

# User guide for HVEC Sermon Management System

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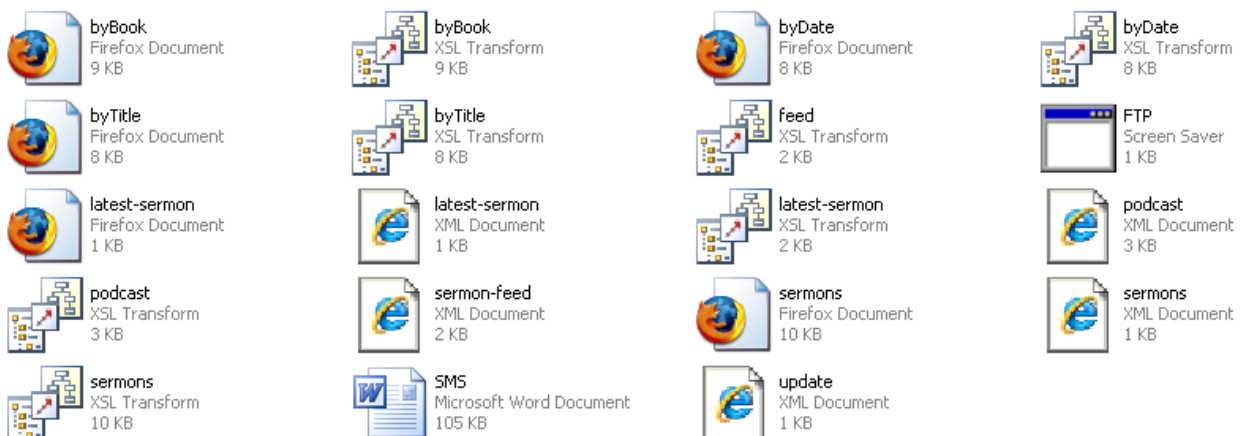
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3. General overview (what the software does)
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## System requirements

- Windows 2000, XP, Vista
- 512MB RAM
- 2MB free disk space (plus more available for extensive use)
- Microsoft Word 2002, 2003 or higher
- A internet connection with firewall enabling FTP PASV (passive) service to your machine (a direct connection through only a modem will usually suffice)

## How to install the software

Insert SMS CD-ROM into [D:\](#) drive, go to My Computer and double click on the CD-ROM. It should open and the window should contain the following files:



Create a directory in the [C:\](#) drive called “SMS”, then copy and paste the files shown above into this directory. (MAKE SURE ALL FILES ARE PRESENT IN [C:\](#) DRIVE AT ALL TIMES!)

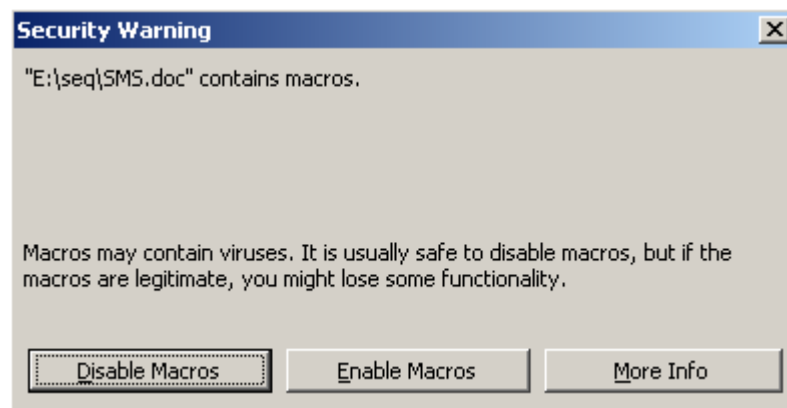
Installation is complete.

## General overview

This customised word document provides you the user with an customised solution to your need of updating the sermon data on your church website. This program will save you from seeing a single piece of HTML and will allow you store securely, information about many different sermons. Bonus features include: podcast updating and sequential search.

## Starting the program

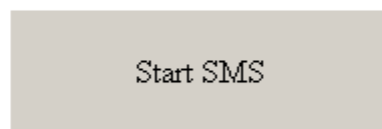
Navigate to the [C:\SMS](#) drive and double click on the word document called SMS. When Word loads the following message will appear:



Click "Enable Macros". The word document should then load like below:

## **Sermon Management System for HVEC website**

By David S. Hollands

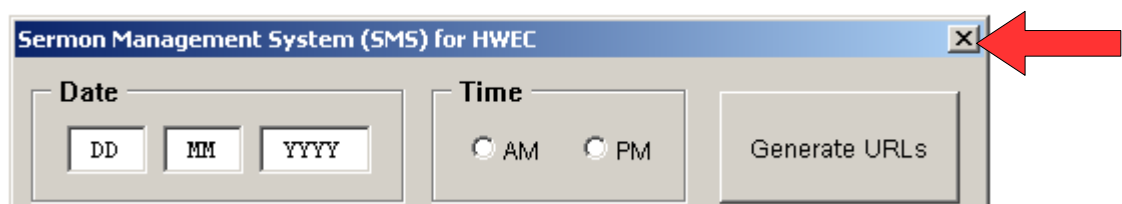


Version 3.0 (24/04/2007)

Click on the button labelled "Start SMS". The program will then start.

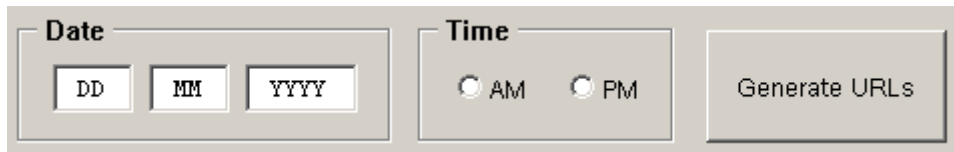
## Ending the program

To end the program click on the cross button on the top right corner of the form. Then close down Microsoft Word and do not save any changes to the document.



## Program features

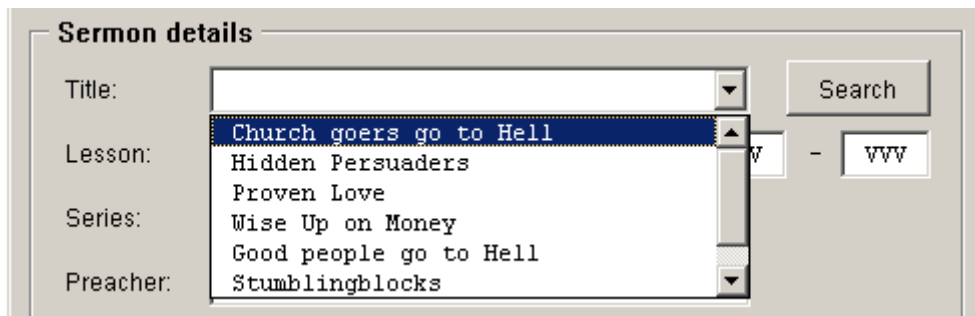
### Generate URLs



The form contains three sections: 'Date' with input fields for DD, MM, and YYYY; 'Time' with radio buttons for AM and PM; and a 'Generate URLs' button.

Enter in date and select time then press “Generate URLs”

### Sermon list and search

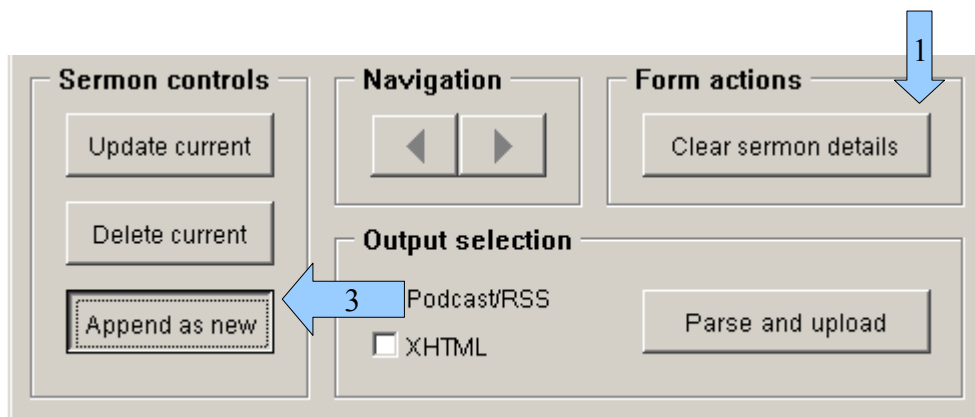


The form is titled 'Sermon details' and includes a search bar with a 'Search' button. Below the search bar is a list of sermon titles: 'Church goers go to Hell', 'Hidden Persuaders', 'Proven Love', 'Wise Up on Money', 'Good people go to Hell', and 'Stumblingblocks'. The 'Church goers go to Hell' title is selected and highlighted in blue.

Click on the combo box arrow, select sermon and press search **OR** type in title and press search to navigate to that sermon's details in the form.

### Create a new sermon

1) Clear sermon data by pressing the button 2) Enter new sermon data into fields 3) press “Append as new” button located in sermon controls as shown below:



The form is divided into three main sections: 'Sermon controls', 'Navigation', and 'Form actions'. The 'Sermon controls' section contains buttons for 'Update current', 'Delete current', and 'Append as new'. The 'Navigation' section contains left and right arrow buttons. The 'Form actions' section contains buttons for 'Clear sermon details' and 'Parse and upload'. A blue arrow labeled '1' points to the 'Clear sermon details' button. A blue arrow labeled '3' points to the 'Append as new' button. Below the 'Form actions' section is an 'Output selection' section with radio buttons for 'Podcast/RSS' and 'XHTML'.

## Troubleshooting

### FTP not working?

Do not connect to internet via a router unless it is configured to allow FTP in passive mode to your computer.

### Start SMS button doesn't work?

Goto Microsoft Word Macro settings > security and change security level to medium. Then close down SMS.DOC and load it back up. (Enable macros!)