# Adjutant Software Customer Support
# Tech Notes

Document Title:      Uninstalling Campaign ToolBox
Document Number:   001
Applies to:           Campaign ToolBox

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## SUMMARY

This document describes how to uninstall the program and gives some background information on this.

## PROCEDURE

(Standard uninstall)
1. Click on Settings | Control Panel | Add/Remove Programs.
2. Select the program to be uninstalled from the list.
3. Click the "Add/Remove" button.
4. When prompted, select "Automatic"; if you will be reinstalling the program after this, you can select "Yes to all" when prompted to delete shared files no longer used.

(Thorough uninstall)
While the Standard uninstall will remove most files, it takes a very caution approach and leaves some files on your system. The following steps will remove all traces of the program.
1. **Make a backup of your data file(s) onto a floppy disk or other media.**
2. Perform the Standard uninstall before doing the following steps.
3. Start Windows Explorer (Click on "Help" if needed to learn how to use Explorer)
4. Delete any Campaign ToolBox folders from your system. The folder names will begin with "CTB".
5. Click on Tools | Find | Files or folders.
6. Search your system for the main program file CTBxx.exe (where "xx" is your state code). If any files are found, manually delete them.
7. Search your system for any extra copies of your database file(s) (default name is "Campaign.mdb" but you could have named them something else). If any files are found, manually delete them.
8. Search your system for any update files that may have been downloaded and manually delete them. The file names are different for each update so you may need to right-click and select "Properties" to verify that it is a Campaign ToolBox update file. Most file names will begin with "Update" or "Patch".
9. If there are any Campaign ToolBox icons remaining on your Windows Desktop, right-click on them and select "Delete".
10. If you click "Start", then "Programs" and see Campaign ToolBox listed, delete those icons as follows:
    A. Click on "Start", then "Settings", then "Taskbar".
    B. Select the "Start Menu Programs" tab
    C. Click the "Remove" button
    D. Select "Campaign ToolBox" and click "Remove"