record.

 **Edit** - pressing the edit button will open a drop-down menu, giving you the various options regarding editing an existing record.

 **Sort** - pressing the sort button will open a drop-down menu to show the different ways you can sort the records stored in Sermon Library

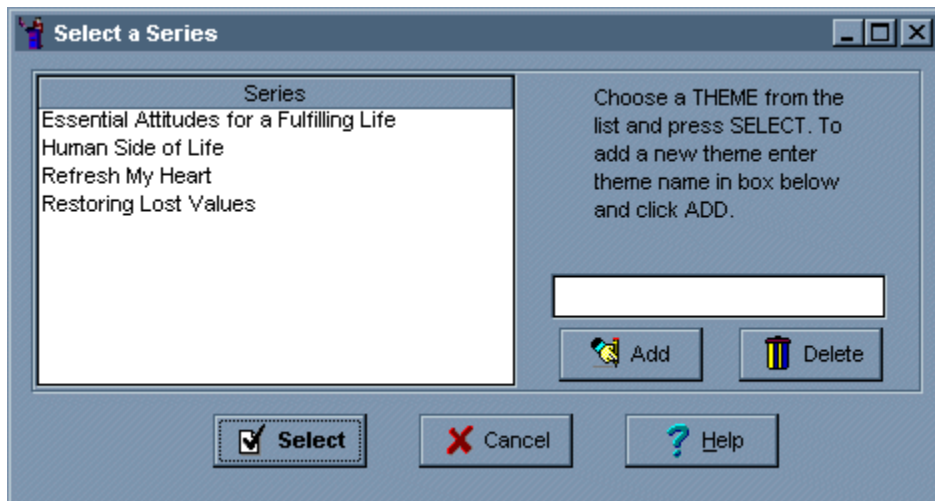
 **Search** - pressing the search button will bring up the search dialogue that will enable you to search the database for a particular sermon. You can choose to search by title, date, series or theme.

 **Delete** - pressing the delete button will delete the current record. A message box will appear asking you to confirm your actions.


 **Help** - launches this help file.

 **Exit** - exits Sermon Library.


## Selecting a Series




When you are adding or editing a record, you can automatically select a series by clicking on the  button located to the right of the series editbox. The **Select a Series** dialogue will appear.

Select a series by clicking on the desired name and pressing the select button . Alternatively you can double click your selection in the Series list box.

### **Add a New Series Name**

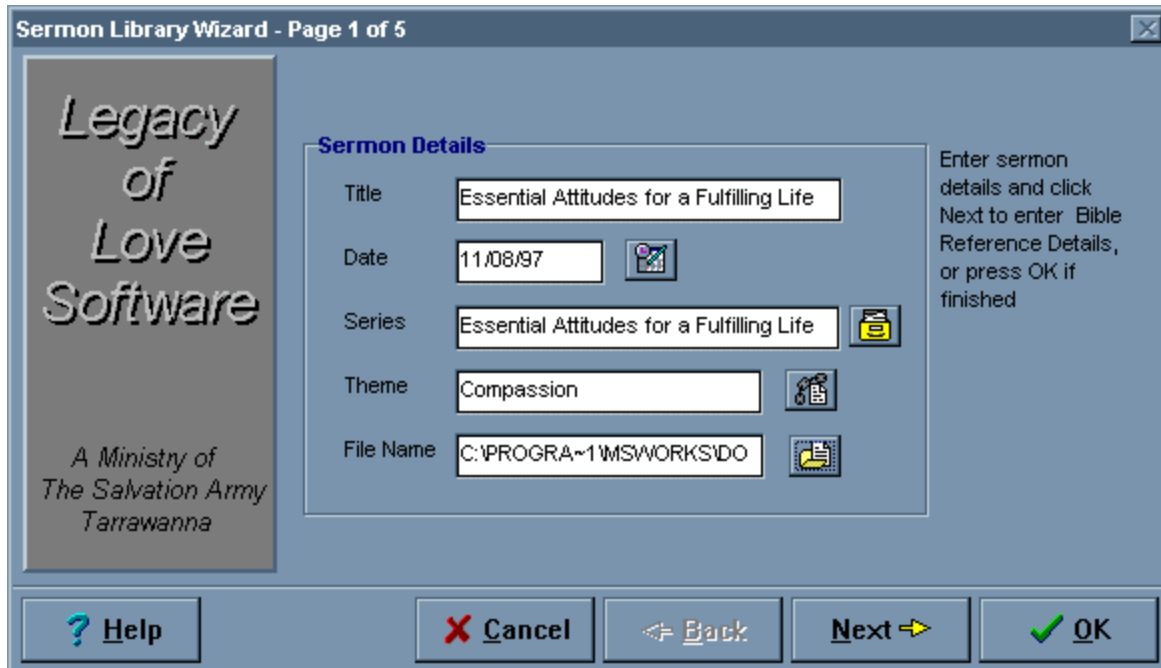
- To add a new series name, enter the name in the editbox located on the Select a Series dialogue.
- Press the Add button . The new name will then appear in the Series listbox.

### **Delete a Series Name**

- If you need to delete a series name, select the name you want to delete from the series listbox.
- Click on the Delete button . The name will then be deleted.

## Add a Record

[See also](#)



Sermon Library Wizard - Page 1 of 5

Legacy of Love Software  
A Ministry of The Salvation Army Tarrawanna

**Sermon Details**

Title: Essential Attitudes for a Fulfilling Life

Date: 11/08/97

Series: Essential Attitudes for a Fulfilling Life

Theme: Compassion

File Name: C:\PROGRA~1\MSWORKS\DO

Enter sermon details and click Next to enter Bible Reference Details, or press OK if finished

? Help    X Cancel    ← Back    Next →    ✓ OK

To add a record select the Edit menu and the choose Add a Record.

Alternatively you can click on the Add button on the toolbar.

Both these methods will reveal the pop-up menu which gives you five option,

- **Add a Record** - choose this to start a new sermon record. Fill in the details of your sermon in the releveant boxes.
- **Note** - choose this to add a dated note to an existing sermon record.
- **Old Testament Reference** - choose this to add an Old Testament reference to and existing sermon record.
- **New Testament Reference** - choose this to add an New Testament reference to and existing sermon record.
- **Comment** - choose this to add a comment to an existing sermon record. (Note: There is only one comment section for each sermon record, but you can add several lines to this comment field.

When you choose an item from the Add menu, the Sermn Library Wizard will appear. Simply fill in the boxes with the details regarding your message.

See Also

[Selecting a Date](#)

[Selecting a Series](#)

[Selecting a Theme](#)

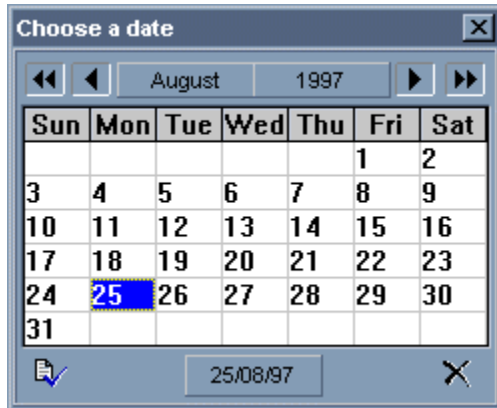
[Selecting a Filename](#)



To choose a series name,  
click on the series name  
you want and press select.








To add a new series name,  
enter the new name in the box  
and press ADD. The new name  
will then appear in the series listbox.

## Selecting a Date

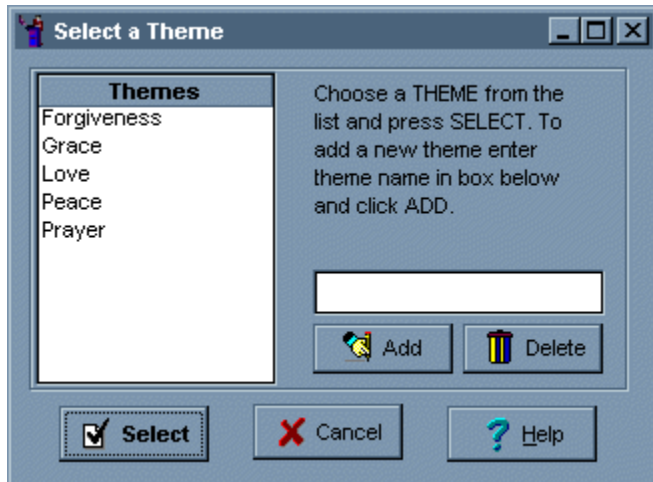



To automatically select a date, click on the  button. This will show the pop-up calendar. Select the required date and click on the  button on the bottom left hand corner.

The year and month can be changed using the , , ,  located at the top of the calendar.

To exit the calendar with out selecting a date click on the cancel button  located in the botton right hand corner.

## Select a Theme




When you are adding or editing a record, you can automatically select a theme by clicking on the  located on page 1 of the *Sermon Library Wizard*. The *Select a Theme* dialogue will appear.


Select a theme by either double clicking on your selection in the Theme listbox.

Alternatively you can click on your selection and pressing the select button .

### **Add a New Theme Name**

- To add a new theme name, enter the name in the editbox located on the Select a Theme dialogue.
- Press the Add button . The new name will then appear in the Theme listbox.

### **Delete a Theme Name**

- If you need to delete a theme name, select the name you want to delete from the theme listbox.
- Click on the Delete button . The name will then be deleted.

## Select a Filename

Use the **Select a Filename** dialogue to choose the name of the word processor file that your sermon is stored in. This can then be used later for opening it directly from **Sermon Library** or printing a copy of your message.

Click on the button to open the Select a Filename dialogue.

[Selecting a Date](#)  
[Selecting a Series](#)  
[Selecting a Theme](#)

To delete a series name,  
click on the name you want  
to delete and press the DELETE  
button.

Turns the calendar  
one month back.

Click on the cross button  
to cancel date selection  
and close the calendar.



You can select the date by  
double clicking in the chosen date.

Choose date and click  
on tick button to select date.

Turns the calendar  
one month forward.

Turns the calendar  
one year back.

Turns the calendar  
one year forward.

To add a new theme. Type new theme name into edit box and press the ADD button. The new name will appear in the theme listbox.

To choose a theme name,  
click on the theme name  
you want and press select.


To delete a theme name,  
click on the name you want  
to delete and press the DELETE  
button.




This is the theme listbox.  
You can select a theme by  
double clicking on the theme  
name you want to record.


This is the series listbox.  
You can select a serie by  
double clicking on the series  
name you want to record.

Add your sermon title here.


Add date here. Press  for pop-up calendar.

Add series name here.

Press  button  
for selection choice.

Add theme name here.  
Press  button  
for selection choice.

Add filename here.

Press  to search  
for word processor filename.

### ***To Select a Filename***

1. Select the directory where your sermon file is kept.
2. Select the filename.
3. Click on Ok



Use the BACK and NEXT buttons to  
turn the pages of the ***Sermon Library Wizard***.


Select Ok to accept entries or changes made  
and exit to main screen.

Press the cancel button to cancel adding a record or changes made to an existing record.

## Edit Existing Records

To edit existing records, first find the record you want to change. You can do this by using the search function. The record you want to change should have its details displayed in the top half of the main screen.

When the correct sermon record is displayed, choose *Edit existing records* from the Edit menu.

Alternatively you can click on the edit button  on the toolbar.

By either method the edit drop-down menu will appear, giving you the edit options. You can choose from the following,

- Sermon record
- Dated notes
- Old Testament Reference
- New Testament Reference
- Comments

When you choose one of these options, the *Sermon Library Wizard* will appear. You can then make the required changes. (Note: You can access all the pages once you are in the *Sermon Library Wizard* by pressing the **NEXT** or **PREVIOUS** buttons.)

When you have completed your changes press **OK** to save them and return to the main menu.

To return to the main screen without saving the changes, press the **CANCEL** button.

The following pages contain a navigation bar to help you with your editing. They are

- Dated notes
- Old Testament Reference
- New Testament Reference



Go to the first record.

[Go to the previous record.](#)

Go to the next record.

Go to the last record.



Insert a new dated note, Old Testament Reference  
or New Testament Reference.

Delete the current dated note, Old Testament Reference,  
or New Testament Reference.

Update data (this will save current changes).

## Search for a Sermon

Locate a Sermon

Enter Search Details

Grace

Ignore Case

Locate

Locate Next

Close

Field

Title

Series

Theme


Match Type

Anywhere

Beginning

Full

Sermon Library has the ability to help you find a particular sermon.

To start a search, choose Find from the Tool menu. Alternatively click on the  button on the toolbar. From the drop-down menu choose **Main Search**.

Using either methods will bring up the search dialogue. You may search in the following fields,

- Title
- Series
- Theme

Choose one of the search fields by clicking the appropriate radio button in the FIELDS box.

Enter what you are searching for (ie the title, series or theme that you want to locate), in the box at the top of the dialogue.

Click on the LOCATE button to search the database. To find the next matching record choose LOCATE NEXT from the tools menu or the drop-down menu on the toolbar.

For details here for details on [Wildcard](#) searches.

In the FIELD box, click on the radio button next to the field you want to search.

Enter the information you wish to search for in this box.

Check the IGNORE CASE  
button to search for both  
capital and lower case letters.

Click on the FIND FIRST button  
to start the search.



Click on the FIND NEXT button to search for the next matching record.

Click this button to go to first  
record in the **Sermon Library** Database.

Click this button to go to the  
last record in the **Sermon Library** database.

If you want to make the search case sensitive,  
Put a check mark in the case sensitive box.

*(Note: Case sensitive searches take note of capital letters.)*

The MATCH TYPE box allows you to choose how the search will be conducted.

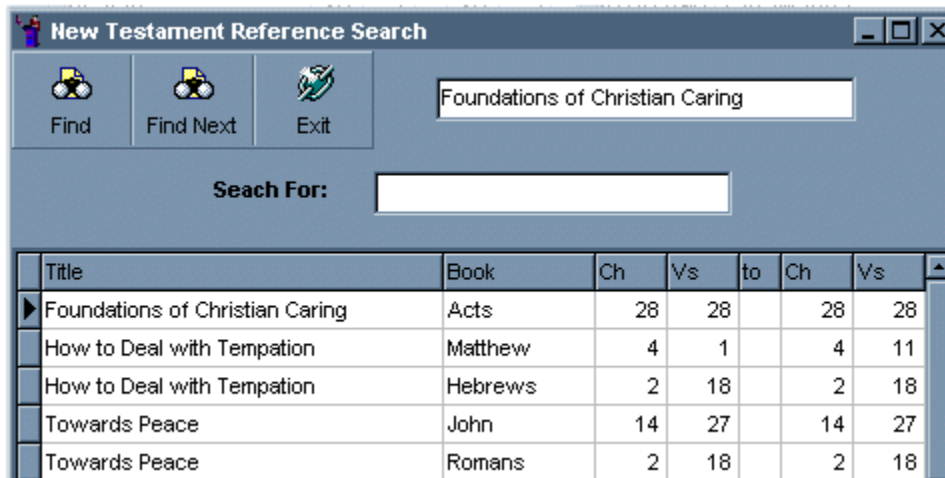
Choose ANYWHERE to find parts of words or titles, (eg, to find the word grace in a title, or if you type in Gra it will find entries such as Grace, Gracious, Graceful.)

This allows you to search for a sermon without knowing the whole title. For example, you could search for the word grace and find all the sermon titles containing that word.


Choose BEGINNING to find words that are at the start of a title or series or theme.

Choose FULL to match the full details (eg exact title, series or theme).

## Search For Bible Reference



Click on the various areas of the map to find out what they are used for.

To start a search, choose Find from the Tool menu. Alternatively click on the  button on the toolbar. From the drop-down menu choose **New Testament** to search for New Testament References, choose **Old Testament** to search for Old Testament References or choose **Notes** to search for a dated note.

Enter the Bible book or comment you wish to search for and click **Find**. To arrow will go to the first record matching your search. Click **Find Next** to move to the next match.

When you have found the desired sermon, click **Exit**. This will return you to the main screen with the sermon you found highlighted.

Click Find to start search and  
Find Next to search for next  
matching record.

Enter what you are looking  
for here.



Click on CLOSE to cancel the search  
and return to the main window.

Exit and return to main screen.  
The record matching your last search  
will be the current record on the  
main screen.

The title of the current record is shown here.

The grid shows your record details

## Delete a Record

To delete a record make sure the record you want to remove is showing in the top half of the screen.

Choose Delete Record from the Tools menu. Alternatively click on the  button on the toolbar.

## About Legacy of Love Software

**Legacy of Love Software** is a non-profit ministry of the Salvation Army Tarrawanna, a community church located at Tarrawanna on the coast of New South Wales, about an hour south of Sydney, Australia.

All money raised through the sale of our applications is invested in people oriented programmes in our local community.

The aim of **Legacy of Love Software** is to write practical programmes for pastors as well as general Christian oriented software.

We believe in using our God given talents and interests to help others and contribute to our community support programme.

If you like our programmes, please register them, that way not only you benefit, but also we can put more back into our community.

All comments and suggestions and bug reports are welcome. Contact us on:


**E-mail:** [jevanu@tpgi.com.au](mailto:jevanu@tpgi.com.au)

**HomePage** <http://www1.tpgi.com.au/users/jevanu/SATSoftwarefr1.htm>

**Snail mail:** The Salvation Army Tarrawanna  
Legacy of Love Software  
PO Box 259  
Corrimal NSW 2518  
Australia

## Sorting the Sermons

After you enter sermon records you can then sort them. This will can be used to help you find certain messages or give you information as to how many times you have preached on a certain theme.

To start sorting, choose Sort from the Tools menu. Alternatively press the  button on the toolbar.

Using either methods will show the sort menu. You can sort by four different criteria,

- By title
- By date
- By series
- By theme

## Registering Sermon Library

**Sermon Library** is shareware. Please feel free to evaluate the usefulness of **Sermon Library** for a period of 30 days. If you wish to keep using it after that time you are required to register your copy.

By registering, you benefit, but also we can put more back into our community. All money raised through the sale of our applications is invested in people oriented programmes in our local community.

### **To Register:**

#### **In Australia**

1. Fill out the registration form found in [order.doc](#) (found in the folder where Sermon Library is installed).
2. Send the form together with a cheque or money order for \$25.00 to,

Legacy of Love Software  
The Salvation Army Tarrawanna  
PO Box 259  
Corrimal NSW 2518

Alternatively you can register online through PsL

#### **Outside Australia**

Registration of Sermon Library for those who live outside Australia is handled by PsL. If you live outside of Australia, you can register by

- Internet
- Fax
- E-mail

#### **Internet (online) Registration**

Online orders are handled by PsL (Public software Library).

PsL is a service that handles credit card orders (and credit card orders only) for shareware programmers. Of course, this is not a free service. This means that the costs of handling the order are added to the registration fee, which becomes \$US 25.00 in total.

The best way to place your order, is to use PsL's secure registration page on the web. You can find the link on our home page at

<http://www1.tpgi.com.au/users/jevanu/SATSermonfr1.htm>

**Note:** Any questions about the status of the shipment of the order, registration options, product details, technical support, volume discounts, must be directed to Legacy of Love



Software at [jevanu@tpgi.com.au](mailto:jevanu@tpgi.com.au).

If you have any problems, questions, complaints, after placing your order (e.g.: you are have not received the registration number yet), **do not contact PSL** but contact us at [jevanu@tpgi.com.au](mailto:jevanu@tpgi.com.au).

When placing your order, please mention the following details:

- What you wish to register: Sermon Library for \$US 25.00, PsL product ID: #30200
- Your name
- Your postal address
- Your email address (registration number is sent to this address)
- Credit card type and number, expiration date and the name on the card if it differs from your name mentioned above.
- The name Sermon Library is to be registered to.
- Which version of Sermon Library you are registering (Win3.1 or Win95)

### **Fax Registration**

This can only be done on the order form provided. Fill out the [order form](#) and fax to PsL. at 713-524-6398 (U.S.A.).

**PLEASE NOTE:** When filling out the order form please **TYPE** or **PRINT NEATLY** .

### **E-mail Registration**

This can only be done using the **order.doc** that is found in the directory where you installed Sermon Library.

- Open the file using Write/WordPad or other word processor.
- Fill out the form
- Attach it to an e-mail and send to [30200@pslweb.com](mailto:30200@pslweb.com)

## **Acknowledgements**

We would like to acknowledge and say thank you to those who have helped in making Sermon Library go from idea to reality.

### ***Beta Testers***

Marcus Vass  
Geoff Whybird  
Alwyn Robinson

### ***Sponsors***

Bill White  
For the donation of Youseful VCL Installation Components  
(used to create the installation for the Win 3.1 version of Sermon Library)

# Order Form

**SERMON LIBRARY**  
(c) 1997 Legacy of Love Software

## How to Register

Use this registration form if you are registering:

1. In Australia **AND** paying by cheque for money order. (Cost \$25.00 **Australian**)
2. Registering with PsL by Fax or E-mail **AND** paying by credit card (Cost \$25.00 **US**)

## SERMON LIBRARY REGISTRATION FORM

PsL Product #30200

*(Please type or write neatly)*

**Name:** \_\_\_\_\_ (this will be the name Sermon Library is registered under)

**Postal Address:** \_\_\_\_\_

\_\_\_\_\_

**Town:** \_\_\_\_\_ **State:**

\_\_\_\_\_

**Postcode:** \_\_\_\_\_ **Country:**

\_\_\_\_\_

**Fax:** \_\_\_\_\_ (this will be where your registration code will be sent if you do not have access to e-mail)

**E-mail:** \_\_\_\_\_

Which version are you using (circle one)      **Win3.1**      **Win95**

(if registering with PsL by Fax **AND** paying by credit card)

**Credit Card Type:** (circle one)    Mastercard    Visa    American Express

**Card number:** \_\_\_\_\_

**Expiry date:** \_\_\_\_\_

Name on card: \_\_\_\_\_

**Where to send the form**

**In Australia**    Enclose registration form and payment and sent to:  
*(cheques payable to The Salvation Army)*

Legacy of Love Software  
The Salvation Army  
PO Box 259  
Corrimal NSW 2518

**To PsL**

Fax:            713-524-6398 (in the United States)  
E-mail to:    30200@pslweb.com

## Backup and Restoring Data

Sermon Library has the ability to back up and restore the data you enter.

It is good practice to do regular backups.

Backups can be created by choosing **Backup** from the file menu.

Restoring data that has already been backed up can be done by choosing **Restore** from the File menu.

