

Quick Start--Using the Bibliography

While the introduction contains all the detailed information necessary for both Short Form and Full Entry Form searches, the following basic instructions, together with the intuitive design of the database, should allow the user to begin research more rapidly. Please experiment to determine your level of comfort with the instructions below. For any problems and for some highly specific searches, consult the full instructions in the introduction.

Short Form

To initiate the short form entry search of the entire database in alphabetical order, select the "Index" button. The user may examine the complete bibliographic descriptions of an individual entry by clicking on its accession number and may choose to save that entry to the "Cart" by checking the box that precedes the accession number. To view and to edit the contents of the "Cart," select the "Cart Summary" button. To add other entries to the "Cart," again select the "Index" button. **Please note: the use of your browser back arrow (instead of the functions internal to this database) may well disrupt your search and remove previously selected entries.** After the search process is complete, select the "Cart Display" function and proceed to the available options for printing by selecting "Print."

Full Entry Form

Each sermon entry and the components of its description are also fully accessible through multiple avenues of searching the database.

Selecting the "Search" button will initiate the full entry search. The resulting screen allows single or multi-featured full searches of the database. The drop-down menus at the right of the screen are the most convenient method of searching by "Author," "Cover Entry Title" (useful for sermons bound or grouped together), "Repository," "Book of the Bible," "Date," "State and Denomination," "Keyword," and "Short Title." Most of the menus can be used together to limit searches and will autofill the input boxes at the left of the screen. In general, these boxes may also be filled in manually. "Cover Entry Titles," however, cannot be searched simultaneously with "State and Denomination."

Select either "Full Results" in the "Reveal Results" Input Box on the left of the screen to view the Full Entry Form information, or select "Line Results" to return to the abbreviated Short Form display. Then proceed to select, edit, and print the desired entries as described above under Short Form. Selecting "Clear/New Search" at any time will erase previous results and allow the user to begin the search process anew.