



**BOOK OF COMMON WORSHIP  
AND  
BOOK OF OCCASIONAL SERVICES  
INSTALLATION INSTRUCTIONS**

In order to open the Book of Occasional Services, you will first need to install Adobe Acrobat Reader 4.0 with Search.

If you already have Adobe Acrobat version 3.x installed on your computer, you will need to uninstall it.

To uninstall, follow these steps

1. Click on Start...Settings...Control Panel.
2. Double click on Add/Remove Programs.
3. Click on Adobe Acrobat 3.x and click the Add/Remove button.
4. Click OK when finished.

If you already have Adobe Acrobat version 4, you may want to install Adobe Acrobat version 4 with Search that is on this CD-ROM.

To install Acrobat Reader 4.0 with Search

1. Double click on "My Computer" icon.
2. Double click on your CD-ROM drive (usually the D drive.)
3. Double click on the Worship folder.
4. Double click on "AR4\_Installer.exe" to load Adobe Acrobat version 4 with Search.
5. Go through the Acrobat installation process. Click OK when at the "Setup is complete" message. Close the Worship folder.

6. Double click on "Begin.pdf" to open the Menu screen. Choose either Book of Common Worship or Book of Occasional Services.

**NOTE:** This is reading from the CD-ROM only, not the hard drive. You will need to follow the instructions on how to install to your hard drive if you do not want it to read from the CD-ROM.

**NOTE:** Acrobat Reader may open the screen larger than 100%. To change this, click on File...Preferences...General. Set the default zoom to 100%.

To install the Book of Common Worship and Book of Occasional Services on your hard drive and open program

1. Double click on "My Computer" icon.
2. Double click on your CD-ROM drive.
3. Drag the Worship folder onto the C drive.
4. Double click on Worship folder. Double click on "Menu.pdf" to open the menu screen. Choose either Book of Common Worship or Book of Occasional Services.

To create a Shortcut

1. Double click on "My Computer" icon.
2. Double click on the C drive.
3. Double click on the Worship folder.
4. Right click on the "Menu.pdf" file and drag it onto your desktop. (You may need to make your Explorer screen smaller in order to do this.)
5. When you release the button, you will see a list of options. Choose "Create Shortcut Here."
6. Now you can click on the new icon when you want to start the Book of Common Worship or Book of Occasional Services.

**BOOK OF COMMON WORSHIP AND  
BOOK OF OCCASIONAL SERVICES  
INSTALLATION INSTRUCTIONS**

In order to open the Book of Common Worship and the Book of Occasional Services, you will first need to install Adobe Acrobat Reader 4.0 with Search.

If you already have Adobe Acrobat version 3.x installed on your computer, you will need to remove it before you install Adobe Acrobat Reader 4.0 with Search. If you already have Adobe Acrobat Reader 4.0 without Search, you may want to install the Reader from this CD. However, Search is not necessary for this CD. It is used in the Worship Planner CD-ROM.

**System Requirements**

- Apple Power Macintosh computer
- Apple System Software version 7.5.3 or later
- 16 MB of RAM
- 256 color VGA monitor
- 12.5 MB of available hard drive space
- A CD-ROM drive
- Adobe Acrobat 4.x or Acrobat Reader 4.x installed on user's hard drive.

**NOTE:** Additional RAM and faster CD-ROM players will increase the performance of this program.

**WORSHIP PLANNER users:** If you have the Presbyterian Worship Planner installed on your computer, removing Reader 3.x will not effect the operation of your program. Reader 4.x with Search (on this CD-ROM) will operate the Worship Planner as specified.

### To install Acrobat Reader 4.0 with Search

1. If you wish to remove Adobe Acrobat Reader 3.x from your computer, locate the Acrobat Reader 3.x folder on your hard drive and drag it to the Trash.
2. Close all open programs.
3. Double click on the Worship folder.
4. Double click on the "Reader Installer" to load Adobe Acrobat version 4 with Search. When installation is complete, click Quit to leave the installer. Close the Worship folder.
5. Double click on "Begin.pdf" to open the Menu screen. Choose either Book of Common Worship or Book of Occasional Services.

**NOTE:** This is reading from the CD-ROM only, not the hard drive. You will need to follow the instructions on how to install to your hard drive if you do not want it to read from the CD-ROM.

### To install to the Hard Drive and open program

1. Simply drag the CD icon "Occasional Services" to the hard drive.
2. Double click on the "menu.pdf" within the Worship folder to open the menu screen.

### **NOTES**

The viewing size of the document is determined by:

- screen resolution: the higher the monitor resolution, the smaller the book will appear. If the document is too small to read, either change the monitor resolution or zoom into the pdf document from within Acrobat Reader, making it larger on the screen.
- view size of Acrobat Reader: to change the view size use the View menu.
- **NOTE:** The menu screen is intended to be viewed at 100%. If Acrobat Reader preference is set above 100% the screen may appear distorted. To change the Reader's default zoom: click File...Preferences...General: Change the Default Zoom to 100%.

### Application Help

Help for the application is located in the bookmark section of both the Book of Common Worship and the Book of Occasional Services.