



Quotations Database
Seva Project
Software Submission Guideline

January 2008
v.2.0

Contents

1.	Introduction	1
2.	Guidelines for Submission of Quotations	2
3.	The 'Quotations' Database	4
4.	Scanning Guidelines	17
5.	The List of Topic Keys	17
6.	Examples on how to do the data entry	18
7.	Sending Your Submission via Email	33

1. Introduction

The Quotations Database project was set up under Master's guidance and instructions, and involves literally hundreds of sevadars from various centers who regularly submit "spiritually inspiring quotes" from an unrestricted range of sources, including books, magazines, newspapers, and even comics. In other words the quotes have been compiled from 'any written work'.

These inspiring quotes are then entered into a computer database, together with actual scanned images of the following pages from the source publication (the publication in which the quotation was found):

- a) Front cover of the book
- b) The Publisher's copyright page (at the front of the book)
- c) The page containing the actual quotation

These are important because if ever any particular quotation is to be used in any publication, the authenticity of the quotation can be verified, as required.

Additionally, also entered into the database, is the name of the "author" of the Quotation, together with as much information as available about that author. This is useful because it allows quotes to be searched by author and/or other details (such as religious background or origin of author, etc.) Therefore if any such information about the author is available within the book/publication itself, this should be submitted as well (by attaching photocopies/scans of the relevant pages).

This database is designed specifically for the intended purpose, which is to archive an unlimited number of quotes in a manner that allows users to search by ANY parameter or information attached to every quote. Each quote contains a vast amount of ancillary information related to the author, the publication itself, the topic of the quote, and even the publisher. All these details are required to be entered into their relevant fields, and it is possible to search for quotes by specifying any of this information, either singularly, or even in multiples (for example you can request to see quotes from FRENCH AUTHORS who were POETS on the topic of HUMILITY).

2. Guidelines for the Submission of Quotations

- ◆ The quotations must be related to spirituality in some way, or be spiritually inspiring. There are NO restrictions on the author / source / religious denomination or type (e.g. philosophical, religious, moral, ethical, etc.).
- ◆ Quotations may be of varying length, however, it must be noted that to be useful for any formal purpose (e.g. For Dera publications, etc.) quotes should not be of such a long length as to be considered a breach of copyright, under the “fair use” rule. (*Fair Use* rule basically says that material may be quoted and used without copyright infringement, so long as it does not encompass a *substantial* part of the original work).
- ◆ Sevadars are encouraged to fill out as much information on the form/database as possible.
- ◆ Only English language quotations should be submitted. Published English *translations* of quotations originally recorded in other languages may also be submitted, but in such cases, the translator’s details must also be included in the submission form.
- ◆ All submissions must be presented with scanned images of the three key source pages of the book/publication. These are:
 - 1) Front cover of the book
 - 2) The Publisher’s copyright page (at the front of the book)
 - 3) The page containing the actual quotation

Additionally, also entered into the database, is the name of the “author” of the Quotation, together with as much information as available about that author. This is useful because it allows quotes to be searched by author and/or other details (such as religious background or origin of author, etc.) Therefore if any such information about the author is available within the book/publication itself, this should be submitted as well (by attaching photocopies/scans of the relevant pages).

- ◆ All submissions must be presented with the *exact* punctuation and in the *exact* format as found in the source, in order to preserve the original meaning of the quote. For this purpose, submissions must be accompanied by a scanned image of the exact page containing the quote, from the source publication.

- ◆ In cases where you are submitting SEVERAL quotes from the SAME publication, you may submit only ONE set of scanned images of the Title page and Copyright Page.
- ◆ You will need to assign a number to each of your submitted quotes. (e.g. Q-1, Q-2, etc. Kindly write this corresponding number onto the scanned image of the quotation page, and enclose your selected quotation in brackets.

3. The Quotations Database Software

Each quotation is assigned a record in the database, and all the information pertaining to the quote can be found in this record.

The information available in each record of the database is as follows:

- ❖ Quotation Text
- ❖ Author Information
- ❖ Topic Key
- ❖ Source Information
- ❖ Black/White Scanned images of the source book and the page where the quote has been extracted from.

SYSTEM REQUIREMENTS:

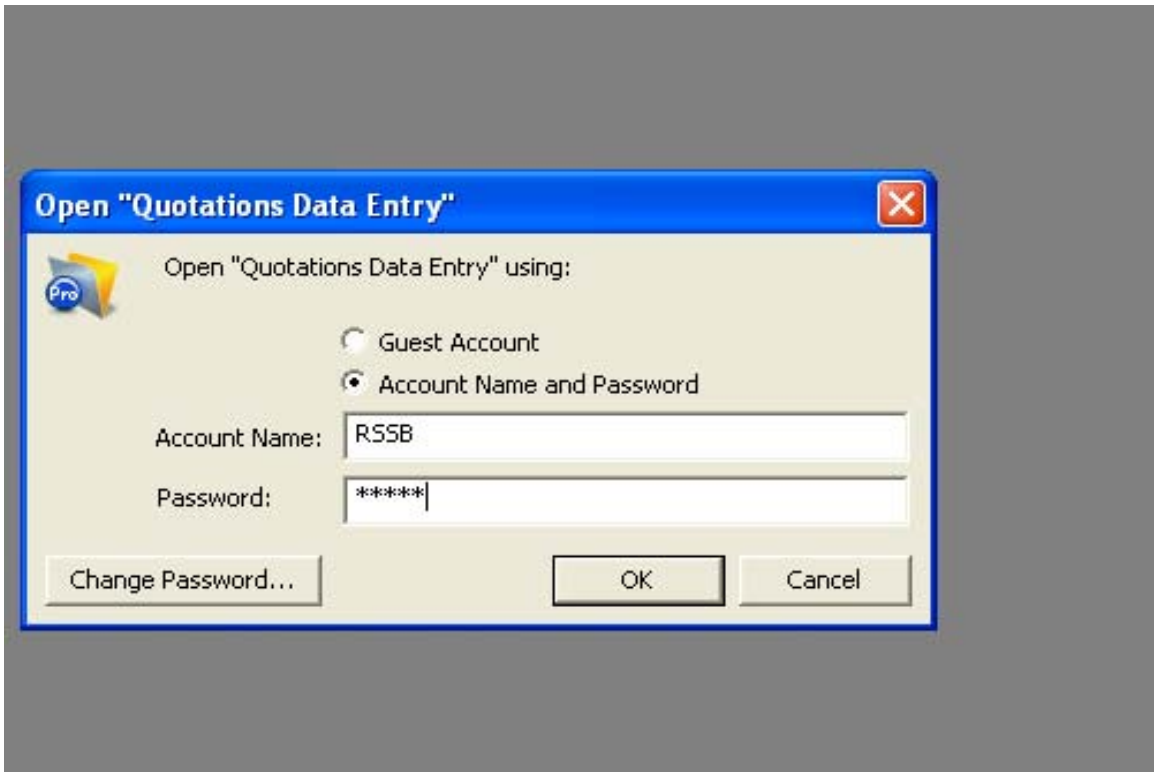
- Operating System: Windows XP or Vista
- Minimum Hard Disk space available: 1G

PROGRAM INSTALLATION:

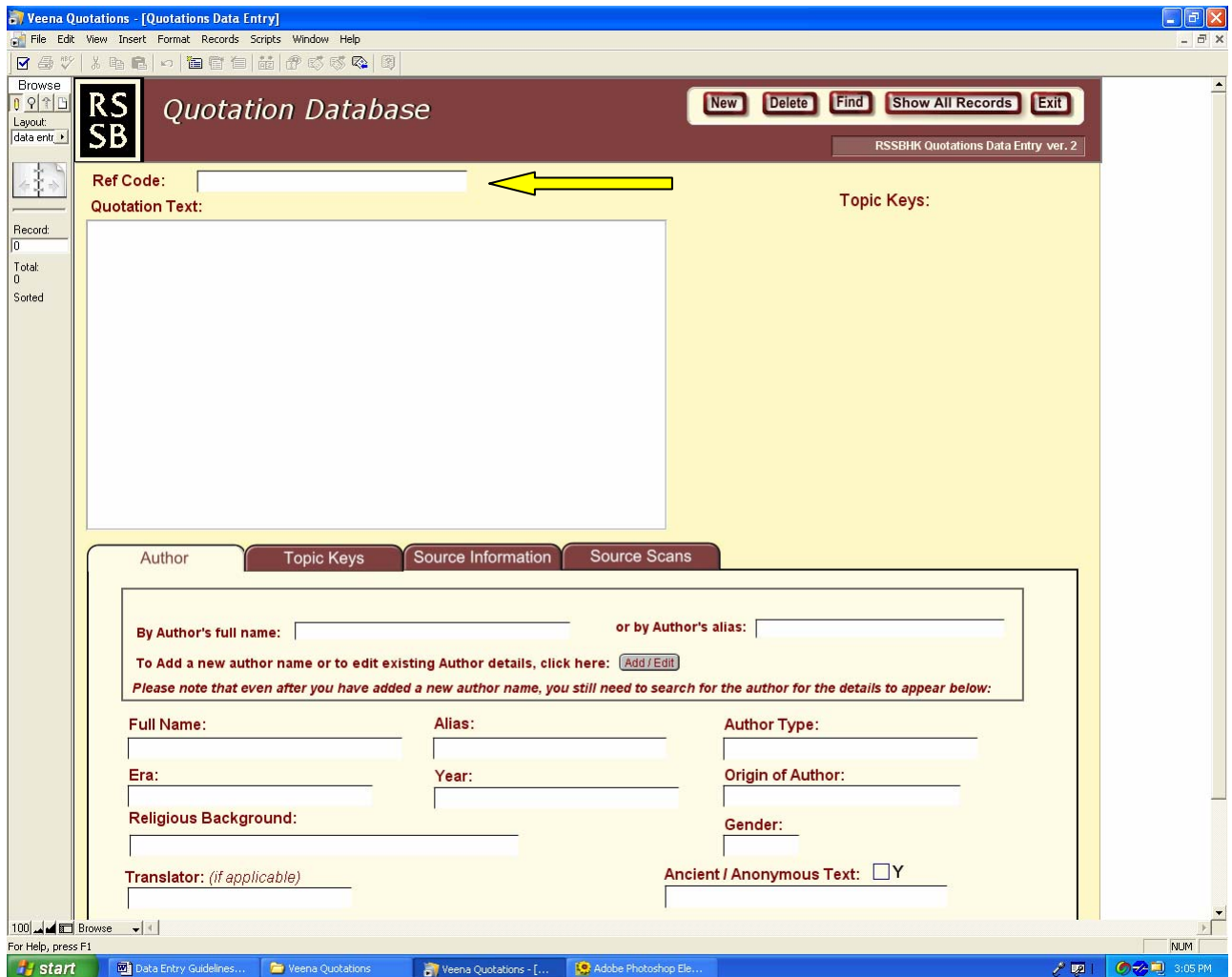
- Please run the program 'setup.exe'. This will install the program onto the C: Drive of your computer.

4. Using the Program

Run the program "Quotations Data Entry.exe". When you see the following screen, enter the password that has been assigned to you. The Account Name is 'RSSB'.



In the first screen, you will be required to enter the following information. For each new record, select the **New** button.



Quote Reference Code

- You will assign a reference number to each quote beginning with 'Q-1', 'Q-2' etc.
- You will also need to write this corresponding reference number onto the scanned image of your quotation.

Quotation Text

- Enter the quotation exactly as it appears in the form/photocopy of quotation page. Type quotations in regular font except for non-English terms or words that appear in *Italics* in the quote.
- Do not use quotation marks to enclose the quote. Do not use italics font unless the quote contains certain words in italics. That is:
As ye sow, so shall ye reap = correct
“As ye *sow*, so shall ye *reap*” = wrong (Because of the quotation marks & italics)
- Please use a single space between words and **no space** before a period / punctuation mark.

Veena Quotations - [Quotations Data Entry]

File Edit View Insert Format Records Scripts Window Help

Browse
Layout:
[data entry_2]

RSB Quotation Database

New Delete Find Show All Records Exit

RSSBHK Quotations Data Entry ver. 2

Ref Code: _____

Quotation Text: _____

Topic Keys: _____

Record:
0
Total:
0
Sorted

Author Topic Keys Source Information Source Scans

By Author's full name: _____ or by Author's alias: _____

To Add a new author name or to edit existing Author details, click here: [Add / Edit](#)

Please note that even after you have added a new author name, you still need to search for the author for the details to appear below:

Full Name: _____ Alias: _____ Author Type: _____

Era: _____ Year: _____ Origin of Author: _____

Religious Background: _____ Gender: _____

Translator: (if applicable) _____ Ancient / Anonymous Text: Y

100% For Help, press F1

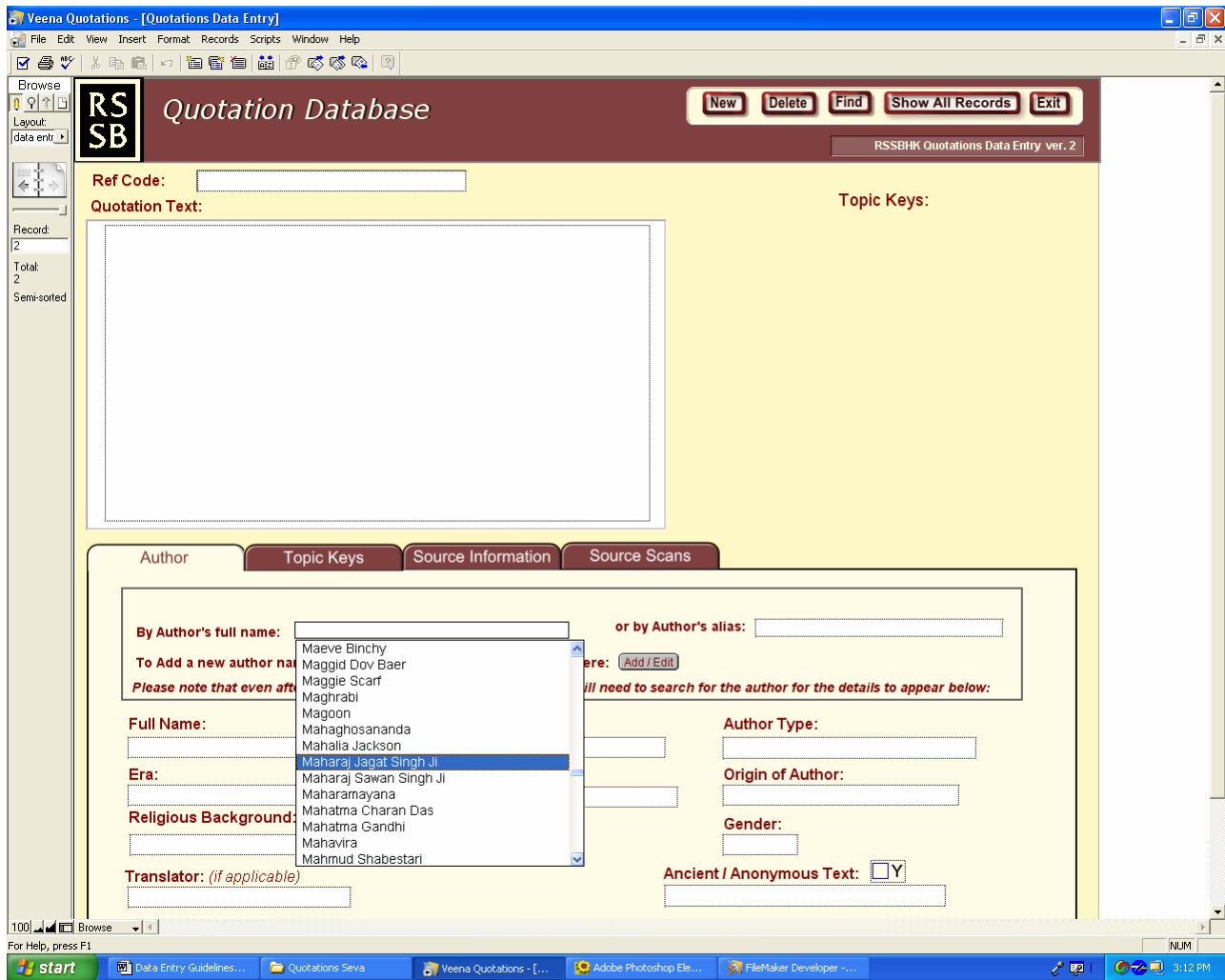
start Data Entry Guidelines... Veena Quotations Veena Quotations - [... Adobe Photoshop Ele... 3:06 PM

Author Information

- Look up the author's name in the drop down box. You do not need to **type** in the author's name into this box. You can **search** for the author either using the 'Author's full name' or by the 'Author's alias' field. The author name must be either selected from the drop down list, or if his/her name does not appear, the name must be added to the author database. (see pg. 9 for this procedure)

The screenshot shows the 'Veena Quotations - [Quotations Data Entry]' application window. The interface is divided into several sections. At the top, there is a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Window, Help) and a toolbar. Below the toolbar, the main area is titled 'Quotation Database' and contains fields for 'Ref Code', 'Quotation Text', and 'Topic Keys'. Below these fields are tabs for 'Author', 'Topic Keys', 'Source Information', and 'Source Scans'. The 'Author' tab is active, showing a search section with 'By Author's full name' and 'or by Author's alias' fields. A dropdown list is open under 'By Author's full name', showing names like Alexander Solzhenisty, Emmons, J. Oppenheim, etc. There are also fields for 'Full Name', 'Era', 'Religious Background', 'Translator', 'Author Type', 'Origin of Author', 'Gender', and 'Ancient / Anonymous Text'. Two yellow arrows point to the search fields and the dropdown list.

You can enter the first part of the name into the field, so that the drop-down list scrolls to that word. For example, to search for 'Maharaj Jagat Singh Ji', you can enter 'Maharaj' and the cursor will come to that point in the list.



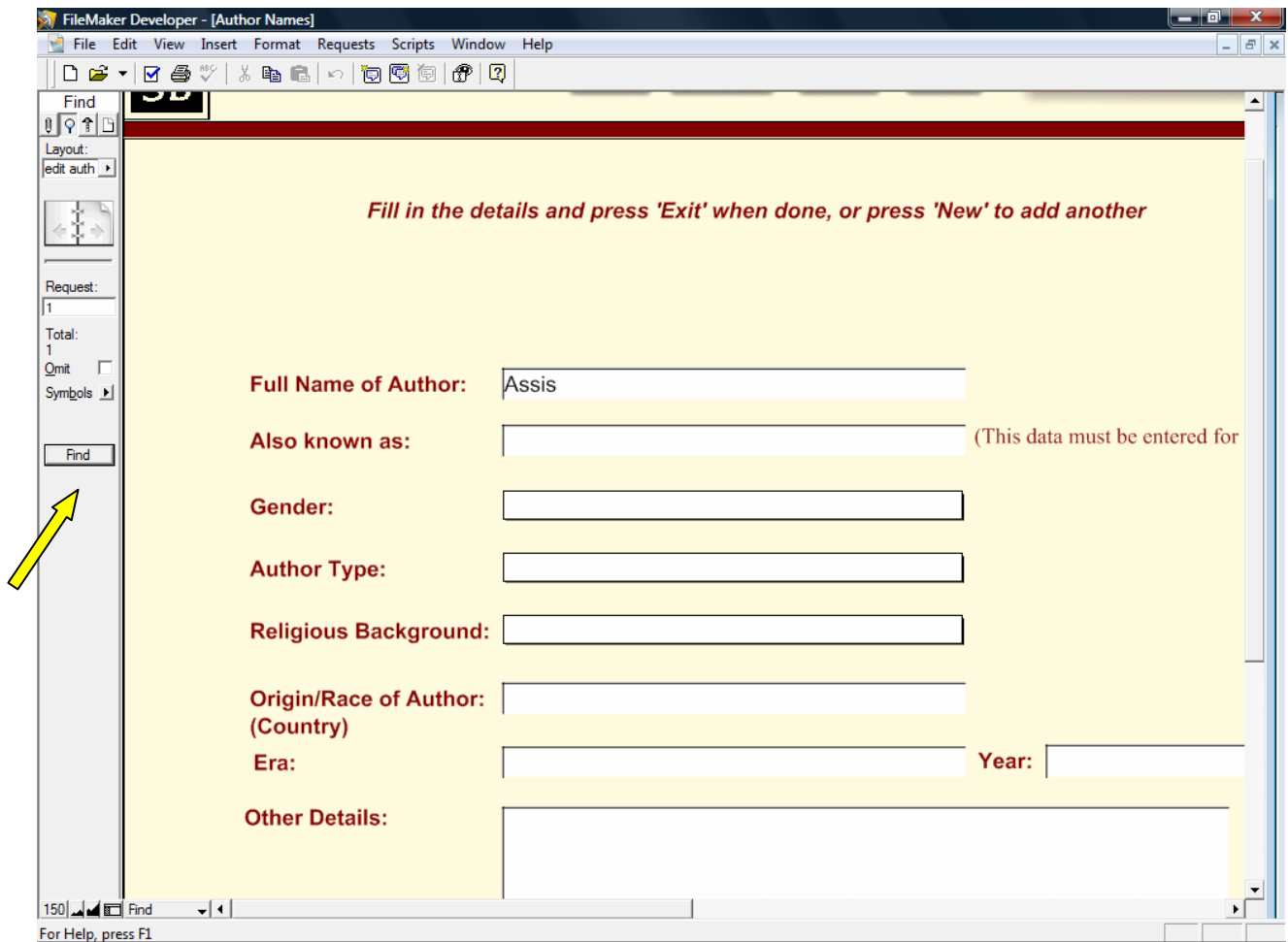
How to Add a New Author into the Author List

If you are unable to find the author's name in the list, select the **Add / Edit** button to open the Author's database. Please again search for the author's name by entering a part of the name, to verify it really does not already exist.

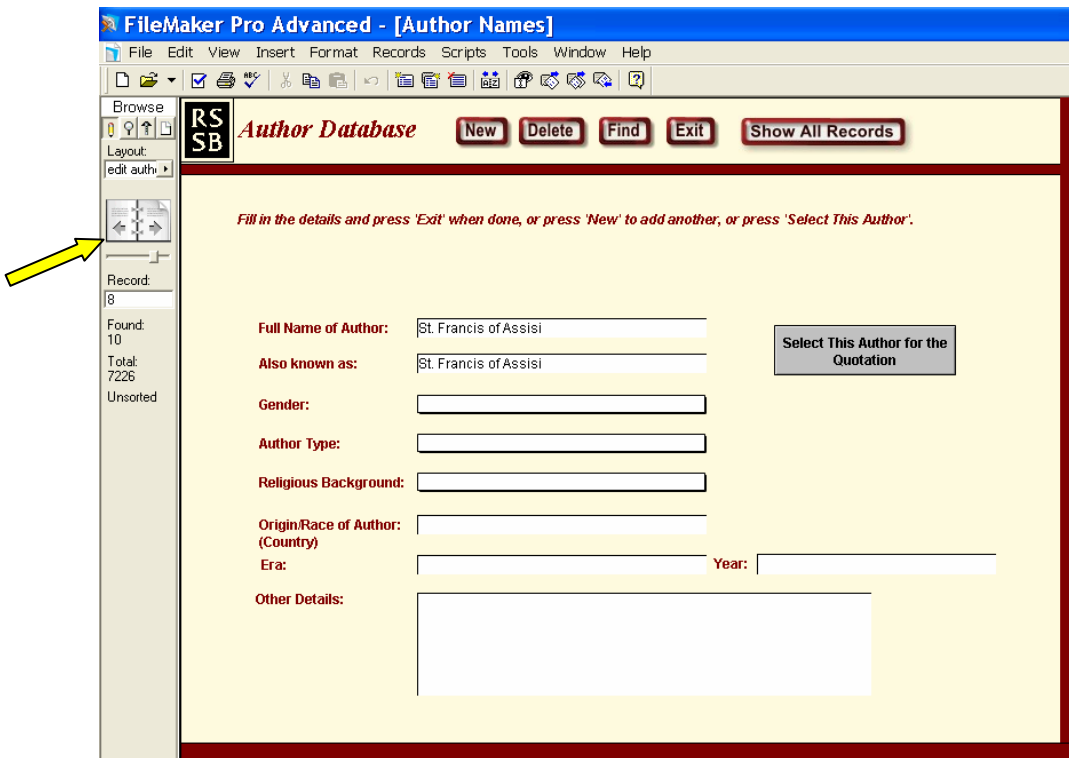
For example, if the author's name is 'Saint Francis of Assissi', use the FIND button to search for 'Francis' or for 'Assissi'. You can even enter a part of the author's name. The system will search for all the author names that contain that "text".


Select **Find**


Enter 'Assis' as follows and select the 'Find' button in the left column.



You may find several records with that name. Flip through each record by selecting the icon in the left column, until you find the record that you are looking for.



Once you have found the correct record, you can select the button “Select This Author for the Quotation” on the right hand side of the screen. . This will select the author name and return to the Quotations Database.

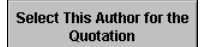
If you are unable to find that particular author’s name, then proceed to add a new author, by selecting the  button at the top.

Do check thoroughly for author Names in the given lists before adding a new author name. For example, if the author of quote is 'Soami Ji' and the quote source reads 'Soami Ji Maharaj', please select 'Soami Ji' from the Authors Names drop box and do not add "Soami Ji Maharaj' to the existing list of authors.

- When adding a new author name, please ensure that you use *initial* caps for the name. That is:
Sally E. Fair = correct
SALLY E. FAIR = wrong (because the name is in capital letters)

- If the author name contains initials, please ensure that the dot appears immediately after the initial and that there is one space only after the dot. That is:
E. B. D. Collins = correct
E.B.D. Collins = wrong (because there is no space after the initials)
B. D. Collins = wrong (because there is too much space between the initials)
E . B. D. Collins = wrong (because there are 2 spaces after the first initial)
- When adding a new author, please ensure that there is no space **before** the author's name.
- Please ensure that the author's name is spelled correctly, as it appears on the scanned image.

After you have added the new author's name, remember to select the button
Your new author name will now appear in the quotations database.



Ancient/Anonymous Text

 Y'. A yellow arrow points to the 'Ancient / Anonymous Text' checkbox. The Windows taskbar at the bottom shows the start button and several open applications."/>

Veena Quotations - [Quotations Data Entry]

File Edit View Insert Format Records Scripts Window Help

RSB Quotation Database

New Delete Find Show All Records Exit

RSSBHK Quotations Data Entry ver. 2

Ref Code: _____

Quotation Text: _____

Topic Keys: _____

Record: 0

Total: 0

Sorted

Author Topic Keys Source Information Source Scans

By Author's full name: _____ or by Author's alias: _____

To Add a new author name or to edit existing Author details, click here: [Add / Edit](#)

Please note that even after you have added a new author name, you still need to search for the author for the details to appear below:

Full Name: _____ Alias: _____ Author Type: _____

Era: _____ Year: _____ Origin of Author: _____

Religious Background: _____ Gender: _____

Translator: (if applicable) _____

Ancient / Anonymous Text: Y

If a text is not credited to the author/person but is a text or a passage from a sacred book or other reading material, it is classified as an 'Ancient/Anonymous text'. Therefore, all texts including passages from Religious texts or Scriptures (Gita, Upanishads, Vedas, Adi Granth, Kabalah, Torah, Gathas, Qur'an, Bible, etc.), Anonymous texts, Unknown text, Anon, Alcoholic Anonymous, text by Informations Services (for e.g. Brahma Kumaris), Teachings, Sayings, Proverbs, Ancient Words of Wisdom, Quotes with references to books (for e.g. quote source reads: from 'Cloud of Unknowing' or 'Bits & Pieces') all these sources have to be typed in the 'Ancient/Anonymous text' field .

1) Select the Ancient/Anonymous text box.

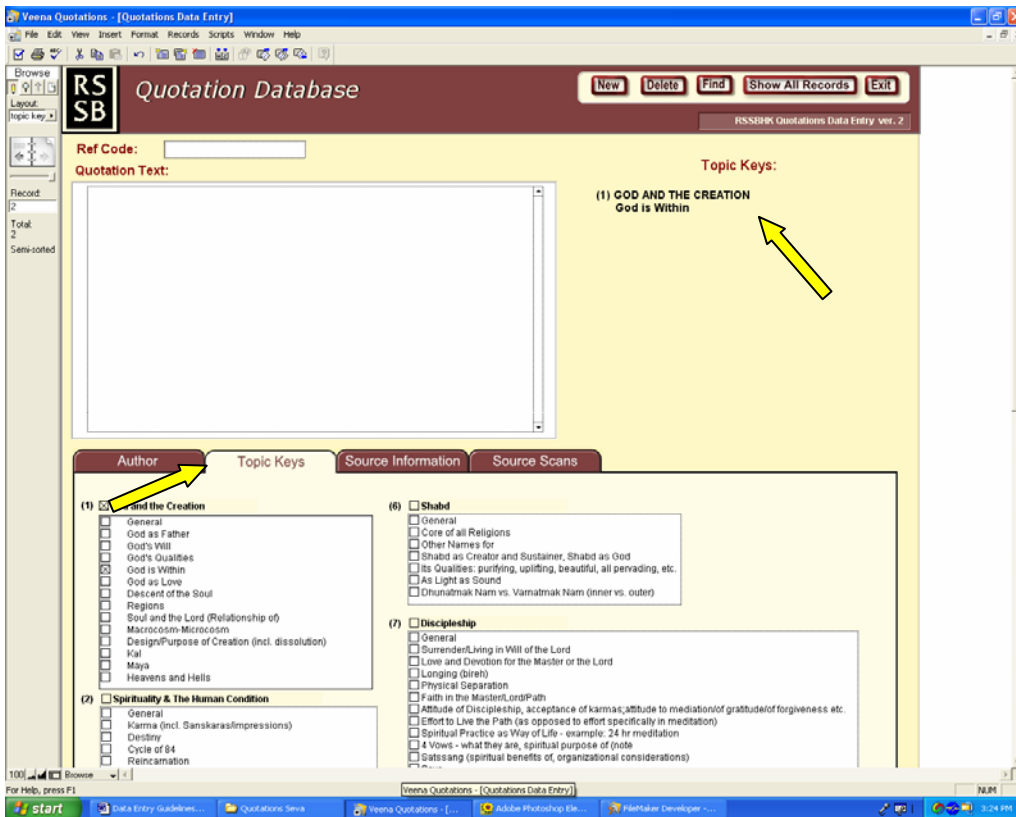
2) Select/Enter the full source of the text in the Ancient/Anonymous field.

For e.g. if the quote is from a scripture: Adi Granth, M.5. P.245 or 2 John 6, please write the complete details instead of just mentioning Adi Granth or Bible. The names of books, for example - The Cloud of Unknowing, Bits & Pieces, Soundings, etc. also need to be typed in the 'Ancient/ Anonymous text' field.

After you have completed the first screen, select the 'Topic Keys' tab.

Topic Keys

- Select the topic keys or themes that are relevant to that quotation. Once you select a sub-topic the main topic key will also be selected.
For e.g. if you select the subtopic 'Destiny' in item (2), the main topic "Spirituality & the Human Condition" will automatically be selected.
- Your selection will now appear on the right hand side of the screen for easy viewing.



Source Information

- Enter this information as it appears on the book/publication.

Veena Quotations - [Quotations Data Entry]

File Edit View Insert Format Records Scripts Window Help

Browse
Layout: source in

Record:
2
Total:
2
Semi-sorted

RSB Quotation Database

New Delete Find Show All Records Exit

RSSBHK Quotations Data Entry ver. 2

Ref Code:

Quotation Text:

Topic Keys:

Author Topic Keys Source Information Source Scans

Name of Publication:

Title of Article/Chapter: Source Type:

Publisher: Add / Edit City of Publication:

Edition: Date of Edition:

Chapter No.: Copyright Date: same as Copyright date

Source Author/Editor:

Page number: Line number: Volume No: Verse: Part No:

100% For Help, press F1

start Data Entry Guidelines... Quotations Seva Veena Quotations - [...]. Adobe Photoshop Ele... FileMaker Developer - ... 3:21 PM

- When entering the Name of the Publication, only enter the name of the book. Any volume number or part number must be entered in the appropriate field.
For e.g.
wrong: Name of Publication = A Treasury of Mystic Terms Vol. 1 Part 3
correct: Name of Publication = A Treasury of Mystic Terms
Volume No = 1
Part No = 3
- When entering the Name of the Publication, please ensure that you enter the correct book name. e.g.
correct = A Treasury of Mystic Terms
wrong = A Treasury of the Mystic Terms

- Please use initial caps, do not use all caps for any entry. That is:
Correct = A Treasury of Mystic Terms
Wrong = A TREASURY OF MYSTIC TERMS
- Enter the complete title including any subtitle. That is:
Correct = Life is Fair, Laws of Cause and Effect
Wrong = Life is Fair
Another example: Richard Carlson's - "Don't Sweat the Small Stuff" book series has the same title but runs into different subtitles such as: 'it's all a small stuff', 'for mothers', 'for women' 'in love', etc.
- If the quotation is from one of the RS Books, enter the following information in the 'publisher' and 'city of publication' fields:

Publisher = Radha Soami Satsang Beas

City of Publication = Dera – Beas

You are required to enter the publisher and city of publication as such, even though it may be worded differently in the book. In this way, such information would be consistent for all the RS books (e.g. Spiritual Discourses, Light on Sant Mat, etc.). Please note that is does not apply to RS magazines.

- If the 'Date of Edition' is the same as the copyright date, you can simply select the button



instead of re-entering the information.

- You can select the 'Publisher' from the pop-down list that appears. If the publisher's name does not appear in the list, you can add a new publisher to the publisher database.



4. Scanning Guidelines

1) Scanner Settings:

- Grayscale
- 300dpi
- Jpeg format

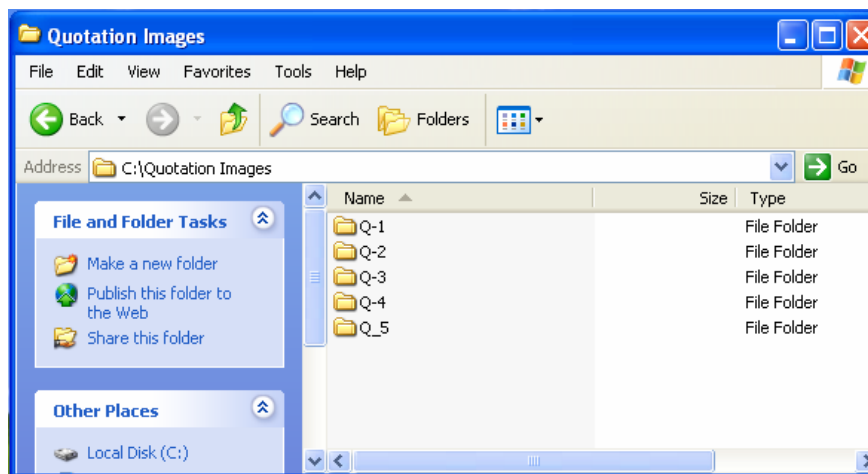
2) Filenaming Convention:

The filenames of the scanned images should correspond to the quote reference in the database. For example, if the quote reference is Q-5, the filenames of the image page, title page and copyright page would be as follows:

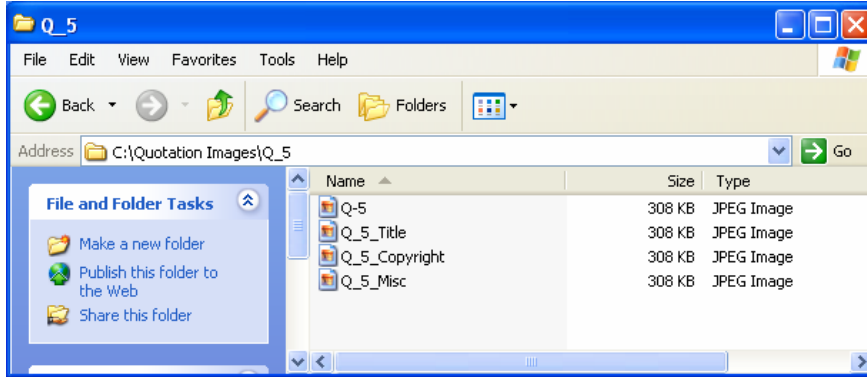
Image file: Q_5.jpg
Title page: Q_5_Title.jpg
Copyright page: Q_5_Copyright.jpg
Any other pages included: Q_5_Misc.jpg

You would create a folder on your computer called “Quotation Images”. In this folder you will have sub-folders for each record in your database. Within each sub-folder you will have the corresponding image files.

In this example, there are five quotes in the database, Q-1 to Q-5. Your image folder should appear as follows:

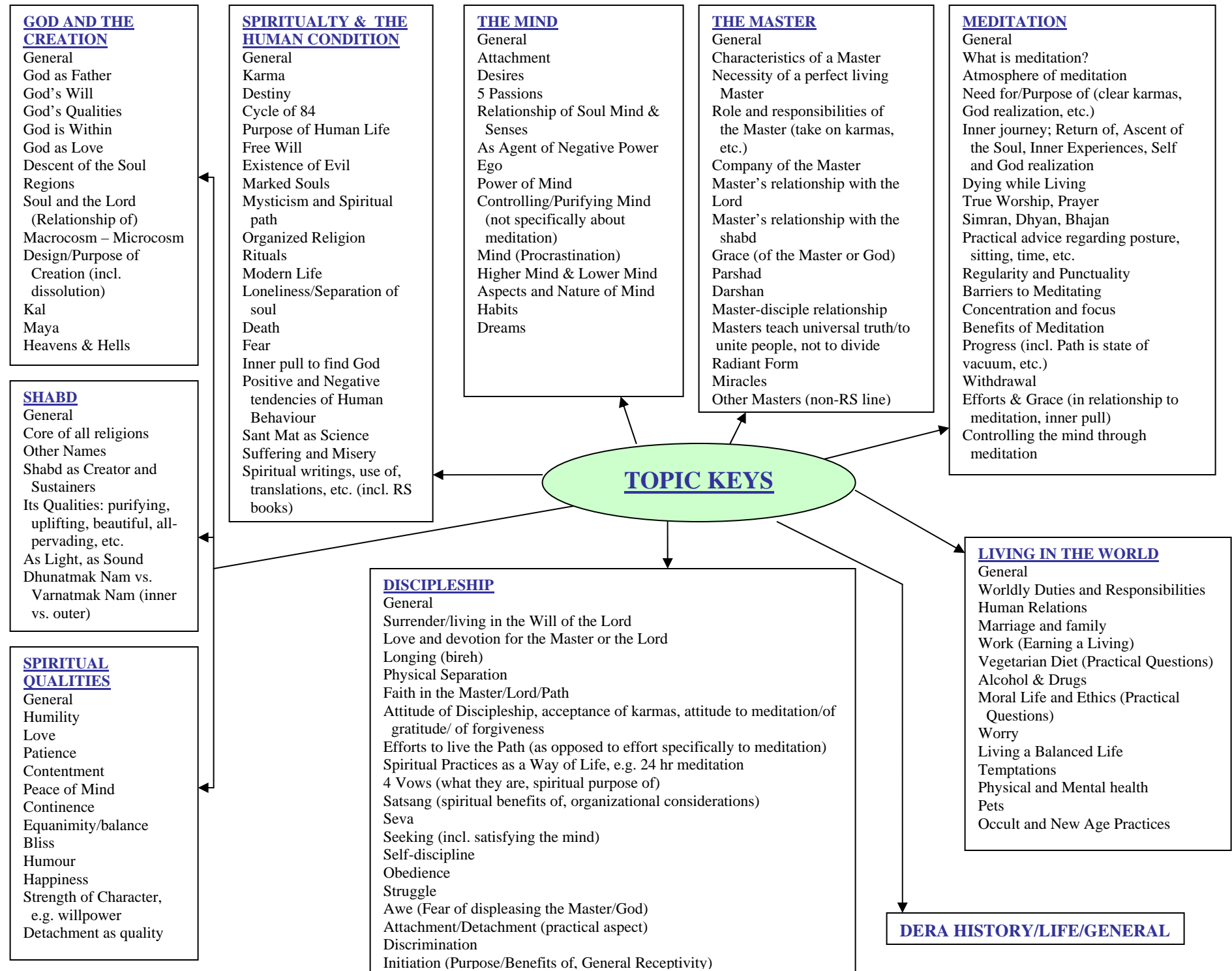


Within each sub-folder, you will have the image files:



3) Submitting the Scanned Images

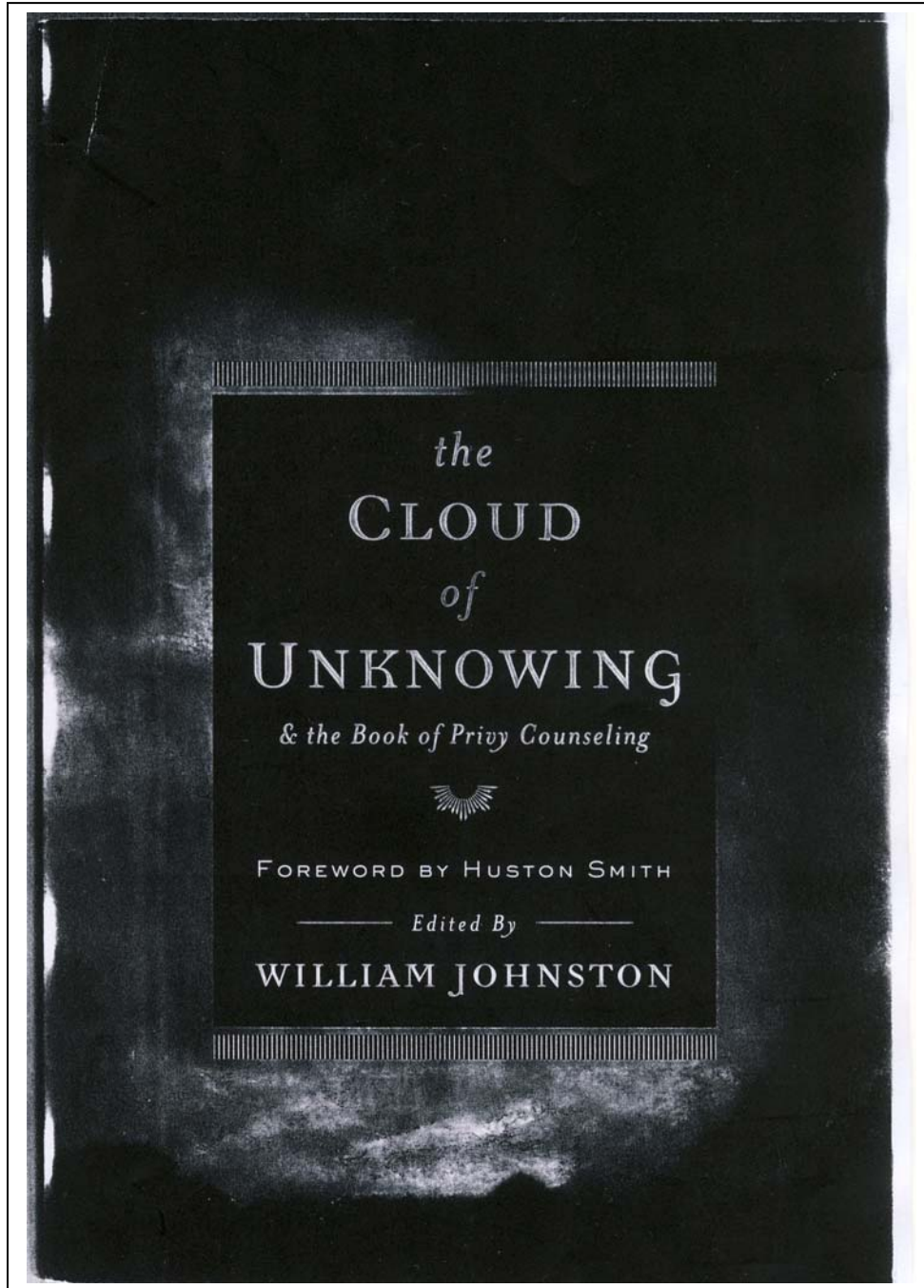
You may send us the image files via email. The main “Quotation Images” folder may be compressed using ‘Winzip’ or similar compression software.



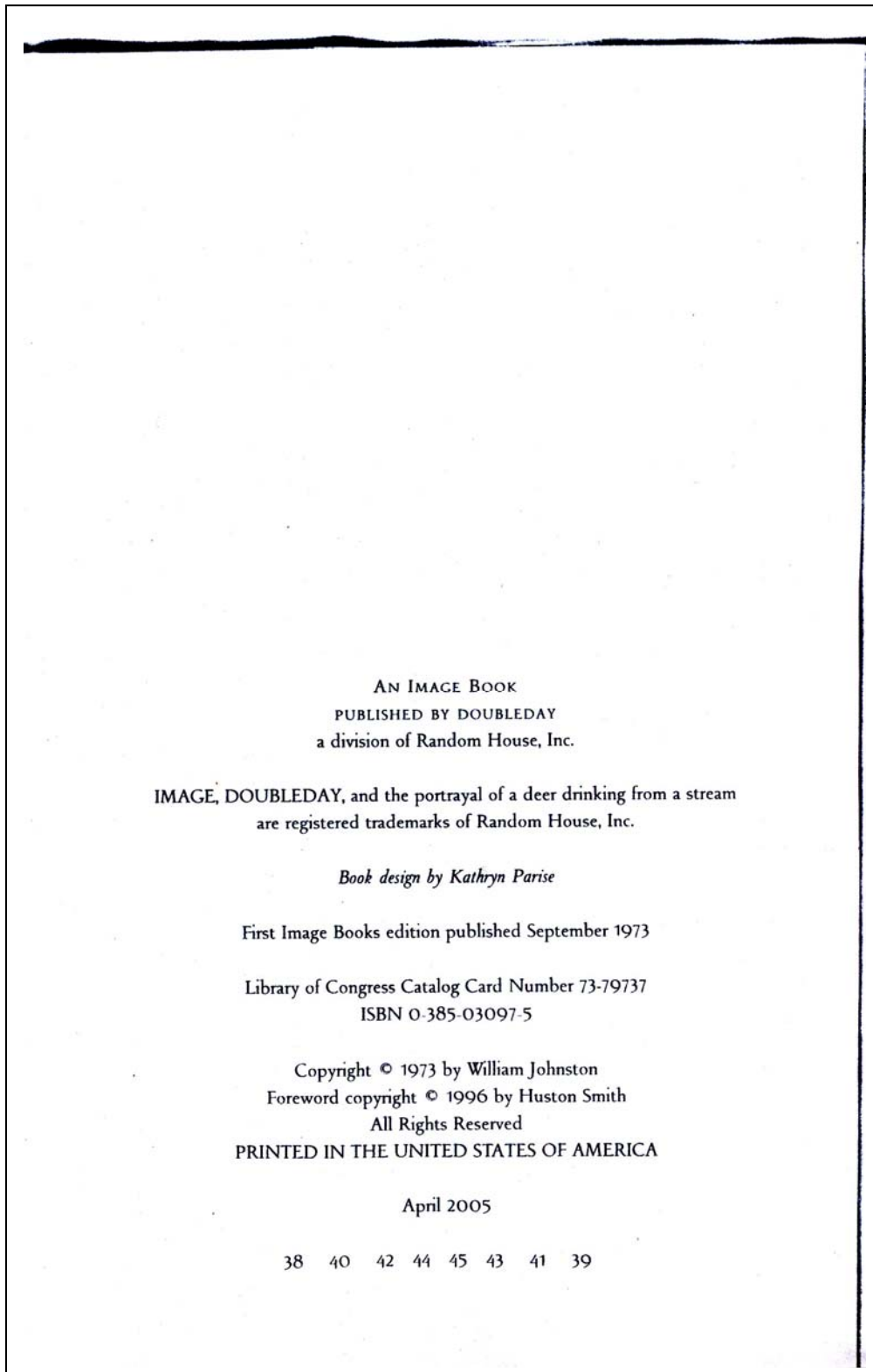
5. Examples of how to do data entry

Example 1 – One quote from the book ‘The Cloud of Unknowing’

- Photocopy of the Cover of the book



- Photocopy of the Title page of the book



- Photocopy of the page containing the 'quotation'

Yet keep in mind this distinction between yourself and him: he is your being but you are not his. It is true that everything exists in him as in its source and ground of being, and that he exists in all things, as their cause and their being. Yet a radical distinction remains: he alone is his own cause and his own being. For as nothing can exist without him, so he cannot exist without himself. He is his own being and the being of everything else. Of him alone may this be said; and thus he is wholly separate and distinct from every created thing. And thus, also, he is one in all things and all things are one in him. For I repeat: all things exist in him; he is the being of all.'

And since this is so, let grace unite your thought and affection to him, while you strive to reject all minute inquiry into the particular qualities of your blind being or of his. Leave your thought quite naked, your affection uninvolved, and your self simply as you are, so that grace may touch and nourish you with the experimental knowledge of God as he really is. In this life, this experience will always remain dark and partial so that your longing desire for him be ever newly enkindled. Look up joyfully, then, and say to your Lord, in words or desire:

That which I am, I offer to you,
O Lord, for you are it entirely.

Q:1

Go no further, but rest in this naked, stark, elemental awareness that you are as you are.

CHAPTER 2

It is not hard to master this way of thinking. I am certain that even the most uneducated man or woman, accustomed to a very primitive type of life, can easily learn it. Sometimes I smile to myself (though not without a touch of sadness), and marvel at those who claim that

DATA ENTRY SCREEN:

Author Page:

FileMaker Pro Advanced - [Quotations Data Entry]

File Edit View Insert Format Records Scripts Tools Window Help

RS SB Quotation Database

New Delete Find Show All Records Exit

RSSBHK Quotations Data Entry ver 3.0

Ref Code: Q-1

Quotation Text:

Topic Keys:

(5) MEDITATION
Prayer
(7) DISCIPLESHIP
Surrender/Living in Will of the Lord

That which I am, I offer to you,
O Lord, for you are it entirely

Author Topic Keys Source Information Source Scans

Search for Author Details:

By Author's full name: Ancient / Anonymous Text or by Author's alias:

To Add a new author name or to edit existing Author details, click here: Add / Edit

Please note that even after you have added a new author name, you still need to search for the author for the details to appear below:

Full Name: Ancient / Anonymous Text Alias: Ancient / Anonymous Text Author Type:

Era: Year: Origin of Author:

Religious Background: Gender:

Translator: (if applicable) Ancient / Anonymous Text: Y

Unknown

Important Notes:

- The Quotation Text is automatically entered by the software to the middle of the box as shown above. Please DO NOT leave blank lines when you enter the Quotation Text.
- If the Author is Unknown, please select 'Unknown' from the Ancient/Anonymous Text field drop down list.

Topics Keys:

The screenshot shows the FileMaker Pro Advanced interface for a 'Quotation Database'. The window title is 'FileMaker Pro Advanced - [Quotations Data Entry]'. The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Tools, Window, Help), a toolbar, and a navigation pane on the left with 'Browse' and 'Record' sections. The main area is titled 'Quotation Database' and contains a 'Ref Code' field with 'Q-1', a 'Quotation Text' field with the text 'That which I am, I offer to you, O Lord, for you are it entirely', and a 'Topic Keys' section. The 'Topic Keys' section lists several categories with checkboxes: (5) MEDITATION, Prayer, (7) DISCIPLESHIP, and Surrender/Living in Will of the Lord. Below this, there are four tabs: 'Author', 'Topic Keys', 'Source Information', and 'Source Scans'. The 'Topic Keys' tab is active, showing a list of topic keys with checkboxes. A yellow arrow points to the checked box for '(7) Discipleship'. The bottom of the window shows the Windows taskbar with the 'start' button and several open applications.

FileMaker Pro Advanced - [Quotations Data Entry]

File Edit View Insert Format Records Scripts Tools Window Help

Browse
Layout:
topic key

RS
SB

Quotation Database

New Delete Find Show All Records Exit

RSSBHK Quotations Data Entry ver 3.0

Ref Code: Q-1

Quotation Text:

That which I am, I offer to you,
O Lord, for you are it entirely

Topic Keys:

(5) MEDITATION
Prayer
(7) DISCIPLESHIP
Surrender/Living in Will of the Lord

Author Topic Keys Source Information Source Scans

(1) God and the Creation

- General
- God as Father
- God's Will
- God's Qualities
- God is Within
- God as Love
- Descent of the Soul
- Regions
- Soul and the Lord (Relationship of)
- Macrocosm-Microcosm
- Design/Purpose of Creation (incl. dissolution)
- Kal
- Maya
- Heavens and Hells

(2) Spirituality & The Human Condition

- General
- Karma (incl. Sanskaras/Impressions)
- Destiny
- Cycle of 84
- Reincarnation
- Purpose of Human Life

(6) Shabd

- General
- Core of all Religions
- Other Names for
- Shabd as Creator and Sustainer, Shabd as God
- Its Qualities: purifying, uplifting, beautiful, all pervading, etc.
- As Light as Sound
- Dhunatmak Nam vs. Varnatmak Nam (inner vs. outer)

(7) Discipleship

- General
- Surrender/Living in Will of the Lord
- Love and Devotion for the Master or the Lord
- Longing (birah)
- Physical Separation
- Faith in the Master/Lord/Path
- Attitude of Discipleship, acceptance of karmas, attitude to meditation/of gratitude/of forgiveness etc.
- Effort to Live the Path (as opposed to effort specifically in meditation)
- Spiritual Practice as Way of Life - example: 24 hr meditation
- 4 Vows - what they are, spiritual purpose of (note)
- Satssang (spiritual benefits of, organizational considerations)
- Seva

100% Browse

For Help, press F1

start Source for Data E... FileMaker Pro Adv... Document1 - Micr... EN 5:01 PM

Important Note:

- Select the check box for the relevant topic key.

Source Information:

The screenshot shows the FileMaker Pro Advanced interface for a 'Quotations Data Entry' form. The window title is 'FileMaker Pro Advanced - [Quotations Data Entry]'. The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Tools, Window, Help) and a toolbar. On the left, there is a 'Browse' panel with a 'Layout' dropdown set to 'source in', a record count of 1, a total of 5 records, and a 'Semi-sorted' indicator.

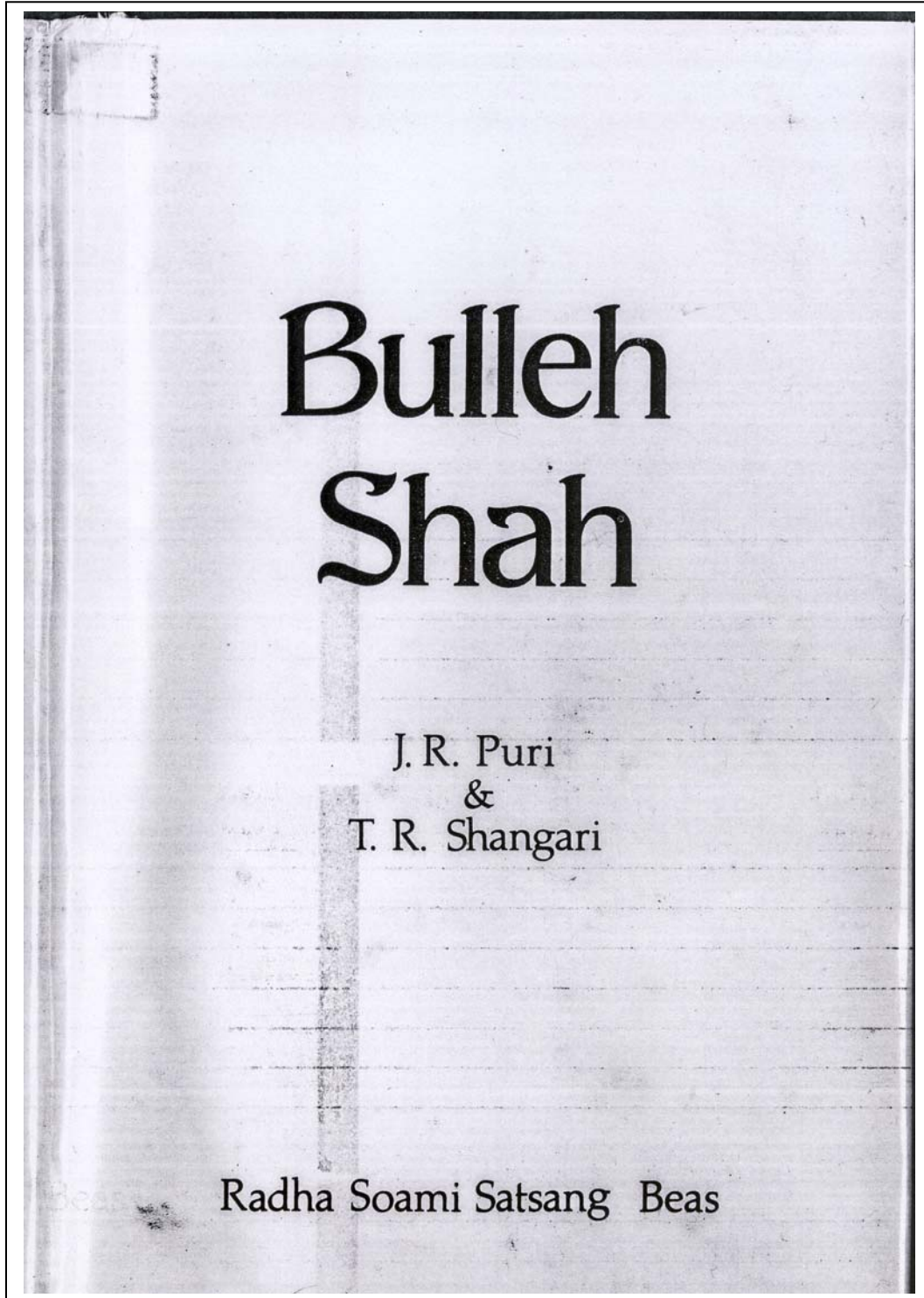
The main form area is divided into several sections:

- Ref Code:** A text field containing 'Q-1'.
- Quotation Text:** A large text area containing the text: 'That which I am, I offer to you, O Lord, for you are it entirely'.
- Topic Keys:** A list of keywords: '(5) MEDITATION', 'Prayer', '(7) DISCIPLESHIP', and 'Surrender/Living in Will of the Lord'.
- Source Information:** A tabbed section with sub-tabs for 'Author', 'Topic Keys', 'Source Information', and 'Source Scans'. The 'Source Information' sub-tab is active, showing the following fields:
 - Name of Publication:** 'The Cloud Of Unknowing & the Book of privy Counselling'
 - Title of Article/Chapter:** (empty)
 - Source Type:** 'Books'
 - Publisher:** 'Random House, Inc' (with an 'Add / Edit' button)
 - City of Publication:** 'USA'
 - Edition:** 'First'
 - Date of Edition:** 'April 2005' (with a 'same as Copyright date' button)
 - Chapter No.:** '1'
 - Source Author/Editor:** 'William Johston'
 - Copyright Date:** '1973, 1996'
 - Page number:** '139'
 - Line number:** '20 & 21'
 - Volume No:** (empty)
 - Verse:** (empty)
 - Part No:** (empty)
- Submitted by: (Name of Person):** 'Sunil Thadani'
- Submitted from: (Country):** 'Hong Kong'
- Date submitted:** 'Apr 16, 2008' (with a '(mm/dd/yy)' format indicator)
- Other Details:** (empty)

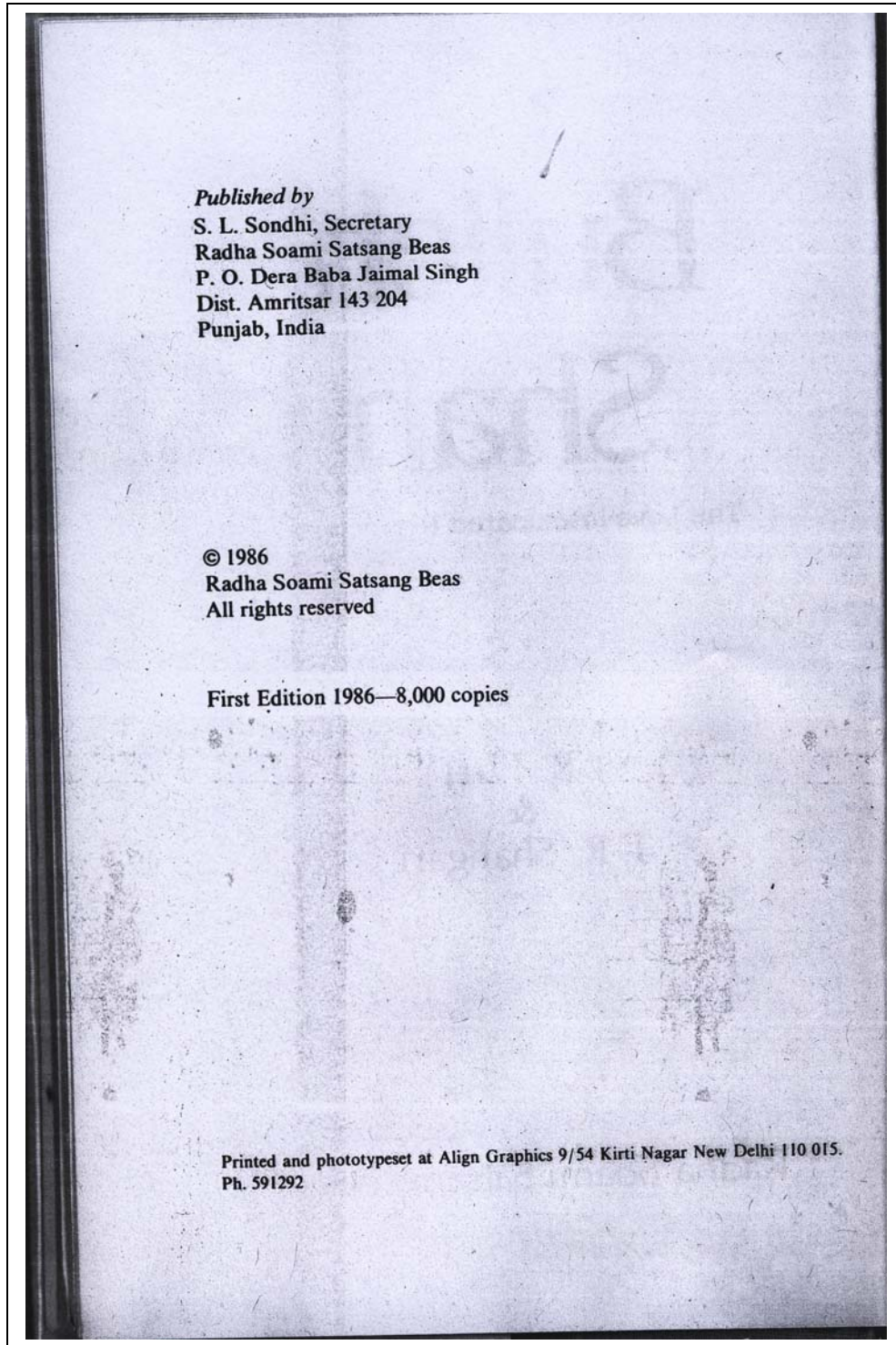
The bottom of the window shows a Windows taskbar with the 'start' button, several open applications (Source for Data E..., FileMaker Pro Adv..., Document1 - Mic...), and a system tray with the time '5:01 PM'.

Example 2 – Two quotes from the book ‘Bulleh Shah’

- Photocopy of the Cover of the book



- Photocopy of the Title page of the book



2. [Nanak loses his self and merges into the Master.]

M.3.,p. 509

Q. 2

These expressions are not used metaphorically or as ideals, but have a special mystic significance. They indicate a certain spiritual state in mystic trance. Much of Bulleh Shah's poetry points to such a state. For instance, his *kafi* beginning with the line, "Repeating the name of Ranjha I have become Ranjha myself," is symptomatic of this condition. Through concentration and contemplation when the soul leaves the senses, body and mind, it first merges into the form of the Master, and then into that of the Lord. Every true practitioner of the spiritual path aims at attaining such a stage. In his *kafi*, beginning with the line, "O friends, it is now that I learn how love and law are related," Bulleh Shah says :

[Within us abides our *Murshid*.
When I fell in love, I learnt this.]

Q. 3

Likewise, in his *kafi* "Will You ever call me Your own?" he points out in the last stanza that so long as the disciple does not merge into his Master, he cannot have the vision of God :

O Bullah, when you go to see the Lord,
You have to transform these eyes of yours.
Then alone will you be able to behold Him,
When you come back home as King Inayat.

In the same *kafi* he points out in an earlier stanza, that with the elimination of the ego from within, God alone remains behind, although in the process one might have to go through experience akin to that of Mansur :

DATA ENTRY SCREENS:

Author Page Q-2:

FileMaker Pro Advanced - [Quotations Data Entry]

File Edit View Insert Format Records Scripts Tools Window Help

Browse
Layout: [data entr...]
Record: 2
Total: 5
Semi-sorted

RS SB Quotation Database

New Delete Find Show All Records Exit

RSSBHK Quotations Data Entry ver 3.0

Ref Code: Q-2

Quotation Text:
Nanak loses his self and merges into the Master

Topic Keys:
(4) THE MASTER
Grace (of the Master or God)
(7) DISCIPLESHIP
Surrender/Living in Will of the Lord
(9) SPIRITUAL QUALITIES
Love

Author Topic Keys Source Information Source Scans

Search for Author Details:
By Author's full name: [Ancient / Anonymous Text] or by Author's alias: []
To Add a new author name or to edit existing Author details, click here: [Add / Edit]
Please note that even after you have added a new author name, you still need to search for the author for the details to appear below:

Full Name: [Ancient / Anonymous Text] Alias: [Ancient / Anonymous Text] Author Type: []
Era: [] Year: [] Origin of Author: []
Religious Background: [] Gender: []
Translator: (if applicable) [] Ancient / Anonymous Text: Y
[M.3_p.509]

100% Browse
For Help, press F1

start Source for Data E... FileMaker Pro Adv... EN 5:17 PM

Topic Keys Q-2:

The screenshot displays the FileMaker Pro Advanced interface for a 'Quotation Database'. The window title is 'FileMaker Pro Advanced - [Quotations Data Entry]'. The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Tools, Window, Help), a toolbar, and a sidebar with navigation options like 'Browse', 'Layout', and 'Record'. The main area shows a record with 'Ref Code: Q-2' and 'Quotation Text: Nanak loses his self and merges into the Master'. To the right, 'Topic Keys' are listed: (4) THE MASTER, Grace (of the Master or God), (7) DISCIPLESHIP, Surrender/Living in Will of the Lord, (9) SPIRITUAL QUALITIES, and Love. Below the quotation, there are four tabs: 'Author', 'Topic Keys', 'Source Information', and 'Source Scans'. The 'Topic Keys' tab is active, showing a list of categories with checkboxes:

- (1) God and the Creation
 - General
 - God as Father
 - God's Will
 - God's Qualities
 - God is Within
 - God as Love
 - Descent of the Soul
 - Regions
 - Soul and the Lord (Relationship of)
 - Macrocosm-Microcosm
 - Design/Purpose of Creation (incl. dissolution)
 - Kal
 - Maya
 - Heavens and Hells
- (2) Spirituality & The Human Condition
 - General
 - Karma (incl. Sanskaras/Impressions)
 - Destiny
 - Cycle of 84
 - Reincarnation
 - Purpose of Human Life
- (6) Shabd
 - General
 - Core of all Religions
 - Other Names for
 - Shabd as Creator and Sustainer, Shabd as God
 - Its Qualities: purifying, uplifting, beautiful, all pervading, etc.
 - As Light as Sound
 - Dhunatmak Nam vs. Vamatmak Nam (inner vs. outer)
- (7) Discipleship
 - General
 - Surrender/Living in Will of the Lord
 - Love and Devotion for the Master or the Lord
 - Longing (birah)
 - Physical Separation
 - Faith in the Master/Lord/Path
 - Attitude of Discipleship, acceptance of karmas, attitude to meditation/of gratitude/of forgiveness etc.
 - Effort to Live the Path (as opposed to effort specifically in meditation)
 - Spiritual Practice as Way of Life - example: 24 hr meditation
 - 4 Vows - what they are, spiritual purpose of (note)
 - Satsang (spiritual benefits of, organizational considerations)
 - Seva

The bottom of the window shows the Windows taskbar with the Start button, several open applications, and the system tray displaying the time as 5:18 PM.

Source Information Q-2:

FileMaker Pro Advanced - [Quotations Data Entry]

File Edit View Insert Format Records Scripts Tools Window Help

Browse
Layout: source in

RS SB Quotation Database

New Delete Find Show All Records Exit

RSSBHK Quotations Data Entry ver 3.0

Ref Code: Q-2

Quotation Text:

Nanak loses his self and merges into the Master

Topic Keys:

(4) THE MASTER
Grace (of the Master or God)
(7) DISCIPLESHIP
Surrender/Living in Will of the Lord
(9) SPIRITUAL QUALITIES
Love

Author Topic Keys Source Information Source Scans

Name of Publication: Bulleh Shah

Title of Article/Chapter: Teachings Source Type: RS - Books

Publisher: Radha Soami Satsang Beas Add / Edit City of Publication: Dera - Beas

Edition: First Date of Edition: 1986

Chapter No.: Copyright Date: 1986

Source Author/Editor: J. R. Puri & T. R. Shangari

Page number: Line number: Volume No: Verse: Part No:

91 1

Submitted by: (Name of Person) Submitted from: (Country) Date submitted:

100% For Help, press F1

start Source for Data E... FileMaker Pro Adv... Document1 - Mic... EN 5:18 PM

Author Page Q-3:

FileMaker Pro Advanced - [Quotations Data Entry]

File Edit View Insert Format Records Scripts Tools Window Help

Browse
Layout: data entry

Record:
3
Total:
5
Semi-sorted

RS SB Quotation Database

New Delete Find Show All Records Exit

RSSBHK Quotations Data Entry ver 3.0

Ref Code: Q-3

Quotation Text:
Within us abides our Murshid.
When I fell in love, I learnt this.

Topic Keys:
(4) THE MASTER
Master-disciple relationship
(5) MEDITATION
Benefits of meditation
(9) SPIRITUAL QUALITIES
Love

Author Topic Keys Source Information Source Scans

Search for Author Details:
By Author's full name: Abd Allah Shah or by Author's alias: Saa'in Bulleh Shah
Add / Edit

Please note that even after you have added a new author name, you still need to search for the author for the details to appear below:

Full Name: Abd Allah Shah	Alias: Saa'in Bulleh Shah	Author Type: Mystic/Saint
Era: 1680-1758	Year: 1680-1758	Origin of Author: Lahore (Punjab), India (now
Religious Background: Sufism; Islam		Gender: Male
Translator: (if applicable)		Ancient / Anonymous Text: <input type="checkbox"/> Y

100% Browse

For Help, press F1

start Source for Data E... FileMaker Pro Adv... Document1 - Micr... EN 5:18 PM

Topic Keys Q-3:

FileMaker Pro Advanced - [Quotations Data Entry]

File Edit View Insert Format Records Scripts Tools Window Help

Layout: topic key

RS SB Quotation Database

New Delete Find Show All Records Exit

RSSBHK Quotations Data Entry ver 3.0

Ref Code: Q-3

Quotation Text:

Within us abides our Murshid.
When I fell in love, I learnt this.

Topic Keys:

(4) THE MASTER
Master-disciple relationship
(5) MEDITATION
Benefits of meditation
(9) SPIRITUAL QUALITIES
Love

Author Topic Keys Source Information Source Scans

(1) **God and the Creation**

- General
- God as Father
- God's Will
- God's Qualities
- God is Within
- God as Love
- Descent of the Soul
- Regions
- Soul and the Lord (Relationship of)
- Macrocosm-Microcosm
- Design/Purpose of Creation (incl. dissolution)
- Kal
- Maya
- Heavens and Hells

(2) **Spirituality & The Human Condition**

- General
- Karma (incl. Sanskaras/Impressions)
- Destiny
- Cycle of 84
- Reincarnation
- Purpose of Human Life

(6) **Shabd**

- General
- Core of all Religions
- Other Names for
- Shabd as Creator and Sustainer, Shabd as God
- Its Qualities: purifying, uplifting, beautiful, all pervading, etc.
- As Light as Sound
- Dhunatmak Nam vs. Varnatmak Nam (inner vs. outer)

(7) **Discipleship**

- General
- Surrender/Living in Will of the Lord
- Love and Devotion for the Master or the Lord
- Longing (birah)
- Physical Separation
- Faith in the Master/Lord/Path
- Attitude of Discipleship, acceptance of karmas, attitude to meditation/of gratitude/of forgiveness etc.
- Effort to Live the Path (as opposed to effort specifically in meditation)
- Spiritual Practice as Way of Life - example: 24 hr meditation
- 4 Vows - what they are, spiritual purpose of (note)
- Satssang (spiritual benefits of, organizational considerations)
- Seva

100% Browse

For Help, press F1

start Source for Data E... FileMaker Pro Adv... EN 5:33 PM

Source Information Q-3:

FileMaker Pro Advanced - [Quotations Data Entry]

File Edit View Insert Format Records Scripts Tools Window Help

Browse

Layout: source in

Record: 3

Total: 5

Semi-sorted

Ref Code: Q-3

Quotation Text:

Within us abides our Murshid.
When I fell in love, I learnt this.

Topic Keys:

(4) THE MASTER
Master-disciple relationship
(5) MEDITATION
Benefits of meditation
(9) SPIRITUAL QUALITIES
Love

Author Topic Keys Source Information Source Scans

Name of Publication: Bulleh Shah

Title of Article/Chapter: Teachings Source Type: RS - Books

Publisher: Radha Soami Satsang Beas Add / Edit City of Publication: Dera - Beas

Edition: First Date of Edition: 1986

Chapter No.: Copyright Date: 1986 (same as Copyright date)

Source Author/Editor: J. R. Puri & T. R. Shangari

Page number: 91 Line number: 16 & 17 Volume No: Verse: Part No:

Submitted by: (Name of Person) Asha Sajani Submitted from: (Country) Hong Kong Date submitted: Apr 16, 2008 (mm/dd/yyyy)

Other Details:

start Source for Data E... FileMaker Pro Adv... Document1 - Micr... EN NUM 5:33 PM

7. Sending Your Submission via Email

To send your submission via email, select the “Export Data” tab on your program.

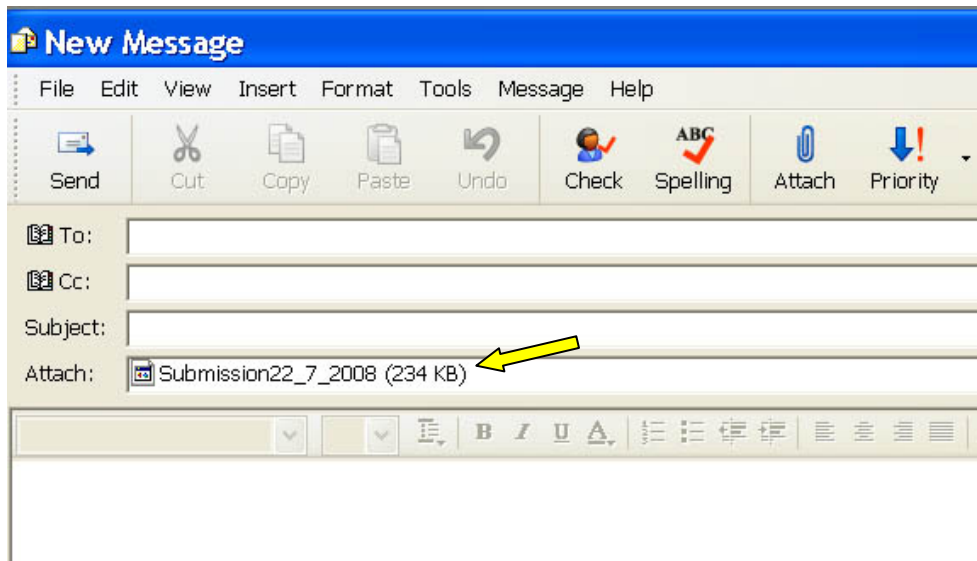
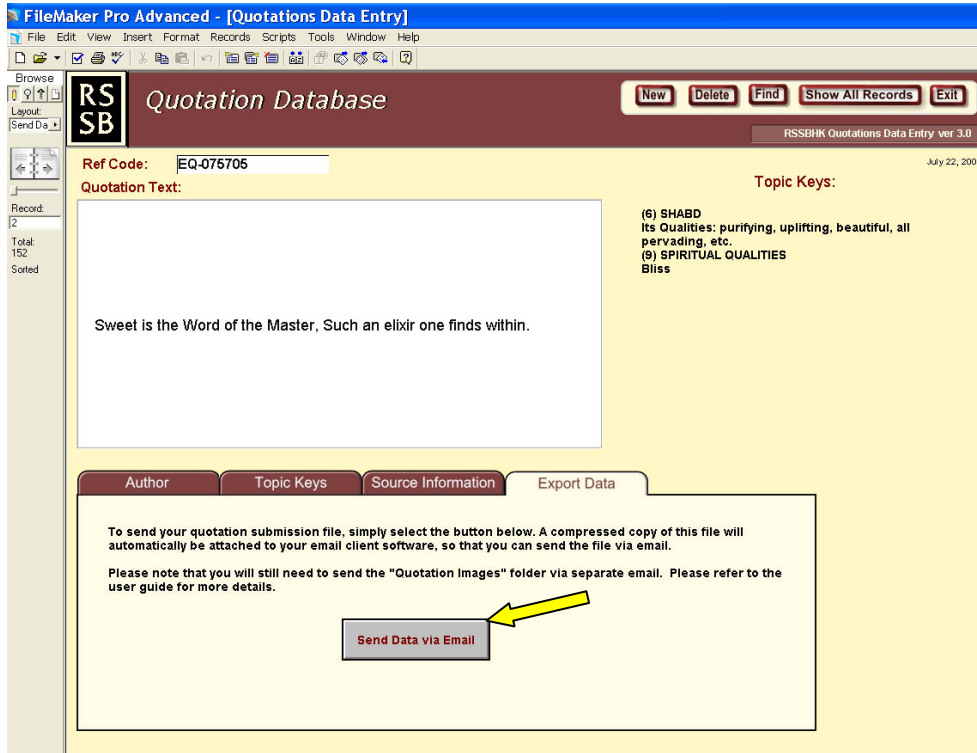
The screenshot shows the FileMaker Pro Advanced interface for the 'Quotation Database'. The window title is 'FileMaker Pro Advanced - [Quotations Data Entry]'. The menu bar includes File, Edit, View, Insert, Format, Records, Scripts, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation. The main window has a dark red header with the 'RS SB' logo and the text 'Quotation Database'. On the right side of the header, there are buttons for 'New', 'Delete', 'Find', 'Show All Records', and 'Exit'. Below the header, the 'Ref Code' is 'EQ-075705'. The 'Quotation Text' field contains the text: 'Sweet is the Word of the Master, Such an elixir one finds within.' To the right of the text, there are 'Topic Keys': '(6) SHABD Its Qualities: purifying, uplifting, beautiful, all pervading, etc. (9) SPIRITUAL QUALITIES Bliss'. At the bottom of the window, there are four tabs: 'Author', 'Topic Keys', 'Source Information', and 'Export Data'. A yellow arrow points to the 'Export Data' tab. Below the tabs, there is a section for 'Search for Author Details' with a search form. The search form has two input fields: 'By Author's full name:' with the value 'Guru Nanak Dev Ji (Founder of Sikhism)' and 'or by Author's alias:'. Below the search form, there is a note: 'To Add a new author name or to edit existing Author details, click here: Add/Edit'. Below the note, there is a table of author details:

Full Name: Guru Nanak Dev Ji (Founder of	Alias: Guru Nanak	Author Type: Mystic/Saint
Era: 1469-1539	Year: 1469-1539	Origin of Author: Lahore, India (now Pakistan)
Religious Background: Hindusim		Gender: Male

On the Export Data screen, select the button

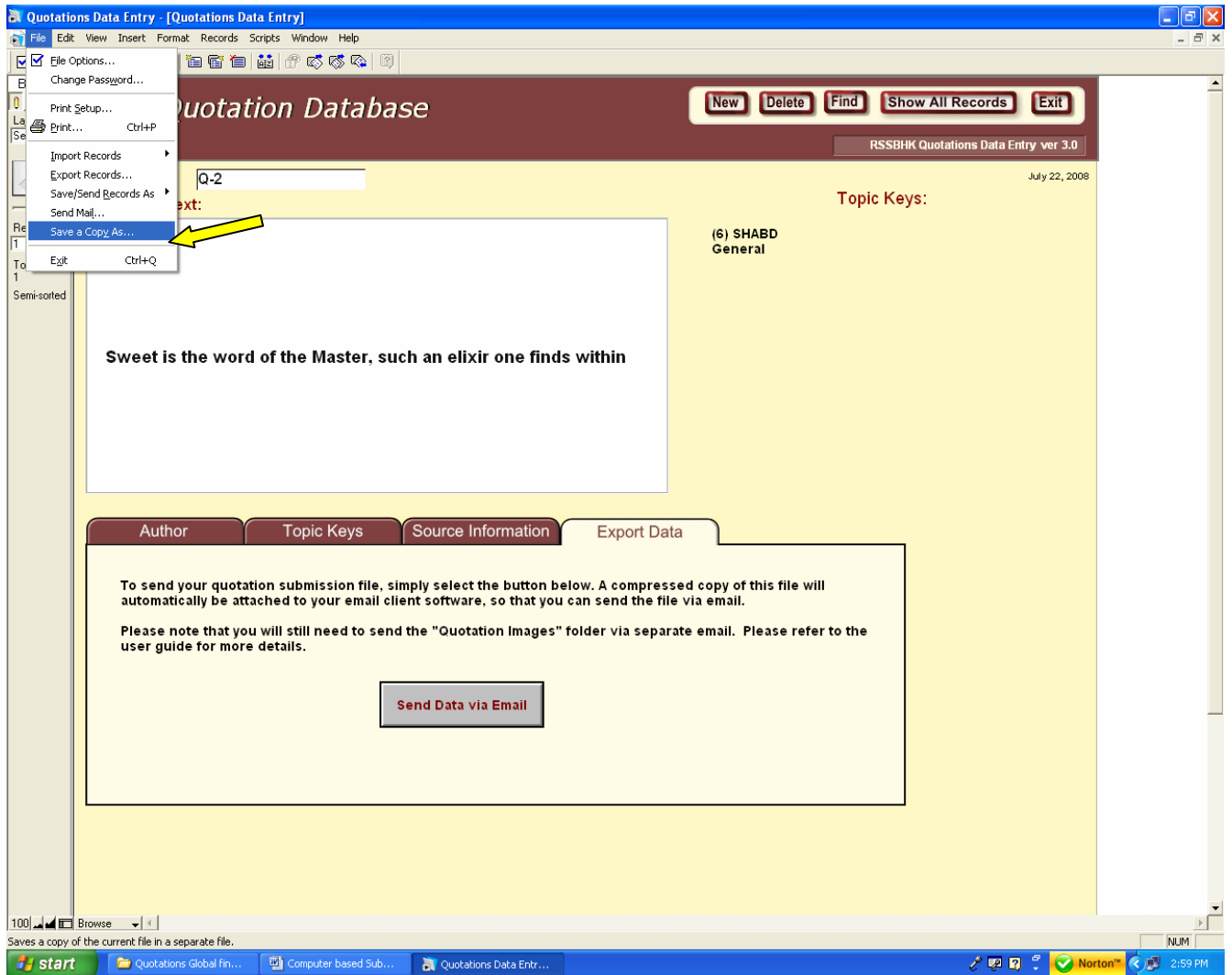


This will activate your email client software (e.g. MS Outlook) and will attach your database assigning the attachment name “Submission” along with the current date.



Upon receipt of your email, we will send you an acknowledgment.

Before starting a new submission, you can save a copy of your file for your records as follows:



You will need to delete all the records in the database, **before** you begin your next submission. That way you will again begin with an empty file.

From the top menu bar, select 'Records', then "Delete All Records".

