



- [How to Install Working Church from a CD](#)
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How to Install Working Church from a CD

1) Insert your CD into the drive. Depending on your version of Windows, you may get a warning at the top of our install window saying that certain content is restricted for safety purposes, etc. If you see that message, click there and choose “Allow blocked content” then click “Yes” when prompted for verification.

1a) If the Installation menu doesn’t open automatically, you will have to load the setup program manually. To do so click on your Windows Start Button (lower left of your screen on the taskbar), then click on “Computer” or “File Explorer” (which should be in the left column, near the bottom). This will open a list of your computer’s hard drives, CD drives, etc. Look for your CD/DVD drive. The name and drive letter will vary, but if the Working Church CD is in it, you should see the Working Church Icon. Open the drive by double clicking it (or by right clicking on it, and choosing “Open” from the menu.). Once open, a list of files and folders will appear. Look for *setup.exe* and open that by double clicking it. (Depending on your computer settings, it may only show up as *setup* without the “.exe” at the end.). This will open the Installation menu.



2) From the Installation menu choose *Install Working Church*. You’ll need to determine whether you need the version for 32-bit office or 64-bit office. If you choose the wrong one it will tell you so. If that happens, exit, repeat and choose the other one. If neither will work for some reason, click on the “2013 Runtime” tab and install from there. If none of the three version work, contact us for help.

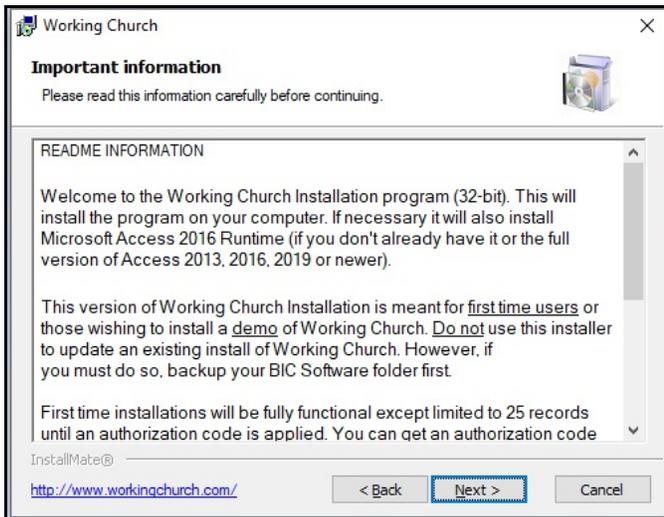
There might be a sizable delay once you click on Install. That’s probably your Anti Virus software making sure the program is okay. Give it time to finish it’s scan.

Once the scan is complete (if applicable), you may be prompted as to whether or not you should allow the program to install. Answer yes.

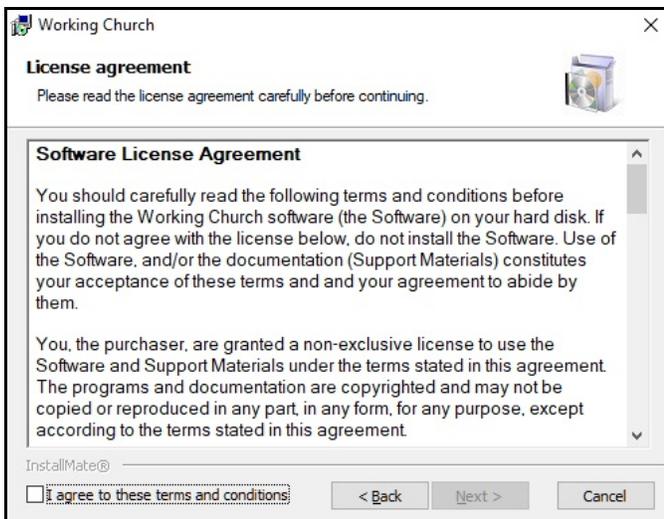
Wait for the welcome and copyright screen.



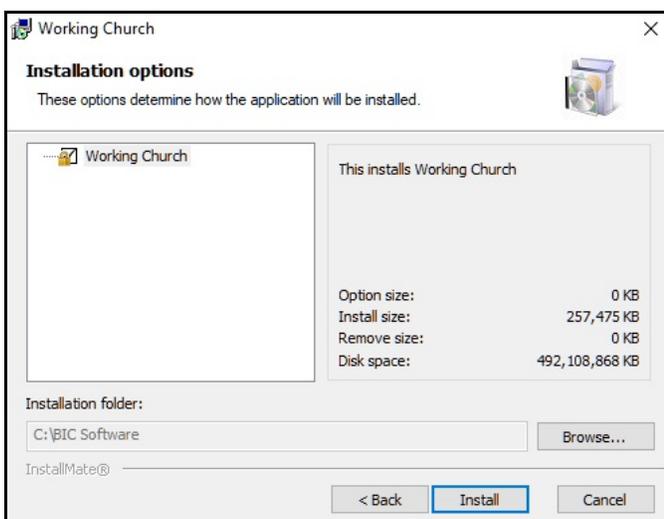
3) You may read the information on this screen, if interested, then click **Next** when ready to continue. It will then take you to a “readme” screen.



4) The readme screen contains general information about the program. Read it, if interested, then click **Next** to continue. This will take you to the license screen.

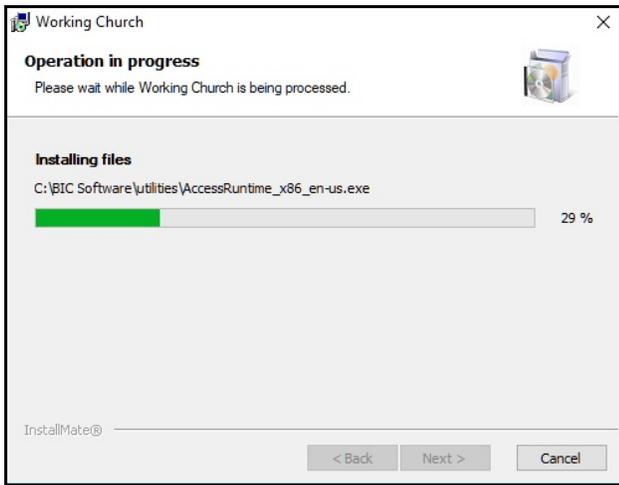


5) You must read and agree to the Software License Agreement before you can continue with the installation. Once you've read it, if you agree, click on the check-box or the phrase "I agree to these terms and conditions." Once you've checked it, you can then click **Next** to continue. This will take you the Installation options screen.



6) Click on **Install** to continue using the defaults. You may not change the destination folder or drive.

If you do need to install it elsewhere for some reason, install it in the default location first, then contact us for information on moving it to another folder.

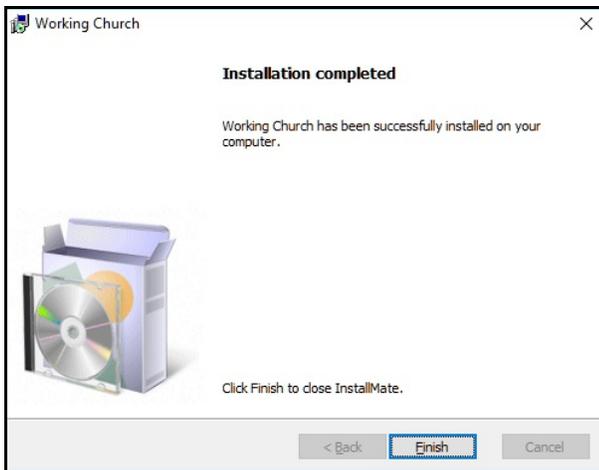


7) Working Church will begin installing.

During this process, the install program will determine if you need a copy of Microsoft Access 2016 (or higher) Runtime on your system. If you don't already have it, nor a copy of a newer version, then the runtime will be installed. Accept the license agreement if prompted, and accept the defaults if asked any other questions.

When the Access runtime completes there will be a button to continue online. Don't click that. Click the Finish button instead.

8) This completes the installation of Working Church. Click on **Finish**. This will return you to the CD menu. Click **Exit** to close the CD menu, or you may explore the other options on the CD. It includes a What's New document, a Quick Start guide, etc.



Notes: To start Working Church after installation, go to your desktop and look for the Working Church icon. If you don't see it, click on the Windows Start Menu, then click "All Programs", then look for the "Working Church" group and click it. Then look for the Working Church icon to start the program.

If for some reason the icon does not appear, then it didn't finish installing for some reason. To fix this, find and run this utility from your hard drive:

C:\BIC Software\utilities\WorkingChurchShortcut.exe

It may ask you to confirm that it should be ran. Answer "yes" to any such prompts. Once finished, the Working Church icon should appear on your desktop.

Refer to the Users Manual for more information on how to use the program.

How to Install Working Church from the Website

1) When you request a Working Church Demo or purchase a copy of the program, we will send you an email with the link to where you can download it. From that email, click on the link and it should open your default browser to the proper web page so you can download the file. The steps are almost identical whether a demo or a purchased copy of the program.

2) Once you've gone to the web page (via the link provided in the email), look for the appropriate download link: If a demo, the link is labeled [Click here to download](#)

If a purchased version, the link is in the downloads section, under "Single-user version" and select the appropriate version, either 64-bit or 32-bit.

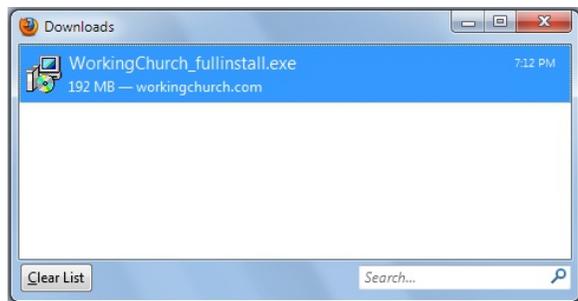
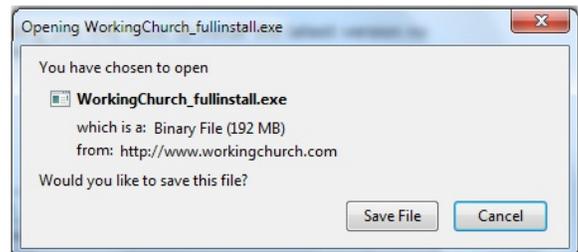
To start the download, click on the link on the web page (the underlined part of the text mentioned above). The next step depends on what Internet Browser you use. They are all similar, but can differ on some key steps. Some browsers will make it difficult to download and run the installer, which is standard security practice these days. It can be a pain, but it is necessary to keep you from downloading dangerous software. Our installers are double checked by anti-virus and anti-malware software before we upload them. Since each browser is a little different, see below for specific steps to take with your browser when downloading.

Google Chrome. Once you click the download link, it will display the status in the lower left of the status bar. Once completed, click on the filename. It may give you a warning: "Windows Protected your PC" etc. Click on "More Info" which will give you the filename and the name on the security certificate (my name, Marvin Grant). Click "Run Anyway."

Microsoft Edge. Once you click the download link, it will display the status in the upper right of the browser window. Once completed, click on the download icon (a downward pointing arrow on the upper right, or click <Ctrl> <J> which will open the list of downloaded files. Select the downloaded file which should be at the top of the list. It may give you a warning: "Filename isn't commonly downloaded. Make sure you trust ..." Click on the ellipses (the three dots) by the warning and choose "Keep." It will probably give you a second warning. Click on "Show More" and select "Keep Anyway." Then you'll have to open the download window again, then choose "Open File." It may give you a warning: "Windows Protected your PC" etc. Click on "More Info" which will give you the filename and the name on the security certificate (my name, Marvin Grant). Click "Run Anyway."

Mozilla Firefox. A window will open showing you the name of the file you are about to download. It will ask you whether or not you want to save the file. Click on **Save File**. The download will begin. The download may take awhile depending on your Internet connection speed. When complete a window or notice will popup telling you it is complete. If it doesn't, press **Ctrl-J** to see the downloads window. This will show you the download status or show you a list of files if the download is complete.

When complete, Double click on the filename *WorkingChurch_fullinstall.exe* to begin the installation.

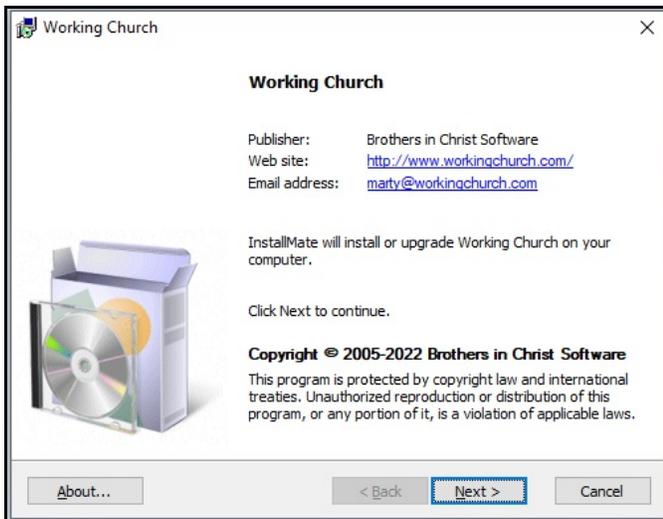


3) Depending on what version of Windows you have, you may get a warning asking you if you "... want to allow the following program to make changes on this computer?" Answer **Yes** to continue with the installation. The Installation screen will appear.

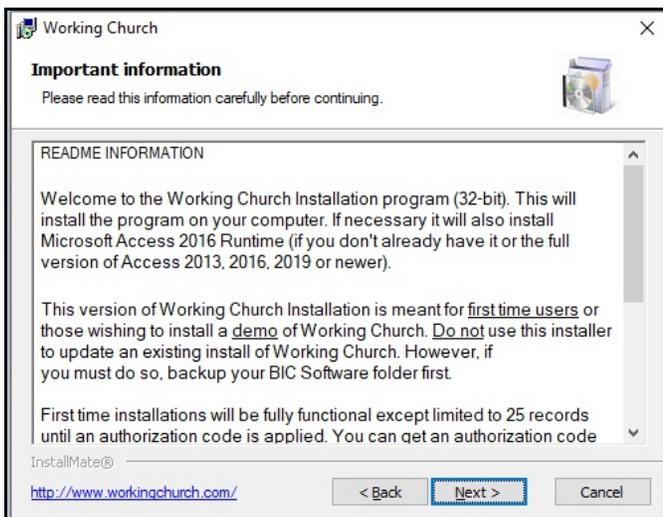
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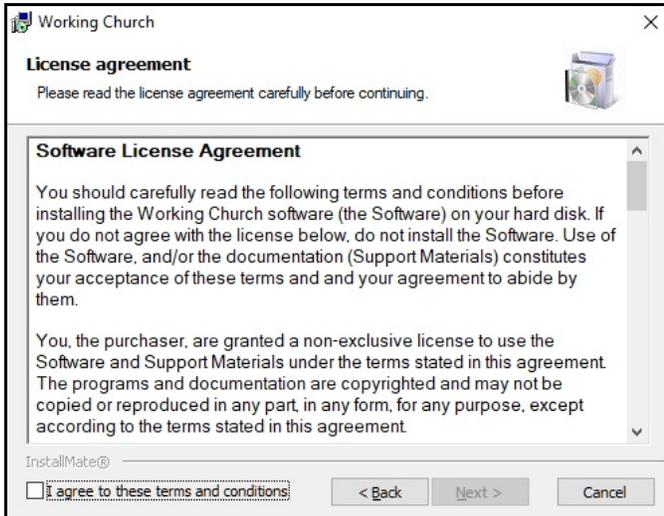
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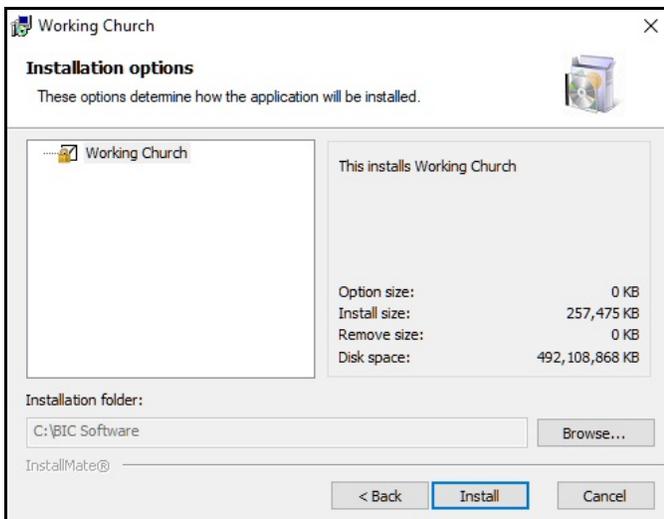
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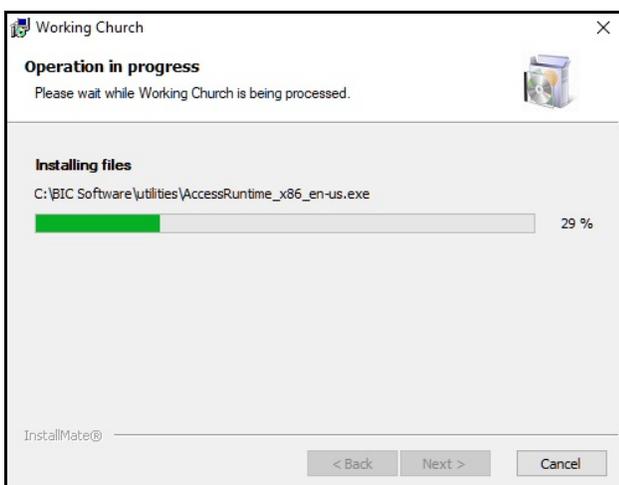


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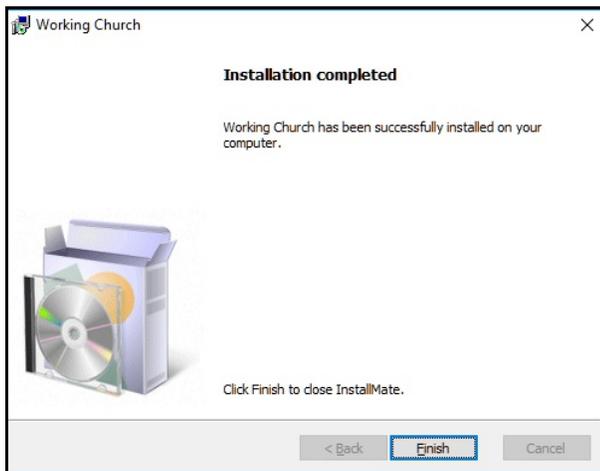


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It may ask you to confirm that it should be ran. Answer "yes" to any such prompts. Once finished, the Working Church icon should appear on your desktop.

Refer to the Users Manual for more information on how to use the program.

Removing Working Church from your Computer

Uninstalling Working Church is quite simple. However, to protect any data you may have entered, the uninstall process does not completely remove every Working Church file from your system. It saves your data files, just in case you're only removing the program with the intention of reinstalling it. You may also remove the data files too if you don't intend to continue using the program.

If you wish to remove Working Church from your system, follow these simple steps:

1. Click on the Windows Start Button (lower left of taskbar).
2. Click on **Settings**.
3. Click on **Apps**. Give it a few moments to fill in the names of all of your installed apps and programs.
4. Use the search bar and type in Working Church, or scroll to the bottom of the list (it should be alphabetical) and look for **Working Church**. Click on that. Options should appear. Choose **Uninstall**.
5. If it asks you if you really want to uninstall the program, answer **Yes** to continue. The program will be uninstalled. It shouldn't take very long.

The above will only remove the program itself, but leave the data files and the folder behind. This is in case you want to reinstall the program and not lose any of your work. However, if you really aren't going to use the program anymore, and you don't want to save your data, there are a few more steps to completely remove the program.

7. Now you will need to close Settings.
8. To finish the removal, you must manually delete the Working Church folder. To do so click on the Windows Start Button (lower left of taskbar).
9. Click on "Documents"
10. Click on "This PC" (left side of the screen, probably close to bottom of list).
11. Open your "C:" drive by double clicking it. The name of your drive could be anything, but it will have "(C:)" as the last part of the name.
12. A list of folders and files will appear. Near the top you should see a folder named **BIC Software**. *Right-Click* on the **BIC Software** folder and choose **Delete** from the menu.
13. It will ask you to confirm the deletion. Answer **Yes**.

Working Church should now be completely removed from your system as well as all data files. There are no registry or other entries that require deletion. If any shortcuts are left behind on your desktop for some reason you may manually delete those.