

Copying Sermon Text

Church Planter Management System includes a wonderful resource library called The Pastor's Module. It is used to keep track of articles, books, illustrations, sermons, tapes, personnel information, financial and statistical data and counseling information.

While there are many features in the Pastor's Module, reviewing how to copy sermon text from another source is the subject of this section.



Objectives

At the completion of this chapter, you will be able to:

- Copy Sermon Text from another source.

Copying Sermon Text

If a sermon has been typed in another program, for example with a word processor, that sermon can be copied into the Pastor's Module without retyping it.

Even if the sermon was originally stored on a different computer, copy it to a diskette, open it on the computer with CPMS loaded, and copy it into the Pastor's Module.

Copying a file to a diskette

1. Open **Windows Explorer** by right clicking on the **Start** button and select **Explore**.
2. Insert a Floppy Diskette in the Diskette Drive.
3. In the box on the left-hand side, locate the directory (possibly "My documents") where the document (sermon) is stored. **Double-click** on the directory until the document is listed in the right-hand window.
4. **Point** to the document and **Hold** down the mouse button while dragging it over to the box on the left-hand side until **3-½ Floppy Disk** is highlighted. **Release** the mouse button. A shortcut menu will appear. Select **Copy**.
5. Repeat these steps for any other sermons to be copied to the diskette.
6. Once all the sermons have been copied, remove the diskette from the drive. Now copy the files into CPMS on another computer.

Copying Sermon Text (Continued)

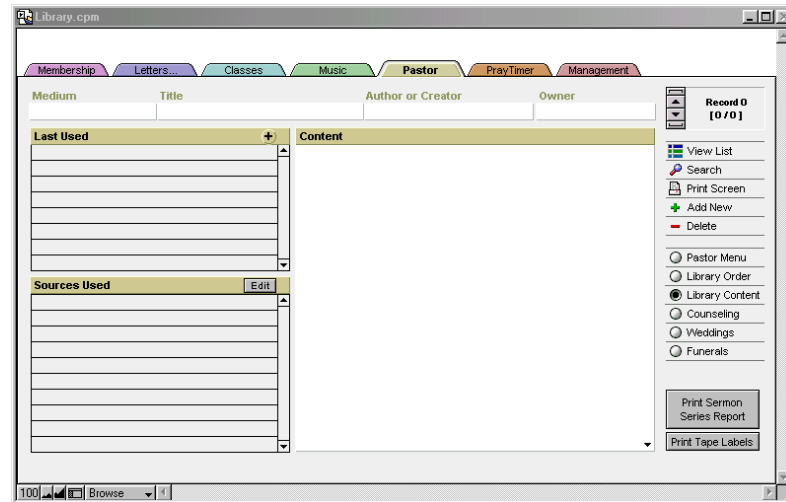
Copying Sermons into CPMS

1. Put the diskette created into the computer where the CPMS program is loaded.
2. Open one of the files on the diskette in the program where it was originally created. (Or another program that can open that file type.)
3. Select the text to be copied into the Pastor's Module.
4. Click on **Edit / Copy**.
5. Open **CPMS Platinum Edition**. (Closing the other program is optional.)
6. Click on the **Pastor** tab.
7. Click on **Sermons**.
8. Click + **Add New**.
9. The Medium Type is **Sermon Notes**.
10. Complete Title, Author, etc. as needed.
11. Click the **Library Content** radio button.

Copying Sermon Text (Continued)

Copying Sermons into CPMS

12. The following window will appear:



13. Click with the mouse *inside* the **Content** window.

14. Select **Edit / Paste Unformatted Text**. The *text* selected in Step #3 will appear in the window.

➤ NOTE

Copying the sermon into the outline window means not typing the text over again. However, any formatting (bold, italics) will not be copied into the Sermon Text window. There are some formatting options available in CPMS to 'spruce' up the sermons.