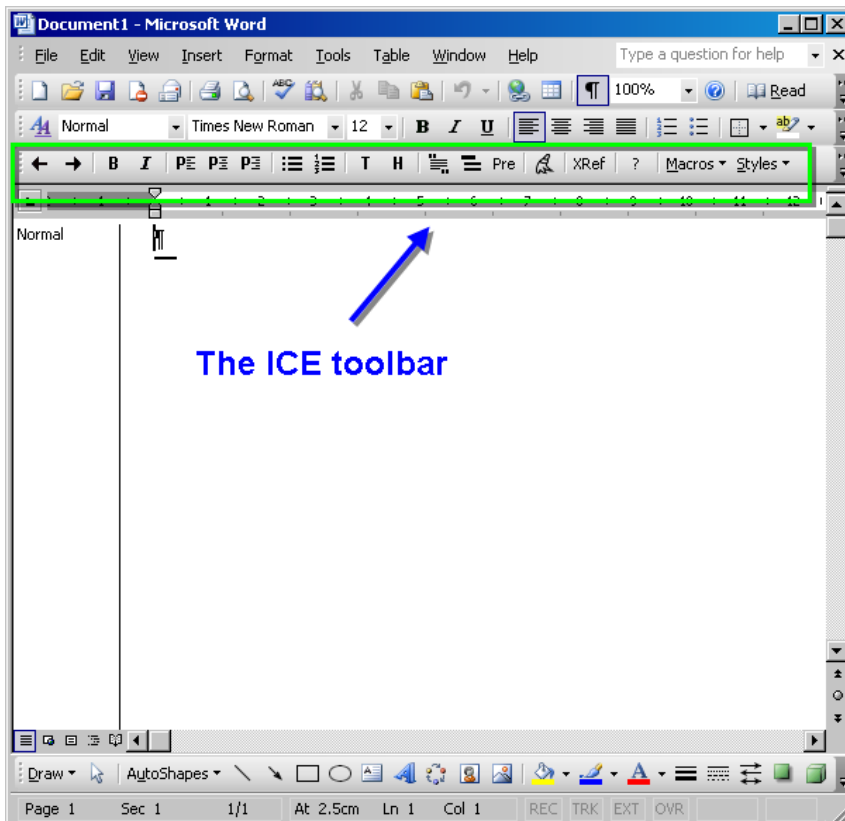


ICE toolbar Microsoft Word add-in

Download and install the toolbar

1. Download the ICE toolbar Word template: [ice-toolbar-installer.doc](#)
Right click on the hyperlink then select Save Target As (Internet Explorer – may download as .doc) or Save Link As (Firefox).
2. Open Microsoft Word.
If using Windows, from the Menu, select Tools...Macro...Security.
Set the security level to Medium and click the OK button.
3. Double-click on ice-toolbar-installer.doc (or *.doc if that is how it downloaded)
Click the Enable Macros button.
Click Yes to install the template in the templates folder.
Click the OK button when completed.
4. If using Windows go back to Word and from the Menu, select Tools...Macro...Security.
Select the High or Medium option depending on the initial setting then click the OK button.
5. To check that the toolbar has been installed create a new document.



Creating a new document

To use the toolbar the ICE styles need to be added to the document, this is done by either creating a new document using the template, or by attaching an ICE template and updating the document styles.

Download and open the default ICE template “[ice-template-installer.dot](#)”. As with the toolbar the template will self-install.

To use the default styles:

1. Create a new document using the template ice.dot

Or

2. To update an existing document attach the ICE template:

From the Menu, select Tools...Templates and Add-Ins.

Click the Attach button.

Select ‘ice.dot’ then click the Open button.

Select the check box ‘Automatically update document styles’.

Click the OK button.