

Presbyterian Worship Planner

Welcome to the *Presbyterian Worship Planner!*

A searchable electronic library of the most popular Presbyterian worship resources, all on one handy CD-ROM:

Book of Common Worship—The essential worship resource for all services in Presbyterian congregations

The Holy Bible —New Revised Standard Version

Book of Confessions—PC(USA)

Handbook for the Revised Common Lectionary—Service and music suggestions for every Sunday and special occasion in the year

The Presbyterian Hymnal—Find hymns by first line and common title, keyword, and scriptural allusion

Texts for Preaching: A Lectionary Commentary Based on the NRSV—Years A, B, and C—Superb preacher's commentary on every text in *The Revised Common Lectionary*

WHAT CAN IT DO?

The ***Presbyterian Worship Planner*** helps you create worship services, bulletins, and liturgical programs with ease. By searching through the library of resources with the powerful search engine, you can swiftly find suitable prayers, hymns, biblical texts, and other worship elements. Just copy and paste using your regular word processing program and your bulletin is done!

But that's not all. The ***Presbyterian Worship Planner*** can be used as a portable electronic liturgical library, a preaching resource, a database in which you can search for key terms and phrases, a guide to *The Revised Common Lectionary*, and a tool for doing advance worship planning.

The Presbyterian Hymnal—Software Edition

Several searchable indexes from this software package are included in the ***Presbyterian Worship Planner***. However, should you require more hymn-searching capability, we've included a copy of *The Presbyterian Hymnal—Software Edition* on your CD. It can be used free a total of five times; after that you will need to call Presbyterian Publishing Corporation at **(800) 227-2872** if you wish to purchase it. The cost is \$199.00. A customer service representative will give you a password to allow you to continue to access it.

ACKNOWLEDGEMENTS

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STARTING THE PRESBYTERIAN WORSHIP PLANNER

The worship planner utilizes Adobe Acrobat™ Reader with Search to access and search the resources. The installer is included on the CD-ROM. Acrobat Reader CANNOT run from the CD; it MUST be installed on a hard drive. See "System Requirements" on back cover.

INSTALLATION INSTRUCTIONS FOR PC

Installing Acrobat Reader with Search (Windows)

Note: This version of Adobe Acrobat Reader contains a special Search plug-in. If you have a version of Acrobat Reader without Search capabilities you need to uninstall that version before installing the version located on the CD-ROM.

- Close all programs (including Virus Protection programs) that are open.
- Double-click the "Install Acrobat Reader" icon on the CD-ROM and follow the installation instructions.

Opening the Presbyterian Worship Planner from the CD-ROM

- Double-click the "Worship Planner" icon on the CD-ROM.

Installing the Presbyterian Worship Planner to the Hard Drive

- You must have 180 MB of free space on your hard drive for this installation.
- Drag the "Planner Folder" to a chosen location on your hard drive.
- You may make a shortcut on your desktop by opening the Planner Folder, right click and drag the "Worship Planner" to the desktop and choose "Create Shortcut Here".

Starting The Presbyterian Hymnal

Trial Use of *The Presbyterian Hymnal*

- Double-click the "Hymnal" icon on the CD-ROM.
- From the menu that opens click on the button "Trial Use". Another window will open reporting the number of trial uses that remain. Note: After five trial uses this button will no longer function.

Unlocking The Presbyterian Hymnal from the CD-ROM

- Double-click the "Hymnal" icon on the CD-ROM.
- From this menu click on the button "Unlock-Use on CD".
- Type in the password and click "Enter".

Installing The Presbyterian Hymnal to Your Hard Drive

- Double-click the "Install Hymnal" icon on the CD-ROM.
- From this menu click on the button "Unlock-install to hard drive".

- Type in the password and click "Enter".
- Follow the installation instructions. You must have 110 MB of free space on your hard drive for this installation. A shortcut will be installed in your Start menu.

INSTALLATION INSTRUCTIONS FOR MACINTOSH

Installing Acrobat Reader with Search (Mac)

Note: This version of Adobe Acrobat Reader contains a special Search plug-in. If you have a version of Acrobat Reader without Search capabilities you need to uninstall that version before installing the version located on the CD-ROM.

- Close all programs (including Virus Protection programs) running in the background.
- Locate and open the Install Acrobat Reader folder.
- Open the file "Reader 3.01 Installer" following all instructions for installation.

Opening the Presbyterian Worship Planner from the CD-ROM

- Open the Presbyterian Worship Planner folder on the CD-ROM.
- Double-click the "Begin Worship Planner" icon on the CD-ROM.

Installing the Presbyterian Worship Planner to the Hard Drive

You will need 180 MB of free space on your hard drive.

- Drag the "Worship Planner" CD icon to your designated hard drive.
- Move the newly created folder into the folder of your choice.
- For convenience, create an alias of the file "Begin Worship Planner" and place on your desktop, or in the Apple menu.

Starting The Presbyterian Hymnal

The Presbyterian Hymnal must be copied to the hard drive before it can be opened.

- Drag *The Presbyterian Hymnal* folder to your hard drive.

Trial Use of The Presbyterian Hymnal

- Double-click the "Begin Hymnal" icon on the hard drive.
- From the menu that opens, click on the button "Trial Use". Another window will open reporting the number of trial uses that remain. Note: After five trial uses this button will no longer function.

Unlocking The Presbyterian Hymnal

- Double-click the "Begin Hymnal" icon on the hard drive.
- From this menu click on the button "Unlock".
- You will be prompted for the password.

SETTING ADOBE ACROBAT PREFERENCES

It is important to set your Adobe Acrobat Reader preferences as shown in the QuickSetup section on your CD. Please read through the QuickSetup section before using the product. If you would like to modify how Acrobat Reader displays the *Presbyterian Worship Planner* on your screen, read the more detailed instructions about preferences in the Help section of your software.

HELP

There is a Help button on the main Resources screen as well as a hyperlink in the bookmarks that appear with each document. This links you to a comprehensive overview of the *Presbyterian Worship Planner's* functionality. If you need additional help using this software, please call Presbyterian Publishing Corporation Customer Service at **(800) 227-2872** and follow the instructions to the correct prompt.

HOW DO I SEARCH FOR THE MATERIAL I NEED?

There are several ways to search for worship material:

1. Search for a worship element by **KEYWORD**

For example, say you are planning an Easter service, and you want to find prayers, creeds, and other worship elements that use the word *resurrection*:

- From the Main Menu, click on Quicksearch.
- Enter a keyword or phrase (in the example, *resurrection*). The *Presbyterian Worship Planner* will search for every instance of your keyword in the library of resources. A window will open showing all the documents where your keyword can be found.

■ Click on the document you would like to see. A split screen will appear, with your requested document in a window on the right and its Table of Contents in a window on the left. (You can use your mouse to “slide” the window on the right open or closed for better viewing.)

■ The screen on the right will show the first instance of your keyword. To go to the next instance, click on the **Forward** button on the tool bar at the top of the page. To go back to the previous instance, click on the **Back** button.



■ If you want to check out the “hits” in another document, click on the **Search Results** button on the tool bar and select another document.



Hints: You can launch a new search by clicking the **Search Results** button (or the word “Search” under **Navigation** near the top of the Table of Contents window) and entering a new keyword. You can go to a particular place in a document by clicking on the desired spot in the Table of Contents.

2. Search within a SINGLE DOCUMENT

What if you already know the document you want to search? For example, suppose that you want to include a reference to *grace* from the *Book of Confessions*:

■ From the Main Menu, click on **Resources**. (If you are not at the Main Menu, click on “Main Menu” under **Navigation** near the top of the Table of Contents window.)

■ A list of the resources in the library will appear on your screen. Click on your choice (in the example, click on *Book of Confessions*). A split screen will appear, with your requested document in a window on the right and its Table of Contents in a window on the left. (Again, you can use your mouse to “slide” the window on the right open or closed for better viewing.)

- You can either scroll through your document, looking for what you want, or you can launch a search. If you want to search, click on the **Find** button on the tool bar at the top. Enter the keyword you would like to find (in the example, *grace*), and then click on **Find**. You will go immediately to the first instance of your keyword in the document.



- To find the next instance of your keyword, click on the **Find** button and then click on “Find Again,” and you will go to the next “hit.”

Hints: You do not have to search through the entire document. If you want to search only a particular section of a document (e.g., the Heidelberg Catechism), click on that section in the Table of Contents (left window) and it will appear in the right window. Then click on the **Find** button and your search will begin from that point.

If you want to search backward in the document, before you launch the search check the “Find Backwards” box after you click the **Find** button.

You can also use the Table of Contents feature to locate material. Suppose you are creating a Lord’s Supper service and want to use the eucharistic prayer “Great Thanksgiving” in the *Book of Common Worship*. From the Resources menu, open the *Book of Common Worship*. Find “Great Thanksgiving” in the Table of Contents and click on it. The prayer will appear in the right window.

3. Search for a biblical passage in the LECTIONARY

Say you are planning a service for the Second Sunday in Lent—Year B. Here’s how you can quickly find the lessons for that occasion:

- From the Main Menu, click on **Lectionary**.
- Then click on Year A, B, or C (in this example, Year B).
- A split screen will appear, with the list of Sundays and festivals in a window on the left and the *Handbook for the Revised Common Lectionary* in a window on the right. (Use your mouse to “slide” the window on the right open or closed for better viewing.)

- If you click on the triangle to the left of the name of the Sunday or festival (in our example, Second Sunday in Lent), the assigned lessons for that occasion will appear beneath the name.
- If you click on the name of the occasion (Second Sunday in Lent), the section of the *Handbook for the Revised Common Lectionary* for that occasion will appear in the right-hand window, providing suggested themes and musical resources.
- If you click on one of the lessons (e.g., Romans 4:13–25), the NRSV translation of that text opens in the right-hand window.

4. Search for HYMNS

- On the Main Menu, click Hymn Search. You will be presented with two choices: **Search** and **Lectionary**.
- If you click **Lectionary**, you will be asked to select your desired lectionary year and season. After making your selections a list of lectionary occasions appears. Click your desired scriptural text. If there is a match, a list of suitable hymns from *The Presbyterian Hymnal* will appear.
- If you click **Search**, you will be shown three hymn indexes that can be searched:

First Line or Common Title

Keyword

Scriptural Allusion

Select the index you wish and, either by scrolling the index or by entering a search term and following the directions on the screen, you can find suitable hymns.

Example: Suppose you are planning a service around the shepherd sayings of Jesus in John 10, and you want to find hymns that are compatible.

- If you click on “First Line or Common Title” and enter the word *shepherd*, eight hymns that have *shepherd* in the title or first line appear.
- If you click on “Keyword” and enter *shepherd*, four key terms appear. Clicking on any of them will yield even more hymn suggestions.
- If you click on “Scriptural Allusion” and then on “New Testament” you will be given a list of biblical passages. Click on the passage from John 10 and still more hymn suggestions will be provided.

HOW DO I COPY AND PASTE?

- Click the **Text Selection** button on the tool bar.
- Use your mouse to highlight the desired text.
- Right-click on the mouse and select “Copy”.



- Toggle from the *Presbyterian Worship Planner* screen to your word processing screen. Place the cursor on the desired spot, right-click on the mouse, and choose “Paste”.

Note: If you are in the “Search for Hymns” section of the *Presbyterian Worship Planner*, use the **Copy** button you will see on the screen.

OTHER PPC/WJK/GENEVA PRODUCTS

Consider these other fine resources from the
Presbyterian Publishing Corporation and Geneva Press.

The Presbyterian Hymnal

This exceptional hymnal features more than 600 hymns, psalms, and spiritual songs. The selections are arranged according to the seasons and festivals of the Christian year, theological topics, and specific occasions for worship (such as baptism, the Lord's Supper, marriages, and funerals). *The Presbyterian Hymnal* is available in a variety of editions.

Pew Edition Order #010097X0	\$ 14.95
Large-Print Edition Order #01009880	\$ 15.95
Accompanist's Edition Order #01009610	\$ 34.95
Software Edition (CD-ROM) Order #257178	\$199.00

The Book of Occasional Services

Completing the project begun by the *Book of Common Worship* and created by a task force formed by the Office of Theology and Worship, the *Book of Occasional Services* provides the church liturgical services of ordination, installation, dedication, and commissioning. Baptism serves as the foundation of all the services offered in this liturgical resource, and each service reaffirms the baptismal covenant. The *Book of Occasional Services* is available in both a regular edition and a deluxe edition.

Regular Edition Order #500986	\$ 16.95
Deluxe Edition Order #501079	\$ 29.95

To order call toll-free (800) 227-2872 or visit the PPC Web site at
www.ppcpub.org