

Installing Working Church

Working Church is very simple to install. Instructions are provided below for installing from a CD or from a downloaded file. In most cases you won't have to do anything but click a few times and you're done.

From a CD:

1. Insert CD into your CD or DVD drive. It should start automatically and take you to the Working Church Installation Menu. If it doesn't start automatically follow the steps below, otherwise skip to Step 2.
 - a. Left Click on your Windows Start Button (lower left, on task bar)
 - b. Left Click on "My Computer" which will list your various drives.
 - c. Look for your CD drive in the list, probably drive D:, E:, or F: (or perhaps another letter). Double click (or right click and choose "Open" from the menu) on the one that has the Working Church Icon displayed and is labeled "WorkingChurch." This will open a folder showing the files on the CD.
 - d. Look for the file named *Setup.exe* and either double click it or right click it and choose "Open." This should open the Working Church Installation Menu.
2. Click on "Install Working Church" and simply follow the prompts and accept the defaults.
3. You may note that during the installation that MS Access 2003 Runtime may install as well. The Working Church Installation routine determines if you need the runtime, and if so it will load it. If you don't need it, it will not install nor will you see any prompts about it.

From a downloaded file:

1. Download the appropriate file from the Working Church website. Here are the steps for that:
 - a. Locate the appropriate download and click on it. There are four different types of install files. The instructions are the same except that the filenames will be different depending on which one you download.
 - i. Full - for new installs as well as demos, named:
WorkingChurch_FullInstall.exe
 - ii. Updates - for existing users, named:
WorkingChurch_Update~~~~.exe, where ~~~~ will be the date of the update.
 - iii. Client and Server - for network users, named:
WorkingChurch_ClientInstall.exe and
WorkingChurch_ServerInstall.exe.
 - b. Choose "Save as" or "Save File" or "Save Target As" (exact wording varies depending on your browser).

- c. It will either start downloading immediately or it will prompt you for where to save it. Choose a location you can easily find again such as the Windows Desktop and then click on “Save.” (If it doesn’t ask for a location then your browser is set to download files to the same place all the time. That place could be anywhere on your computer, but is most likely in or under your “My documents” folder.
2. Once the file is downloaded, find it and double click it. If you can’t find it here are some tips to locate it. Skip to Step 3 if you’ve already located the file.
 - a. Check the Windows Desktop and see if it is there.
 - b. Open your browser and go to the downloads list and open it from there:
 - i. Mozilla Firefox: Click on Tools, then click on Downloads. This will give you a list of recent downloads. Find the Working Church install and either double click it or right click and choose “Open.”
 - ii. Internet Explorer: There isn’t a simple way to find recent downloads in Internet Explorer. Unless you told it differently, it will default to saving downloads in My Documents. Open your “My Documents” folder and then open the “Downloads” or “My Downloads” folder. That is where the Working Church install file might be.
 - c. If none of the above helps you locate the file then you’ll have to search for it. Follow these steps:
 - i. Click on the Windows Start Button.
 - ii. Click on Search (or “Find” on some systems).
 - iii. This will open a search window. Click on “All Files and Folders”
 - iv. Type *WorkingChurch*.exe* in the first box (“All or part of the file name”) and then hit the Search button.
 - v. It may take a few minutes, but it will search your hard drive for the file. Once found it will display the file name and perhaps some other details about the file. Double click the file to start it.
3. Once you’ve located and opened the installation file, simply follow the prompts and accept all the defaults.
4. You may note that during the installation that MS Access 2003 Runtime may install as well. The Working Church Installation routine determines if you need the runtime, and if so it will load it. If you don’t need it, it will not install nor will you see any prompts about it.