

## Correspondence Courses

*Instructions for submitting lessons -- please print before continuing!*

Congratulations on enrolling in an external course. There are three different (basic) ways of submitting your lessons.

1. Either: Print out the lesson, fill in the answers by hand or on the computer before printing, and then mail to the following:

Dean's Secretary  
BMA Seminary  
1530 E. Pine St.  
Jacksonville, TX 75766

2. Or: If you have a full version of Adobe Acrobat (version 5 or more), you can fill out the questions on screen (your answers will be in blue; use the tab key to move from question to question), click the SUBMIT word/button, and the answers will be sent by email to the Seminary. Be sure that you are connected to your internet provider before you send the file.

**SPECIAL NOTE:** the Seminary has made arrangements for our students to buy the full version of Adobe Acrobat at a very reduced price (**less than \$100**). Such a program will enable you to send by email all of our correspondence lessons by simply clicking the submit button, and you will be able to make any Windows document into an Adobe Acrobat file.

Send us an email and ask for details about ordering the program by clicking on the following email address: [prbryan@bmats.edu](mailto:prbryan@bmats.edu).

3. Or: As an alternative, you can fill out the answers on the screen and send them to us without using the full version of Acrobat. For this to work, however, you must fill out and send all of your answers to that lesson at the same time. I suggest you leave your computer on (with the Acrobat file minimized) if you cannot complete all of a lesson at one time. **Although it seems complicated, it will work!** You will save postage, etc. Do the following:
  - a. Answer all the questions. Be sure to include the question number in each answer (e.g., 1. *The question*. "1. **Your answer**"). By putting the question number with the answer, you will make it easier for us to match the answers with the questions.
  - b. When you are through with your answers, click the cursor/hand grabber on **THE FIRST WORD OF THE LESSON**, and then hit control-a (i.e., ctrl-a). This should make all of the text selected (i.e., highlighted). View must be set to "continuous." Try it now.
  - c. Copy that text by hitting control-c (i.e., ctrl-c). Click anywhere outside the selected text to clear the selection.

- d. Click on the following [bmatsem@bmats.edu](mailto:bmatsem@bmats.edu) to send this material to us. When you do this, your email program will open with a letter addressed to us. In the letter portion of the letter, put your cursor and click on control-v (ctrl-v). This should insert a copy of the lesson (all of the questions, etc.), and the material you have typed in will be at the end of each page, [in blue](#). Click on "send" or whatever command your program requires to send mail, and we will receive it.

These instructions are not really as complicated as they seem at first. After you have tried it once or twice, it will become "old hat" to you. Contact me at [prbryan@bmats.edu](mailto:prbryan@bmats.edu) or by phone at 903.586.2501, ext. 215 (you can leave a message on my voice mail if I am not there), and I will be glad to "walk you through" it.

As these lessons are very new, there may be a number of "bugs" and errors. Please let us know about them as you encounter them! We welcome your suggestions about how we can make this process less complicated and easier to use.

Best wishes!

Philip R. Bryan