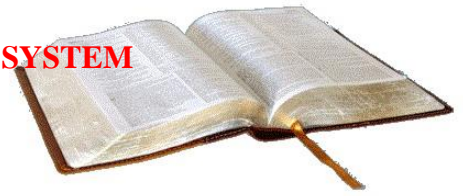# HIGHLIGHTS OF THE RELIGIOUS COMPUTER SYSTEM

INTRODUCTION

I am of the opinion that serious practicing Christians
need a facility to keep track of experiences during their Christian
life.

This system attempts to address this need.

The system offers various functionality relating to the life of a
Christian. Example data has been entered into all the windows to
give you an idea.

The system will run on any computer with Windows properly
installed.

This help file describes the functionality within the system and we
will deal with it, one by one.

THE MAIN MENU

When the system is loaded from the desktop the main environment
window is loaded. This window is the main window and all other
windows will load within it.

The menu items on this window are arranged at the top of the
window, from left to the right. The window looks like this:
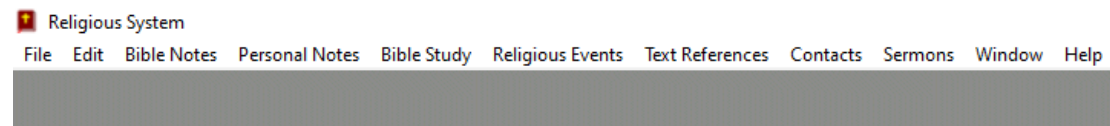
You will notice that we have the menu options: File, Bible Notes,
Personal Notes, Bible Study, Religious Events, Text References,
Contacts, Sermons, Window & Help.

We will now explain the workings of the system in the order they
appear.

PERSONAL BIBLE NOTES:

Bible Notes allows you to keep track of notes you make of Bible
verses that is of importance to you. In the left window the Bible
Book, Chapter and Verse/s are displayed and to the right hand side
the verse/s you have captured. Below this window cross references
are displayed.

As you click on a record in the book field, the corresponding data
will be displayed to the right.
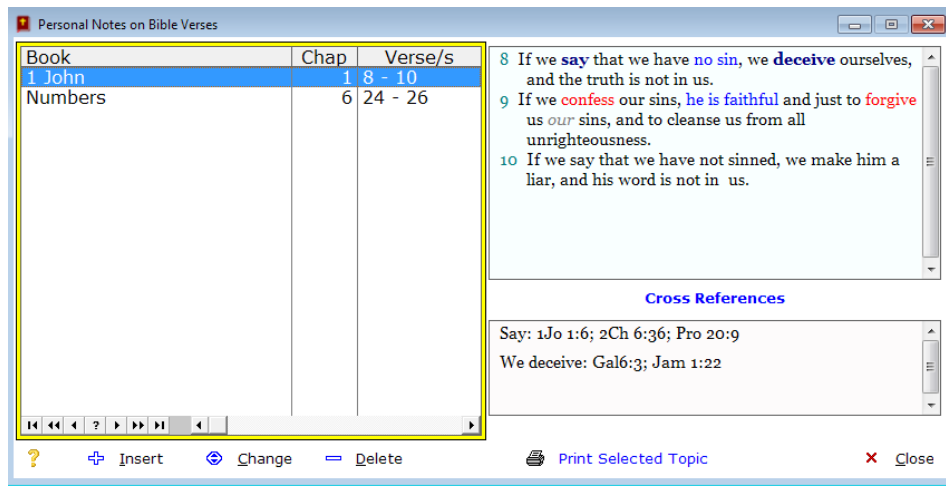
To insert a new record, click on the Insert button below the window to open up the capturing window.
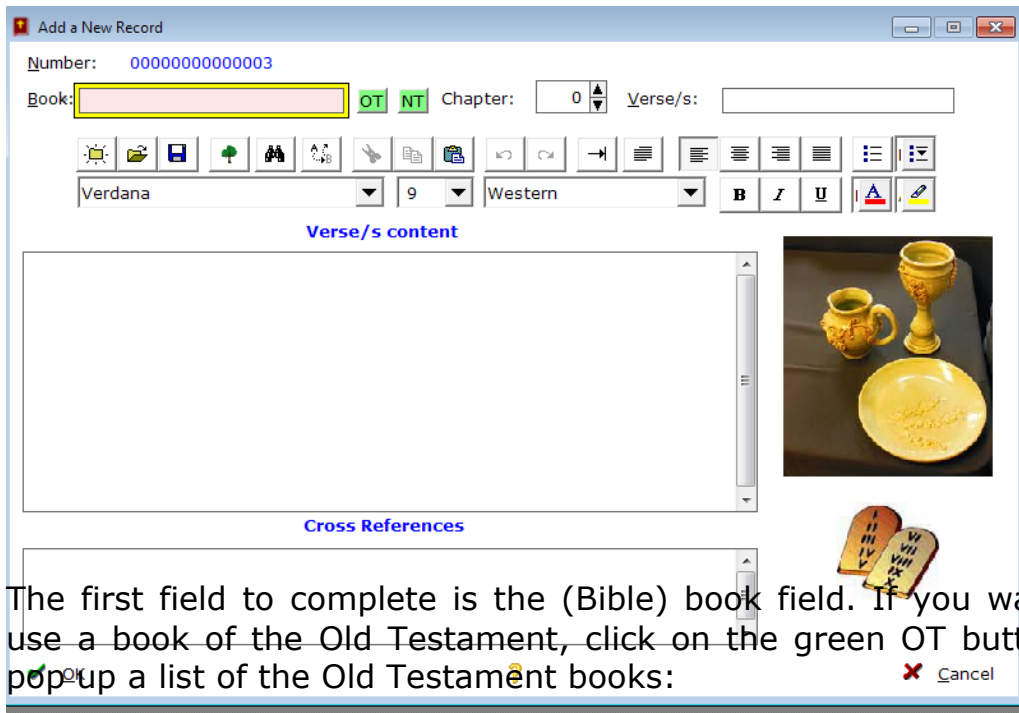
The first field to complete is the (Bible) book field. If you want to use a book of the Old Testament, click on the green OT button to pop up a list of the Old Testament books:
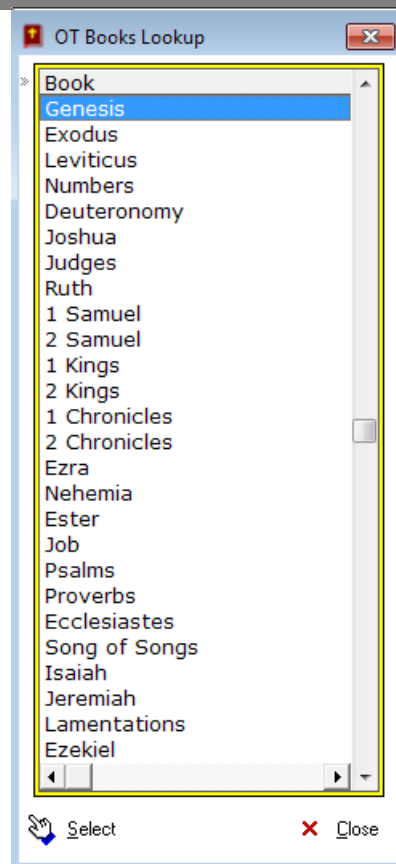
Click on the book you want to select and then click on the Select Button at the bottom of the OT Books window. The selected OT Book will be displayed in the Book field. The same applies if you need to select a Bible book from the New Testament. In that case you would click on the green NT button to select a New Testament book.
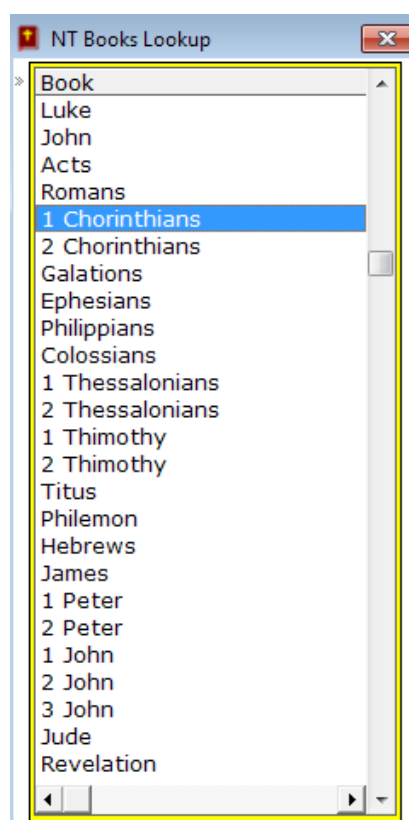
Once you have selected your Bible book, press the TAB key to move to the next field, Chapter. You can enter the chapter number or use the up or down arrow keys to select the correct chapter number.

Press the TAB key to move to the Verse/s field. Here you can enter a single verse, like 23, or a serious of verses, like 2 to 23 or 1 – 11 and 23 -44 etc.

Press the TAB key to move to Verse Content field. The Verse Content field is in fact a mini word processor. You can enter text here or paste text from another source. You can also manipulate text by **first selecting** it and then change the font or color and many other functionality which you find at the top of the Verse Content window, as follows:


When done, press the TAB key to land inside the Cross References field. Here you may capture cross references to the Bible reference you have captured before. See the example that was captured by us.

Once you are happy with your capturing, press the TAB key or click on the OK button to save your input. If you click on the Cancel button, your input will be lost.

You will be returned to the Personal Notes on Bible Verse window.

To Change an existing record, first select that record and then click on the Change button below the window. The data capturing window will open up as follows:
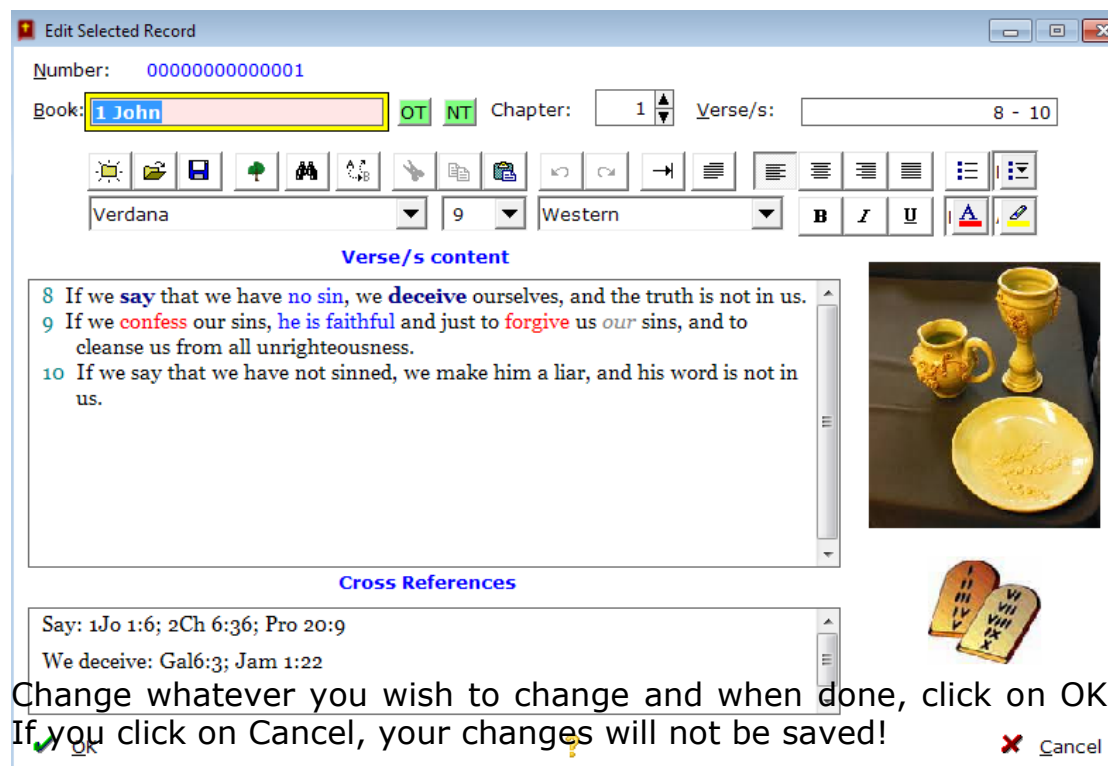
Change whatever you wish to change and when done, click on OK. If you click on Cancel, your changes will not be saved!

To Delete a record, *first select* the record to be deleted, and then click on the Delete button. A window will ask you to confirm deletion.
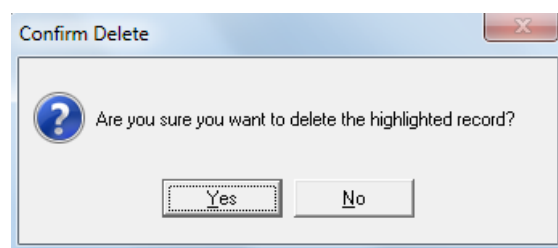

Click on Yes to Delete the selected record.
To print a personal Bible note, first select the record to be printed and then click on the Print Selected Topic button at the bottom of this window. To close the Personal Bible Notes window, click on the Close button. To read more about the print preview window and how to print multiple copies, go to the PRINTING topic in this document.

PERSONAL NOTES:

Personal notes is a facility to capture whatever good experience you have had as Christian and what you wish to remember and/or to refer back to at a later stage. Also if you see a nice phrase, photo or whatever, you can scan it in, using the scanning facility in this system and call it up later on.

The personal notes window displays:
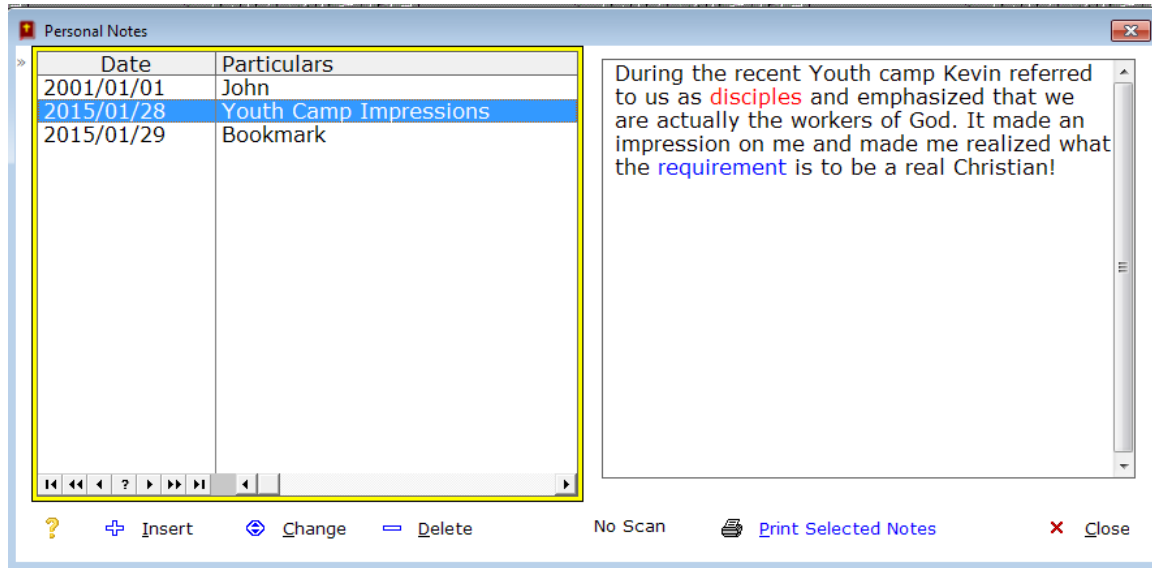
If you did make a scan for a selected topic, you can click on the button to view the scan.

Press the TAB key to move to the next field, the Particulars field. Enter the particulars that you wish to and press the TAB key. Now you can either enter text here or/and scan an image to be saved to this record.

SCANNER SETUP:

If you run the scan function for the first time, you have to setup the scanner. You can only scan if you have a scanner or printer with scan capabilities linked to your computer!

BIBLE STUDY:

The idea is to plan Bible study per day and enter what should be studied on that day. Once done you can print out Bible study per week or for what ever period you wish to do.

Therefore the Bible Study window displays the date, the weekday, the Bible Book, the Chapter and the verse/s to study. This is handy if a group is doing Bible study, to dish the roster out to them.

The Bible study window displays the following data:

To insert a new record, click on the Insert button below the window to open up the capturing window.


The Date filed is a required field. Enter the date as YYYMMDD or click on the green button to pop up the calendar.
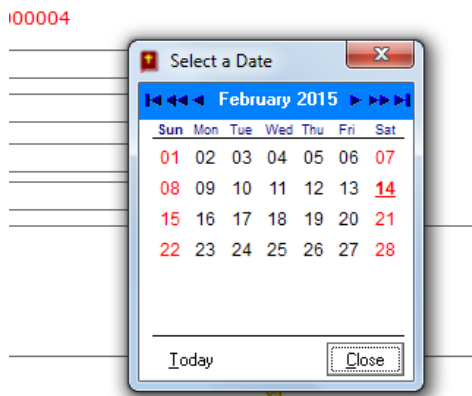
Select the date and the selected date will be inserted into the date field.

Next to complete is the Book field. Next to the book field are two blue buttons. One to select OT (Old Testament) book or NT (New Testament) book. If you wish to select an Old Testament book, click on the OT blue button and the following lookup window is displayed:
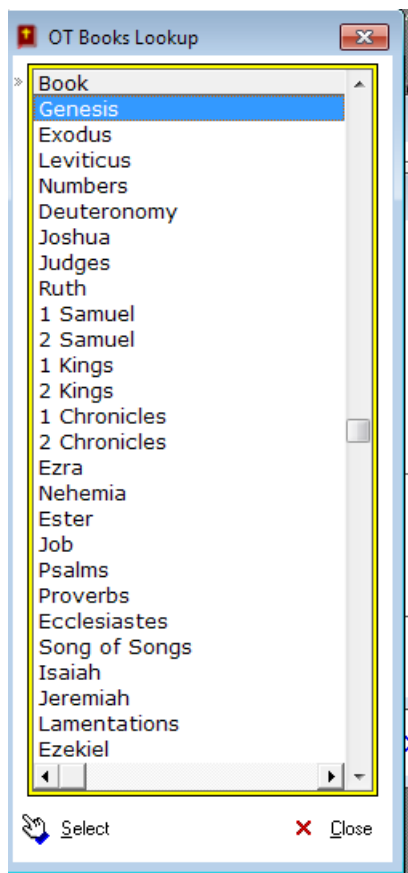
Select the book you need and click on the Select button. The selected book name will be inserted into the Book field. Press the TAB key to move to the Chapter field. Enter the Chapter of the selected book and press the TAB key to move to the Verse/s field. Here you may enter a single verse or a series of verses e.g. 12 to 23 or 14 & 17 – 44 etc.

In the notes field you may capture any text you wish. Maybe something (if you do group Bible study) like:
John to read the first ten verses and Peter to read…..

When you done click on the Ok button to save your input or Cancel to omit you input.

To print Bible study, click on the Print Bible Study button at the bottom of the window. The following window opens up:
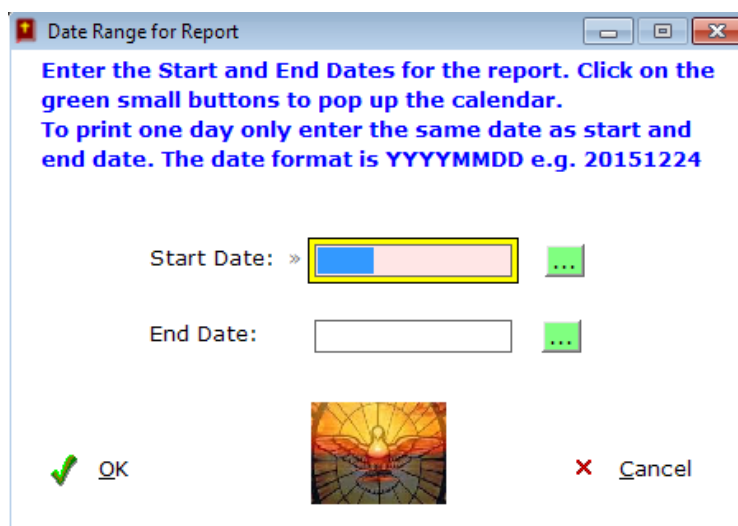
The date format is YYYYMMDD or 20150531, Click on the green button and select the start date for the report and then click on the next green button to select the end date. Click on Ok to print. To read more about the print preview window and how to print multiple copies, go to the PRINTING topic in this document.

To Change an existing record, first select that record and then click on the Change button below the window. The data capturing window will open up, change what you need to change and click on Ok to save.

To Delete a record, *first select* the record to be deleted, and then click on the Delete button. A window will ask you to confirm deletion.
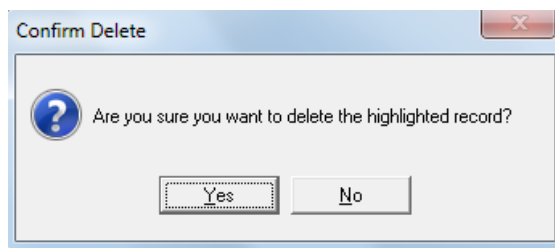

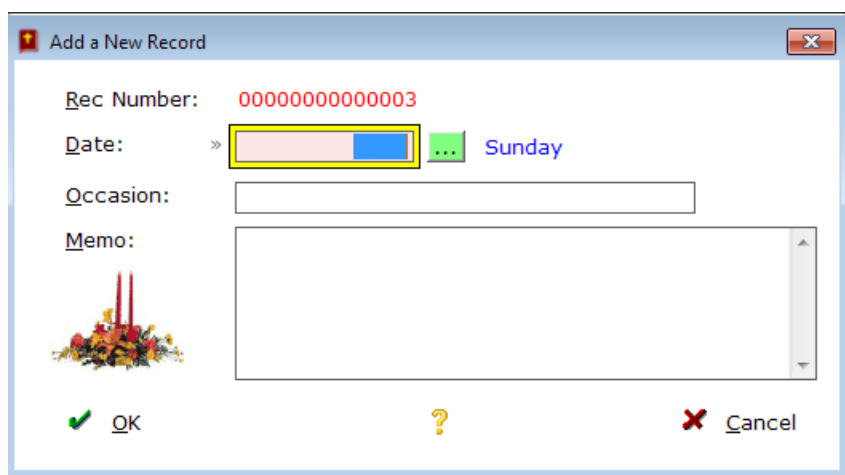Click on Yes to Delete the selected record.

RELIGIOUS EVENTS:

A serious Christian will keep diary of Religious events that is relevant to him/her, throughout the year. This facility provides the means to achieve this goal. It will be nice to enter the activities for a period, print it out and paste it somewhere. You can then plan your life around the events.

The religious events window displays the date, the day of the week and the occasion.
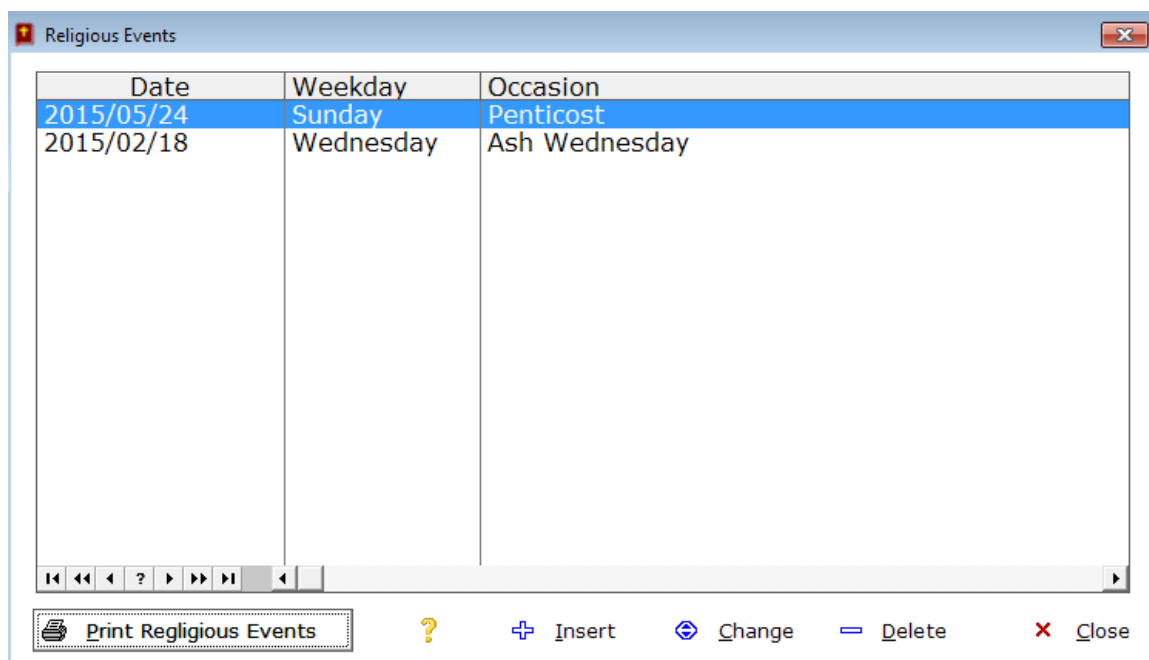
To insert a new record, click on the Insert button below the window to open up the capturing window.
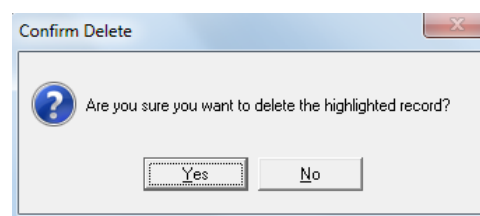

The date field is a required field. The date format is YYYYMMDD or 20151231. Click on the green button to pop up the calendar. Select the date and the selected date will be displayed in the date field. Press the TAB key to move to the Occasion field. Enter the occasion and press the TAB key. Enter any memo you wish to in this field.

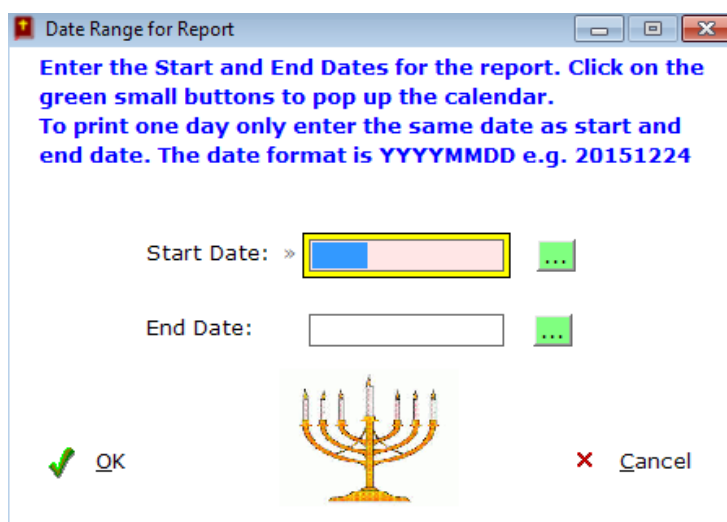Click on Ok to save your input or on Cancel to omit your input.

To Change an existing record, first select that record and then click on the Change button below the window. The data capturing window will open up, change what you need to change and click on Ok to save.

To Delete a record, *first select* the record to be deleted, and then click on the Delete button. A window will ask you to confirm deletion.

Click on Yes to Delete the selected record.

To print click on the Print Religious events button. The following window pops up:

The date format is YYYYMMDD or 20150531, Click on the green button and select the start date for the report and then click on the next green button to select the end date. Click on Ok to print. To read more about the print preview window and how to print multiple copies, go to the PRINTING topic in this document.
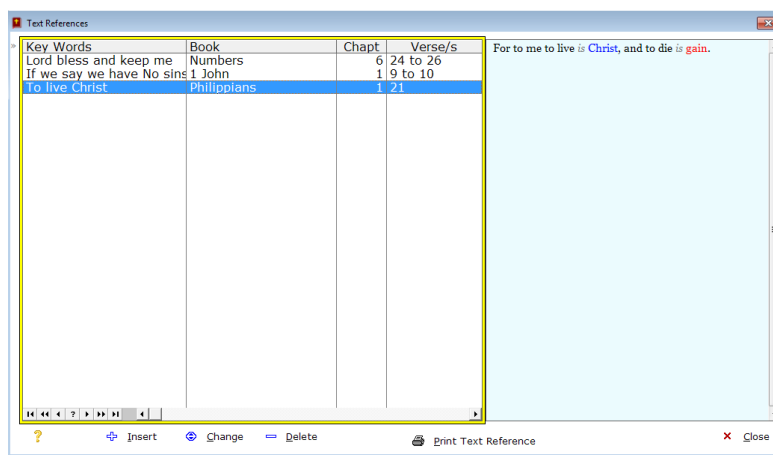
TEXT REFERENCES:

I believe that many Christians know phrases that is in the Bible, but where do we find them? Therefore a facility was created to keep track of words or phrases as we go along on your journey of Christianity.

I know that it is stated somewhere in the bible that to live is Christ and to die gain. So if I come across this phrase in Philippians 1 verse 21, I can capture it in the system and have a handy reference for next time I need to find the verse in the Bible.

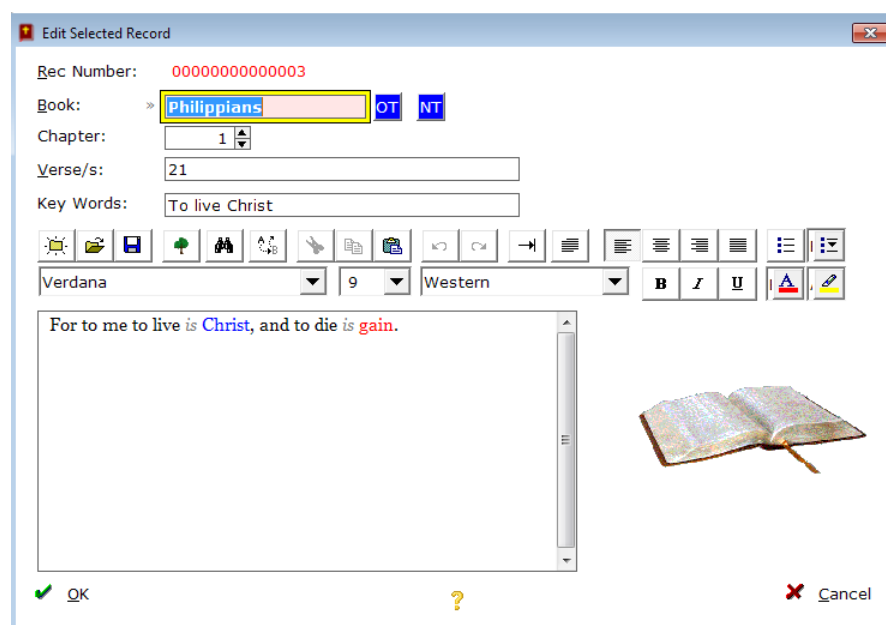That is why Text References was included in this system!

The Text References window displays the following data:

To insert a new record, click on the Insert button below the window to open up the capturing window.

The first field is the Book field. You can enter a Bible book or you will notice that next to the book field are two blue buttons. One to select OT (Old Testament) book or one to select the NT (New Testament) book. If you wish to select an Old Testament book, click on the OT blue button and the following lookup window is displayed:
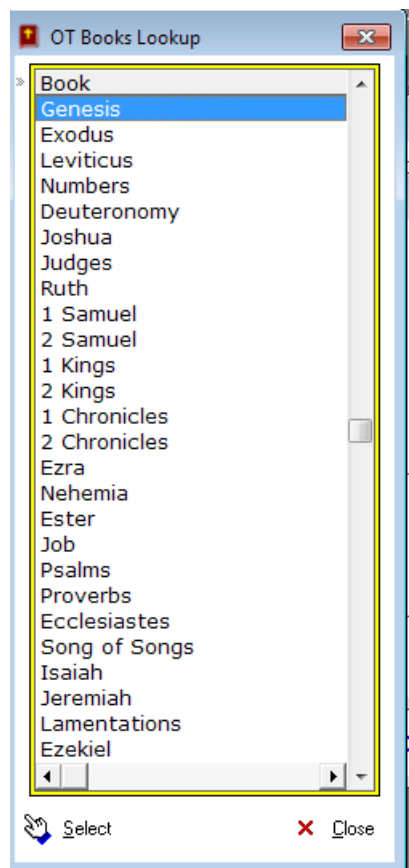
Select the book you need and click on the Select button. The selected book name will be inserted into the Book field. Press the TAB key to move to the Chapter field. Enter the Chapter of the selected book and press the TAB key to move to the Verse/s field. Here you may enter a single verse or a series of verses e.g. 12 to 23 or 14 & 17 – 44 etc.

Also enter a key word that we will later on use to look up words or phrases.

Press the TAB key to move to the Text Reference text field. The Verse Content field is in fact a mini word processor. You can enter text here or paste text from another source. You can also manipulate text by **_first selecting_** it and then change the font or color and many other functionality which you find at the top of the Verse Content window, as follows:

Once you are happy with your capturing, press the TAB key or click on the OK button to save your input. If you click on the Cancel button, your input will be lost.

You will be returned to the Text Reference window.

To Change an existing record, first select that record and then click on the Change button below the window. The data capturing window will open up as follows:
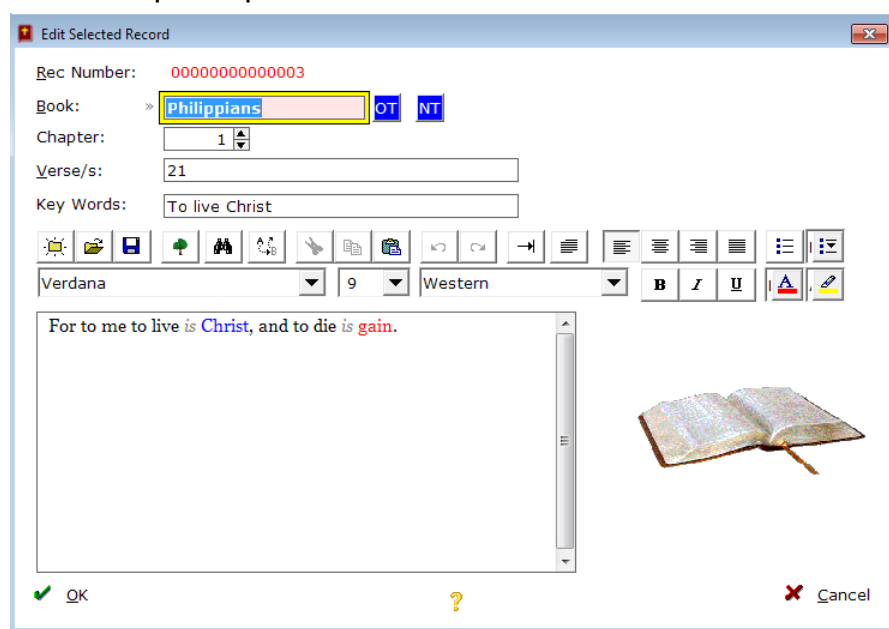
Change what you need to change and click on Ok to save.

To Delete a record, *first select* the record to be deleted, and then click on the Delete button. A window will ask you to confirm deletion.
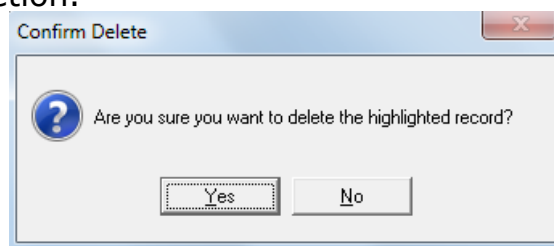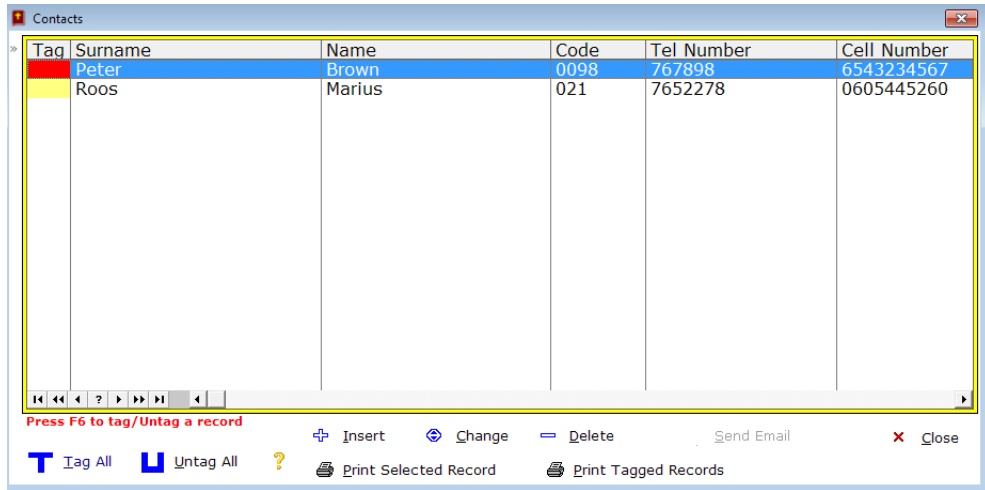

Click on Yes to Delete the selected record.

To print a Text Reference, first select the text reference record you wish to print and then click on the Print Text References button. The selected text reference will be printed out. To read more about the print preview window and how to print multiple copies, go to the PRINTING topic in this document.
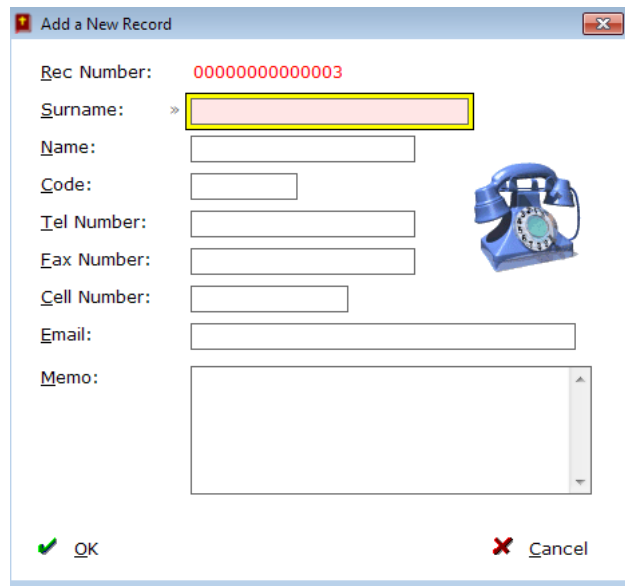
CONTACTS:

It is always handy to have a list of contact telephone and mobile phone numbers, as well as email addresses. This is what this facility in the system is all about.

To insert a new record, click on the Insert button below the window to open up the capturing window.

Enter the Surname and press TAB. Enter the Name and press TAB. Enter the Telephone Code (if any) and press TAB. Enter the Tel number; Fax Number & Mobile number in the same way and press TAB. Enter the contact's email address and press TAB. Enter a memo if you wish and click on OK to save.
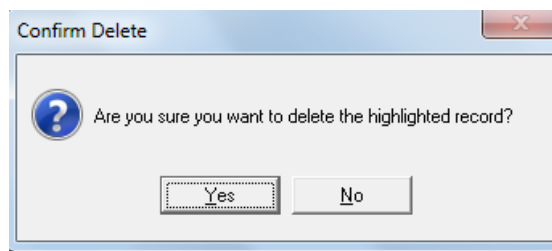
To Change an existing record, first select that record and then click on the Change button below the window. The data capturing window will open up as follows:

Change what you need to change and click on Ok to save.

To Delete a record, *first select* the record to be deleted, and then click on the Delete button. A window will ask you to confirm deletion.


Click on Yes to Delete the selected record.

To print a Contact, first select the contact record you wish to print and then click on the Print Text References button. The selected text reference will be printed out. To read more about the print preview window and how to print multiple copies, go to the PRINTING topic in this document.

SERMONS:

I personally believe that the Sermon function in this system is a real winner! Clergy and other preachers often end up with a folder on the computer containing hundreds of sermons preached over the years. To locate a specific sermon can be a huge process. The function in this system ordain the sermons and make easy to locate one as the system uses Themes to sort sermons, which makes it far easier. so, if you want to find a theme like "The love of God" or "Parable of the weeds" it is easy to locate it.

When you select the Sermon option from the main menu, the following window opens up:
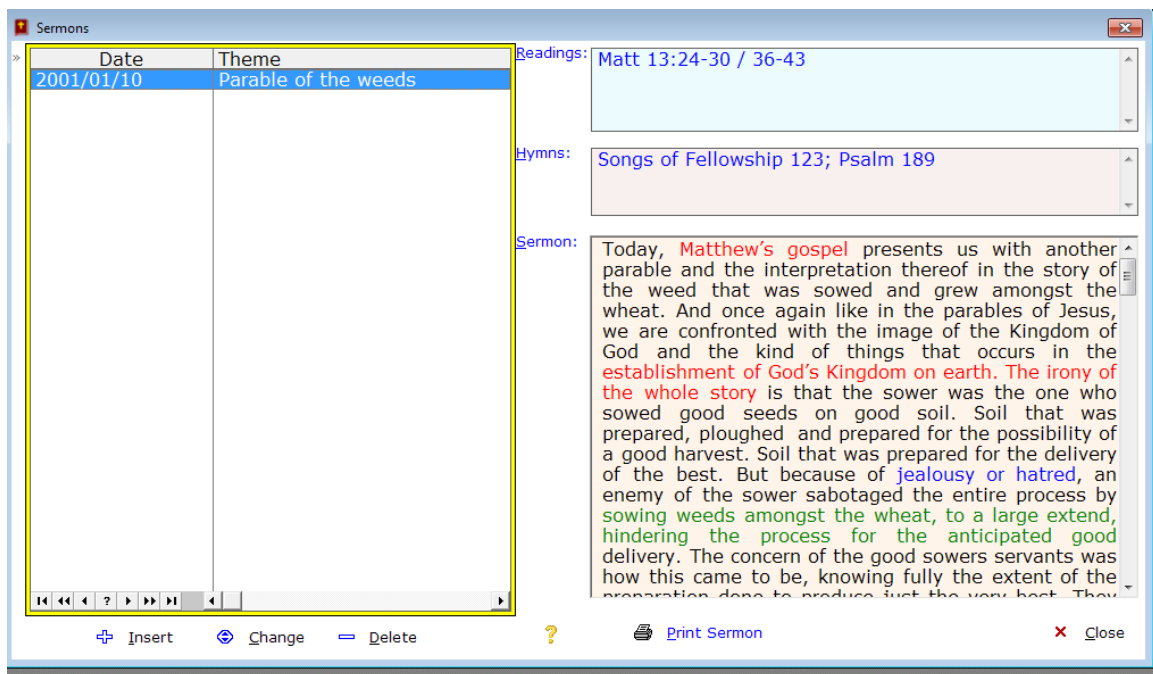
To insert a new record, click on the Insert button below the window to open up the capturing window.
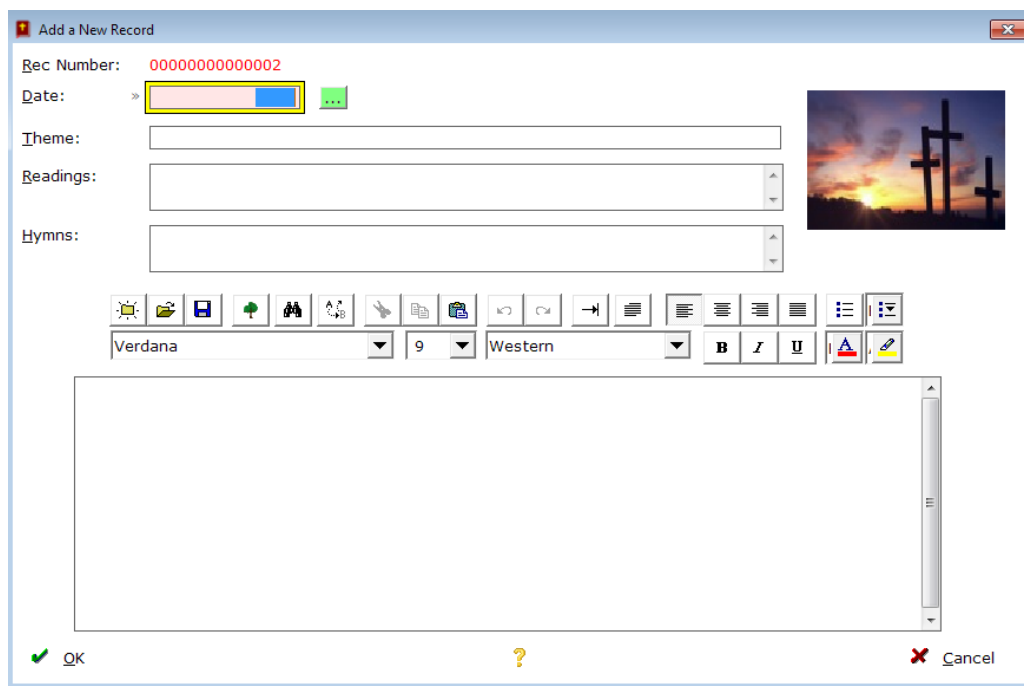
The first field is the date field. Dates are captured as YYYYMMDD or 20151231 e.g. You may also click on the green button next to the date field to call the calendar up and to select a date from the calendar. Press TAB and enter the Theme for this sermon. The Theme is important as you will use the Theme to do searches in the Sermon window. Press TAB to go to the Readings field. In the readings field you may capture the references in the Bible you will use for this sermon, like, Matthew 1:12 – 23 etc.

Press the TAB key to move to the Hymns field where you capture the hymns to be sung. Press TAB to move to the sermon content field. Here you capture the entire sermon.

The Sermon Content field is in fact a mini word processor. You can enter text here or paste text from another source. You can also

manipulate text by **first selecting** it and then change the font or color and many other functionality which you find at the top of the Sermon Content window, as follows:


Once you are happy with your capturing, press the TAB key or click on the OK button to save your input. If you click on the Cancel button, your input will be lost.

To Change an existing record, first select that record and then click on the Change button below the window. The data capturing window will open up as follows:
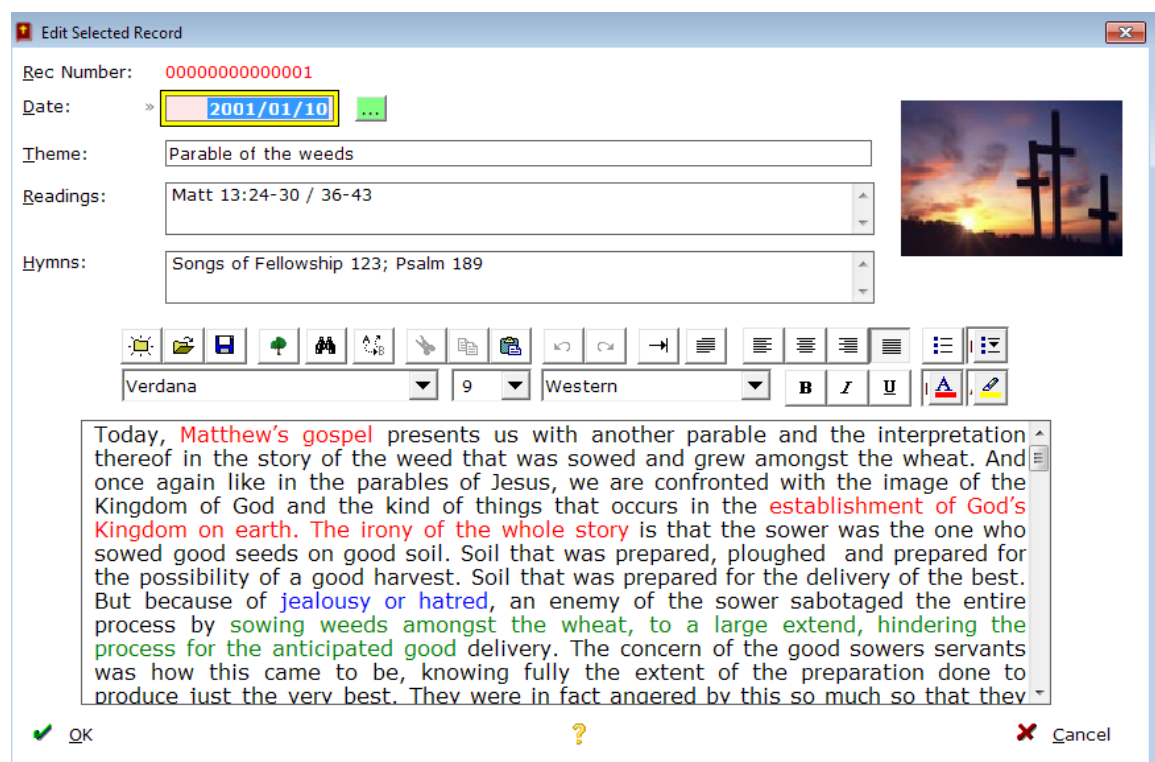
Change what you need to change and click on Ok to save.

To Delete a record, *first select* the record to be deleted, and then click on the Delete button. A window will ask you to confirm deletion.
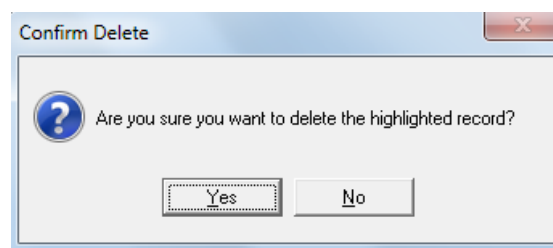
Click on Yes to Delete the selected record.

To print a Contact, first select the Sermon record you wish to print and then click on the Print Sermon button. The selected sermon will be printed out. To read more about the print preview window and how to print multiple copies, go to the PRINTING topic in this document.

HELP:

The help main menu option drops down into three sub options:

**About** – Information about the system, copyright and the developer.

Read the Help File – What you are doing now

Order form – For co Christians to order this system

Each window also has a help button which gives you help on that window, by clicking on the yellow question mark.

PRINTING:

All windows contain a printout function. Any printout in this system presents the following print preview window:
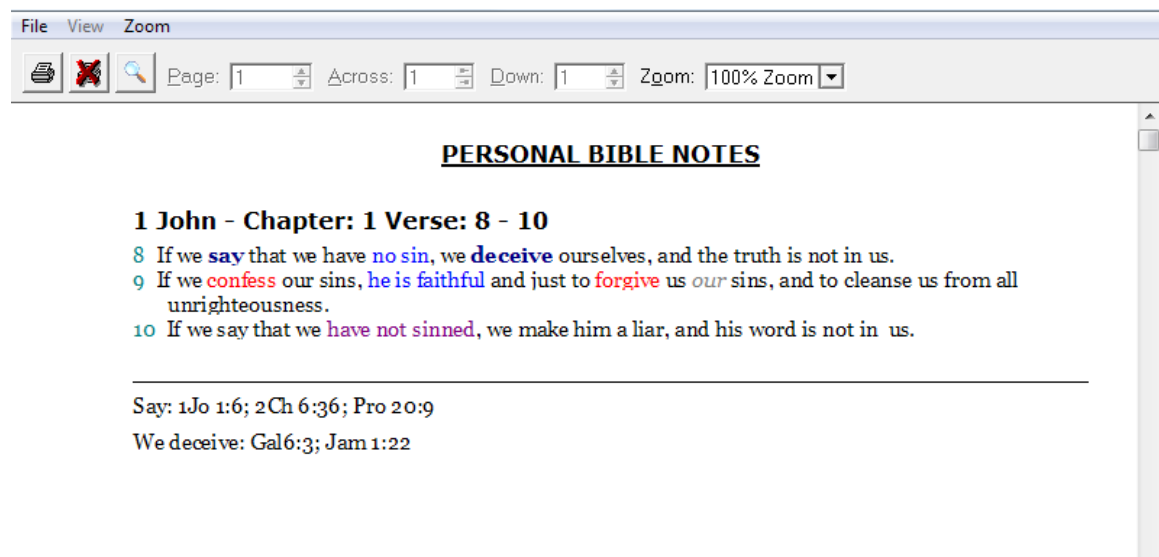
The printer icon top far left is the icon you click on to proceed with printing.

The red arrow button is to cancel the print.

The zoom button allows you to zoom the preview display.

In the page small window you can click to work through the pages of this preview.

The normal functioning of the printouts will produce one copy only. If you wish to print say 10 copies of a sermon, do the following:
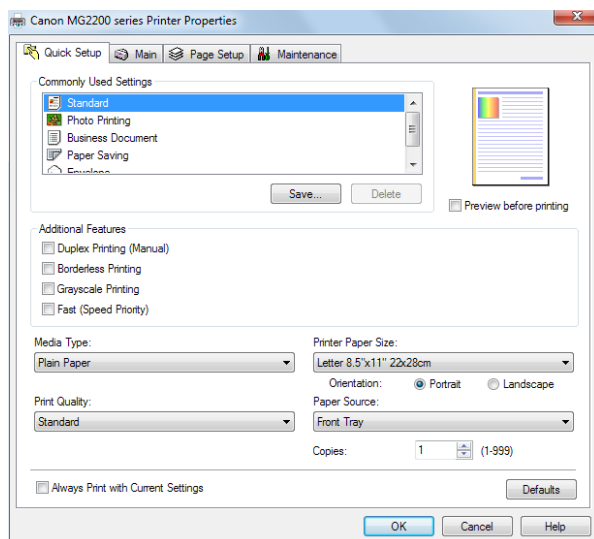
In the main window click on the File option.
The sub option window opens up:
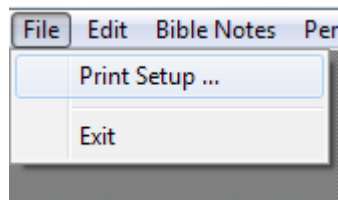
Click on the print setup option and your printer setup will open up.
It could look like the following window:
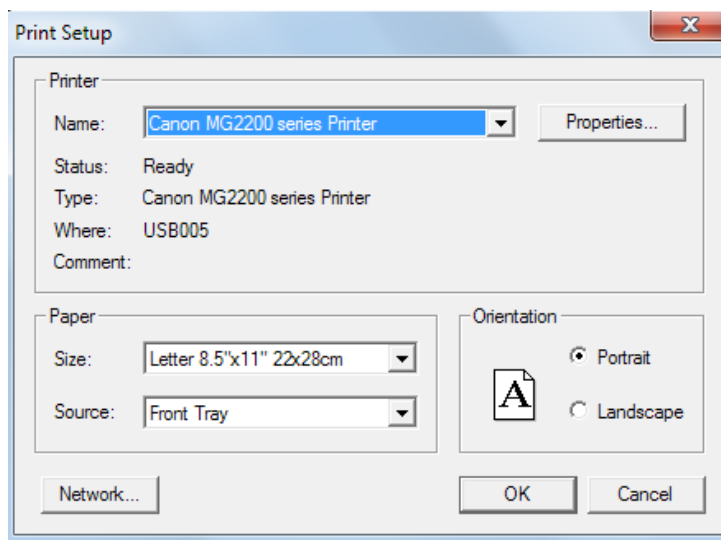
In this example I have to click on Properties to reveal the following
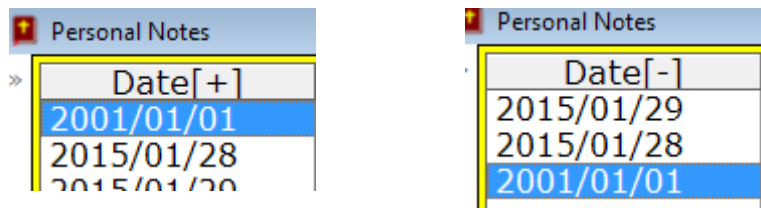window:

I will then select 10 copies and close all the Printer Setup windows.

Now I load the Sermon window on the main menu option, select the
sermon to be printed out and click on Print Sermon. 10 copies of
the selected sermon will be printed out.

TO SORT DATA:

All windows in this system allows you to sort data according to any
column.

For instance, in the Personal Notes window I want to sort the notes By Date. Simply click on the Date at the top of the window and Date will change to Date[+] which indicates the date is now in Ascending order. Click again on Date[+] and it will change to Date[-] meaning it is now in Descending order.

The same would apply to the Particulars field:
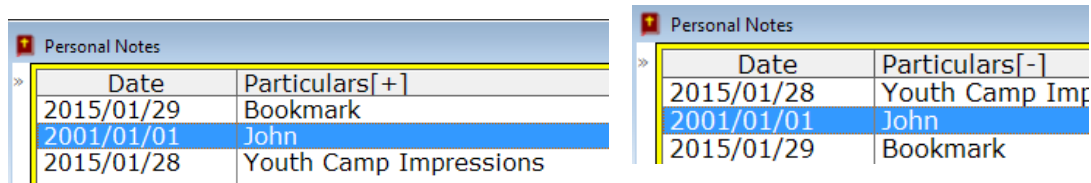
FINALLY:

We have included example data in most windows to guide you. You may delete them if you wish.

If you would like to see changes to this system, please send us email with suggestions. We would love to hear from you and will respond to it.

Send us email to info@mdrtrust.co.za

We trust that you will enjoy the system and that it will contribute to you as a practicing Christian!