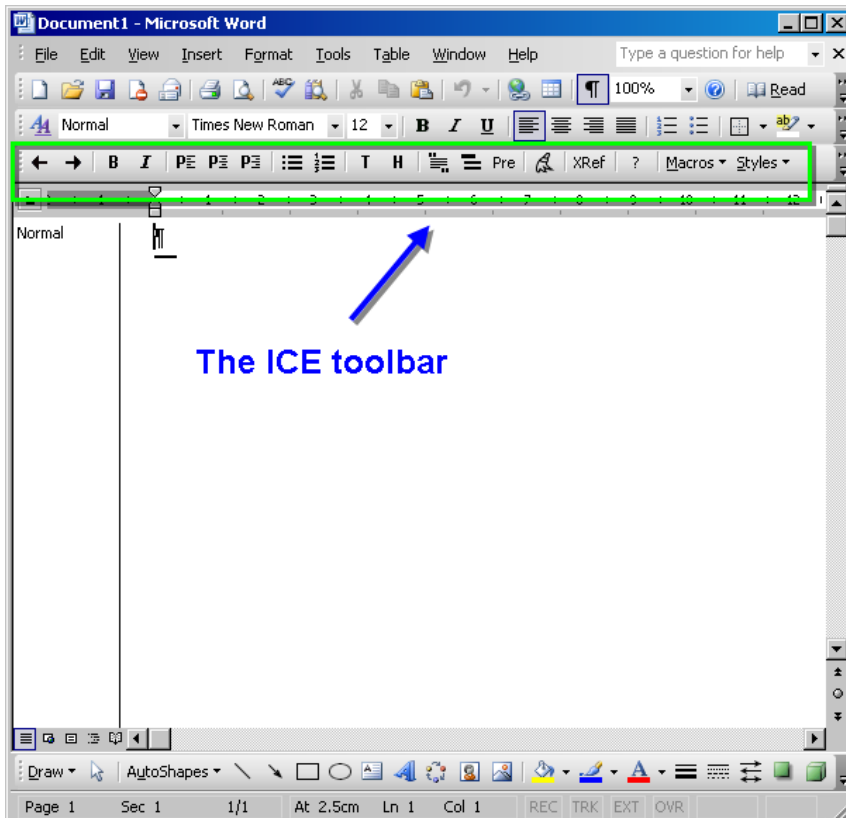


ICE toolbar Microsoft Word 2003 add-in

Download and install the toolbar

1. Download the ICE toolbar Word template: [ice-toolbar-installer.dot](#)
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.dot (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
 - click the OK button.
5. To check that the toolbar has been installed create a new document.



Creating a new document

The ICE toolbar contains the default ICE styles, but they may need to be added to the document.

1. Open Word 2003
2. Open a New document or an existing document.
3. From the ICE Toolbar, select Help
4. Click Create All Missing Styles
5. Start applying styles to your document using the ICE Toolbar