

# *The Presbyterian Hymnal—Software Edition*

Welcome to *The Presbyterian Hymnal—Software Edition!*

This software is meant to make worship through music easy to research and plan. Pastors and church musicians can use it to select the most appropriate hymns for their worship services.

Finding hymns to fit a range of sermon topics can be challenging because *The Presbyterian Hymnal's* topical index covers just a few of the possible subjects. But several additional—and unlisted—hymns often are applicable. This software's topical index doubles the number of headings and lists a great number of hymns under each.

The software also has a keyword index, which is similar to a Biblical concordance. Because keywords often go beyond a hymn's main topic, keyword searches can help users discover hymns that relate to a topic not found in the topical index.

Plus, the keyword index helps locate hymns when users can remember only a word, phrase or line from a hymn but not its first line. In most indexes, remembering the first line is essential in locating a hymn.

These indexes—keyword and topical—complement each other, and by taking advantage of both, worship leaders can find those special hymns to complete and enhance their congregations' worship experience.

Indexes of scriptural allusions also are included in this software. One index leads from scripture to hymn and another from hymn to scripture. They assist searchers in identifying scriptures that match a hymn or in identifying a hymn to use with scripture being read in a worship service.

Other indexes are: First Line or Common Name; Tune Name; Metrical; Random Word; Authors, Translators and Sources; and Composers, Arrangers and Sources. In addition, you can link to hymns from the scriptures listed in the Lectionary Calendar.

The software even includes a diary to record personal notes about each hymn.

In addition to using the software as a research and planning tool, *The Presbyterian Hymnal—Software Edition* allows users to copy text to a computer's clipboard for use in another program. This feature can be very helpful for creating church bulletins and other church publications (subject to copyright laws).

The software is based on *The Presbyterian Hymnal*, published by Westminster John Knox Press in 1990, and includes *The Presbyterian Hymnal Companion* and *The Presbyterian Hymnal: Complete Concordance and Indexes*.

## ACKNOWLEDGEMENTS

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Created in Macromedia Director<sup>™</sup>.

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## INSTALLATION INSTRUCTIONS FOR PC

To install the program to run from the CD:

- In file manager or windows explorer, open the D: drive (where “D” is the CD-ROM drive).
- Double click “setup.exe”.
- Follow step by step instructions in the install program.
- Choose from **Minimal Install** (which creates a directory for personal notes and installs Acrobat™ Reader), **Full Install** (which will copy program, all resources and Acrobat™ Reader and will require over 100 megabytes of available hard drive space).

**\*Special Note:** Running from your hard drive increases the speed of this software. This program fully installed on your hard drive will occupy approximately 100 megabytes of disk space.

To uninstall this program from your computer:

- In file manager or windows explorer, open the D: drive.
- Double click “setup.exe”.
- Follow step by step instructions in the install program.

**\*Special Note:** Removing this program will erase your personal diary.

## INSTALLATION INSTRUCTIONS FOR MACINTOSH

This CD requires the QuickTime™ and QuickTime™ Musical Instruments system extensions (version 2.1 or later) in order to hear the MIDI files. If you need these extensions, they are available for download from the World Wide Web at <http://www.quicktime.apple.com>. This CD is compatible with Apple System 7.5 or later.

To run the program from your hard drive:

- Drag the CD icon onto your hard drive to copy the files into a new folder.
- Do not move or remove any of the files or it will alter the functionality of the *Hymnal*.

**\*Special Note:** When printing material from the *Display Music* screen, please realize that screen resolution images are the highest available; printed results will be of low quality. Unfortunately, this is the best the software can achieve given current resources.

# Searching for a Hymn

There are three ways to look for hymns with this software. From the main screen, you can click on the *Search*, *Lectionary*, or *Hymns* buttons. The *Search* and *Lectionary* buttons access lists of specific hymns based on various searches. The *Hymn* button takes you to a screen where you can type in a hymn number and go directly to that hymn. **After You Find the Hymn You Want:** When you get to a hymn through one of these buttons, you will see a screen with the hymn's number and name. (Some searches may yield multiple hymns from which to choose.)

*Navigation* buttons (see pages 8–9) at each hymn screen let you see sheet music, large-print texts of the stanzas, or a hymn's history. You also can listen to a stanza from the hymn (if your PC has a sound card or your Apple has the correct QuickTime™ extensions, see page 4), or create a diary to record personal notes on the hymn.

## HELP

There also is a *Help* button, indicated by a question mark, in the bottom right corner of your screen. The *Help* button leads to a screen explaining the functions of the search screen you are using. **Printing:** You can print *Help* screens by clicking on the print button visible on each *Help* screen. A comprehensive *Help* guide for the entire software package can be printed from the main Menu help screen.

**More Help:** If you require additional help using this software, please call the Presbyterian Publishing Corporation's Help Line at (800) 227-2872 and follow the instructions to the correct prompt.

## THE SEARCH BUTTON

- Click on the *Search* button for a list of categories that conduct hymn searches.
- Click on the button for the search category you wish to use; an alphabetical category list will appear in the scrollable window.
- Find and click directly on a selection *once* to view additional information about the hymn or to use the *Navigation* buttons.

**Random Searches:** Each category also includes a place for you to type in a word or phrase to further narrow your search.

- Choose "Contains" or "Starts With" to define your search. "Contains" looks for entries (according to the category you have selected) that contain the word or phrase you have entered. "Starts With" looks for entries (according to the category you have selected) that start with the word or phrase you have entered.

- After you type in the information, click on the search button or hit return to conduct a search. Results appear highlighted in the alphabetical list. As above, click on the highlighted entry *once* for more information or to use the *Navigation* buttons. Following is more about the *Search* buttons.

### **First Line or Common Title**

To find a hymn when you aren't sure of its exact name or when you know only its first few words, use the *First Line or Common Title* search. This search lists hymns alphabetically by first line or common title.

- Choose a hymn in the list and click directly on it once to highlight the hymn and see the search results screen.
- Click again on your choice, and more specific information—including stanzas—will appear. Here you will see the *Navigation* buttons that can take you to other screens such as Display Text, Display Music, Hymn History, or Lectionary Calendar. You also may play a stanza of the hymn's music here.

### **Tune Names**

Here you find an alphabetical list of tunes for all hymns in *The Presbyterian Hymnal*.

- Click on the tune name to get a list of hymns that use that tune.
- Click on the hymn you want for more information about it or to use the *Navigation* buttons.

### **Subject or Topic**

If you need a hymn matching a specific topic, use the *Subject or Topic* search. The search lists subjects and topics appearing regularly in hymns.

- Click on a category from the list to get a list of hymns dealing with that subject.
- Click on the hymn you want for more information about it or to use the *Navigation* buttons.

### **Keyword**

The *Keyword* search looks for key words or phrases in each hymn. The search follows certain guidelines:

- The first common noun or the first verb of any phrase or line in each hymn has been identified as a keyword.
- Pronouns are not key words.
- Proper names, names referring to God (i.e. Shepherd, Creator, Redeemer, Savior, Lamb, Father, King, Lord, etc.) are not used; consult the Subject or Topic Index for these terms.
- Nouns used as adjectives are not listed as keywords (i.e. "Across the desert sands." Desert is an adjective, so sands would be the keyword.)

- Only enough of a line for recognition appears in the keyword search.
- A phrase is listed only once for a given hymn. In the first stanza in which the phrase appears, the line containing the keyword is highlighted.
- The following verbs are not used as key words:

Be (Been)	Feel (Felt)	Is (Are, Was, Were)	Put
Become (Became)	Find (Found)	Keep (Kept)	Praise/Thank
Behold (Beheld)	Give (Gave)	Know (Knew)	Say (Said)
Bid (Bade)	Go (Gone, Went)	Lay (Lie, Laid)	See (Saw, Seen)
Bring (Brought)	Hail	Leave (Left)	Send (Sent)
Can	Hark	Make (Made)	Set
Cause	Have (Had)	May	Show (Shown)
Do (Did, Done)	Hear (Heard)	Place	Take (Took)

- After you find the hymn you want, click on it for more information about it or to use the *Navigation* buttons.

### Scriptural Allusion

This search conducts Old or New Testament scripture-to-hymn searches. Its database is taken from *The Presbyterian Hymnal: Complete Concordance and Indexes*.

- After you click on the *Scriptural Allusions* button on the main search, you can choose between an Old or New Testament search. The software will then list scriptural passages in order of the books of the Bible.
- Click on a passage to see a list of hymns relating to that scripture.
- Click on the hymn you want for more information about it or to use the *Navigation* buttons.

Another way to match hymns and scriptures is the *Scriptural Allusion* button (one of the *Navigation* buttons) at the bottom of each hymn screen.

- Click here to see a list of scriptures relating to that hymn. As before, you can see more information about the hymn or go back to use the other *Navigation* buttons from this screen.

### Metrical

The software lets you search for hymns based on their meter.

- Click on a meter from the list to see hymn numbers and tune names for hymns using that meter.
- Click on the hymn you want for more information about it or to use the *Navigation* buttons.

## **Authors, Translators and Sources**

In this search, the hymns' authors, translators, or sources are listed alphabetically.

- Click on a name to see a list of that person's hymns.
- Click on the hymn you want for more information about it or to use the *Navigation* buttons.

## **Composers, Arrangers and Sources**

In this search, tunes' composers, arrangers, and sources are listed alphabetically.

- Click on a name to see a list of that person's hymns.
- Click on the hymn you want for more information about it or to use the *Navigation* buttons.

## **RANDOM WORD SEARCH**

You can conduct a *Random Word* search to look for hymns containing a specific word or phrase. Results will be listed by hymn number and name.

- Type in a word or phrase and click on the search button or hit return to conduct a search. You must search with the "Contains" category highlighted.
- From the results, click on the hymn you want to use the *Navigation* buttons or for more information about it—including a window displaying the first stanza in which the phrase appears with the phrase highlighted.

## **THE LECTIONARY BUTTON**

This button takes you to the Lectionary Calendar. It is another way to conduct a scripture-to-hymn search. This screen will take you directly to search results.

- Click on a scripture in the calendar to see a list of hymns related to that scripture.
- Click on the hymn you want for more information about it or to use the *Navigation* buttons.

## **THE HYMN BUTTON**

This button takes you straight to the display text database and allows research to be conducted by hymn. Users can either look at the hymns one at a time in sequential order or use the *Random* search by typing in a hymn number and hitting return or the search button.

## NAVIGATION BUTTONS

**Main:** Returns you to the main screen.

**Exit:** Closes the program.

**?:** Help.

**Search:** Takes you to various search buttons or conducts a search.

**Search Results:** Goes to search results screen.

**Lectionary:** Goes to Lectionary Calendar.

**Search:** Takes you to various search buttons or conducts a search.

**Display Text:** Goes to searchable index of hymns, searched by number, with text-only display.

**Display Music:** Goes to searchable index of hymns, searched by number, with display of music notation and stanzas.

**Play Music:** Plays a MIDI (Musical Instrument Digital Interface) file of the introduction, one stanza, and one refrain (if applicable) of hymn.

**Stop Music:** Stops the MIDI file from playing.

**Scriptural Allusion:** Conducts hymn-to-scripture searches.

**Hymn History:** Goes to *The Presbyterian Hymnal Companion* database of historical background on hymns; searchable by hymn number.

**Copyright Information:** Displays all appropriate copyrights on the hymn being viewed; searchable by hymn number.

**Personal Notes:** Goes to a personal diary.

It is important to click the *Update Information* button when creating, adding, or changing an entry on this screen. Also, note that the bottom entry in the Date-Of-Use screen always cross-references the Display Text and Display Music screens. Therefore, your last entry should always be your most recent Date-Of-Use. Again, always hit the *Update Information* button to save a change.

**Zoom In/Out:** Takes you in and out of the large-text screen.

**Copy:** Copies the screen you are viewing to the clipboard for pasting into other software applications. (Note: If you are copying from the Display Music screen, only the portion showing in the window is copied to the clipboard. Paste this into the desired application. Return to the Display Music screen and press the down arrow to view the next portion of the music. Repeat the above steps for each portion of the music. Reassemble the music in your other application.)

**Print:** Prints the screen you are viewing to a user's default printer.

**Arrow Up/Down:** Moves you through hymns forward and backward, one hymn at a time in numeric order.

## LECTIONARY CALENDAR NAVIGATION BUTTONS

**Easter:** Takes you to Ash Wednesday.

**Ordinary Time:** Takes you to Trinity Sunday.

**Christmas:** Takes you to 1st Sunday of Advent.

**Ordinary Time:** Takes you to Baptism of the Lord Sunday.

**Year A, B, or C:** Pick one of these years to move through it.