Steps to Create/Update the Zionworx Database

1. Create the individual files from the Word documents

The Word macro "ConvertSoFFile v3.bas" converts the SoF Word documents for volumes 1&2 (Vols1_2.rtf) and volume 3 (file sof3words.rtf) into separate text files in PowerWorship format. To import the macro into Word, open a document (any will do) and select *Tools -> Macro -> Visual Basic Editor* to open the macro editor. Then select *File -> Import File…* and then select the "ConvertSoFFile v3.bas" file. You should then have a macro called "ConvertSoFFile" in your Normal template. Select *File -> Close and return to Microsoft Word*.

Copy the files "Vols1_2.rtf" and "sof3words.rtf" into a new empty directory and then open each Word document and run the macro for each one. Before running the macro you will need to edit the file slightly. Please see specific notes for each file:

Vols1_2.rtf

Before running this macro ensure that each song fits on a single page, and that lines do not wrap round. You can do this with Page Setup and set a custom paper size of width 40cm and height 55cm.

Also remove the lines at the bottom of each song saying "A Songs of Fellowship Worship Resource" and "CCL Licence number: ", using a replace all with nothing.

sof3words.rtf

Some songs don't have the number specified as text, but as a numbered bullet. Please change this first before running the macro. Go to the relevant line, turn off numbered bullets and insert the song number followed by a Tab. Ensure that you make the song number Bold. The following songs require this change: 1254 & 1273.

Once you have run the macro on the two files you should have a directory full of text files. These files are in the correct format for the freeware application PowerWorship, which creates PowerPoint presentations from the database (see http://www.powerworship.com/).

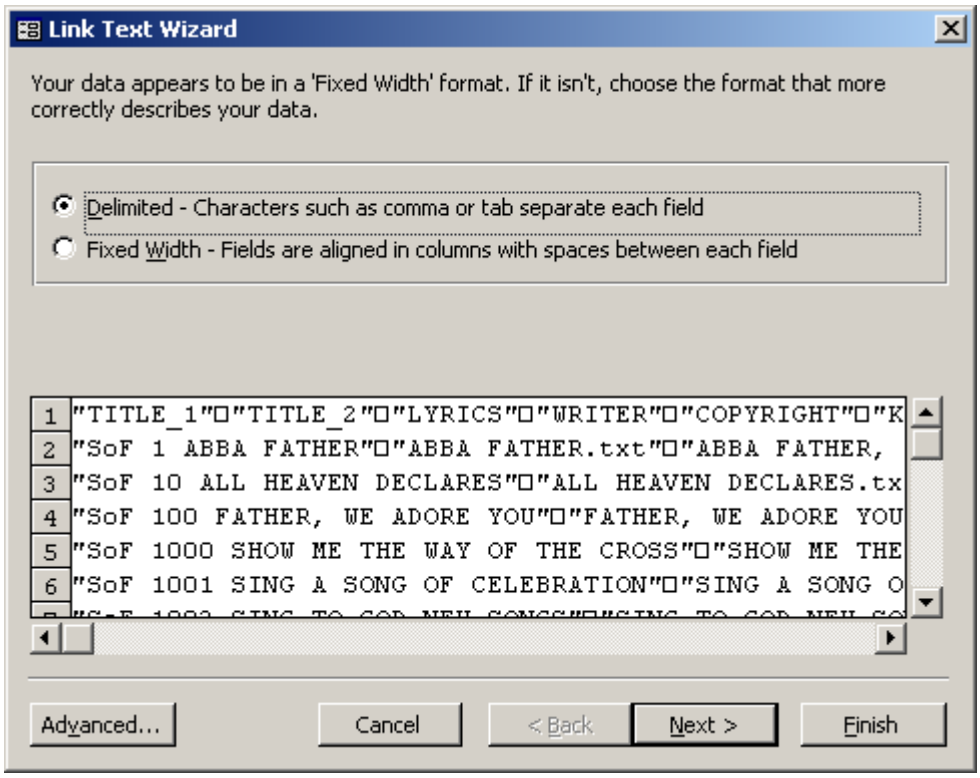
2. Convert the individual files into a single text database

This next step involves running a program called "Convert.py", which is written in the Python programming language. You will need to have Python installed first – if you haven't you can download it (for free) from http://www.python.org/download/. Once Python is downloaded and installed simply double-click on "Convert.py" in a Windows Explorer window. That should then combine all of the separate files into a single text file called "SFDatabase.txt".

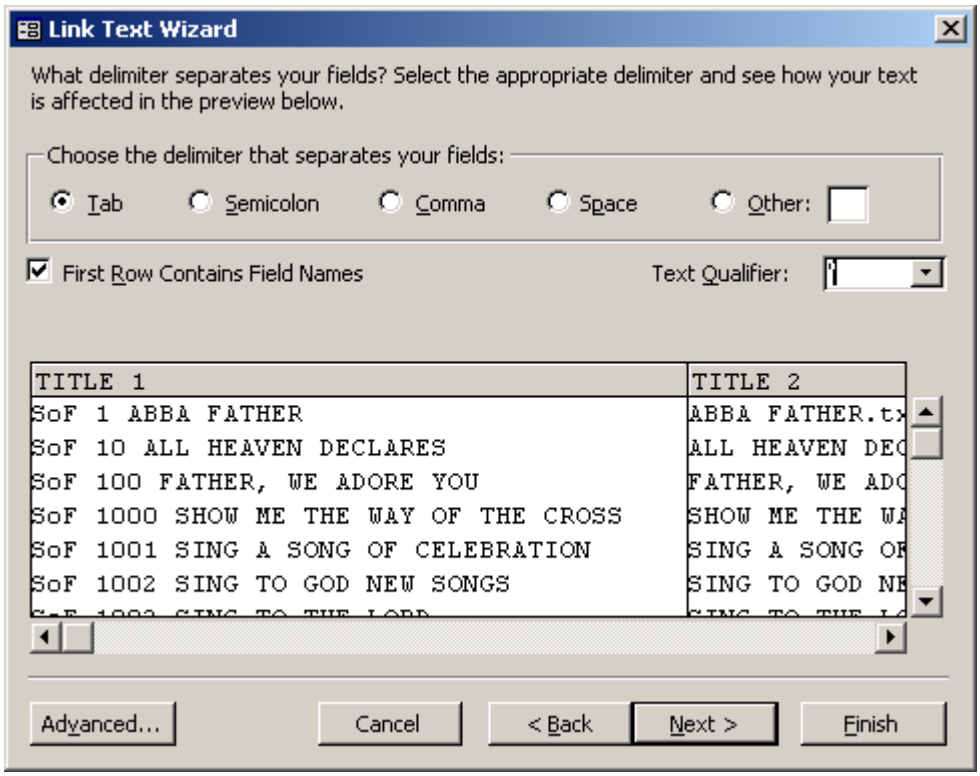
3. Open the text database in Access

Start up Access and then select *File -> Open…* Make sure the file type at the bottom of the dialog box is "Text Files" and then find and open the file created above ("SFDatabase.txt"). The import wizard should then start. Follow these steps:

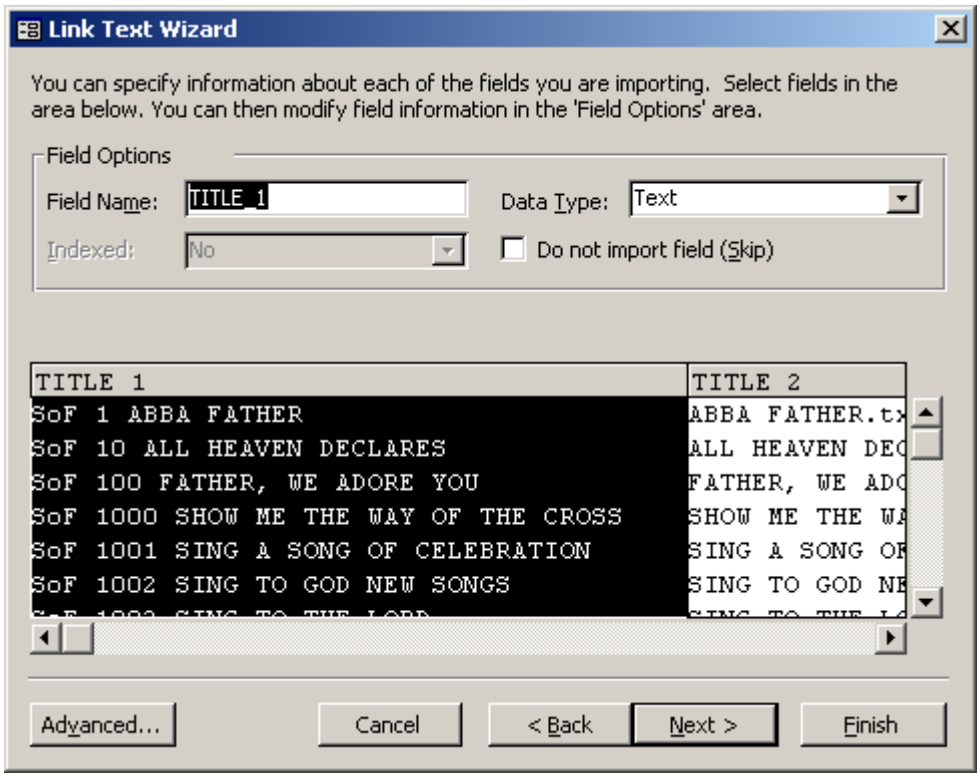
a) On the first page of the wizard ensure that "Delimited" is chosen.



b) On the second page, ensure that the controls are selected as shown below. The first few lines of the table should appear the same as in this diagram.



c) Just accept the default settings on the next page.



Depending upon your version of Access, you may well get another page asking about adding a primary key. You can tell it not to use a primary key.

You should now have a table called SFDatabase. This table now needs to be imported into the Zionworx database.

Open the Zionworx database and add the new songs

You may wish to play safe and copy the original "Songs.dbf" file somewhere in case it gets messed up before you try this next step. In Access, open the Zionworx database "Songs" by using *File -> Open…* and selecting the file type "dBase III". Now you should have another table called Songs. Now select all the songs you want from SFDatabase and copy and paste them into the Songs table. The last step is to select the Songs table and use *File -> Export…* to save the database. Use "dBase III" format again in the export dialog.

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