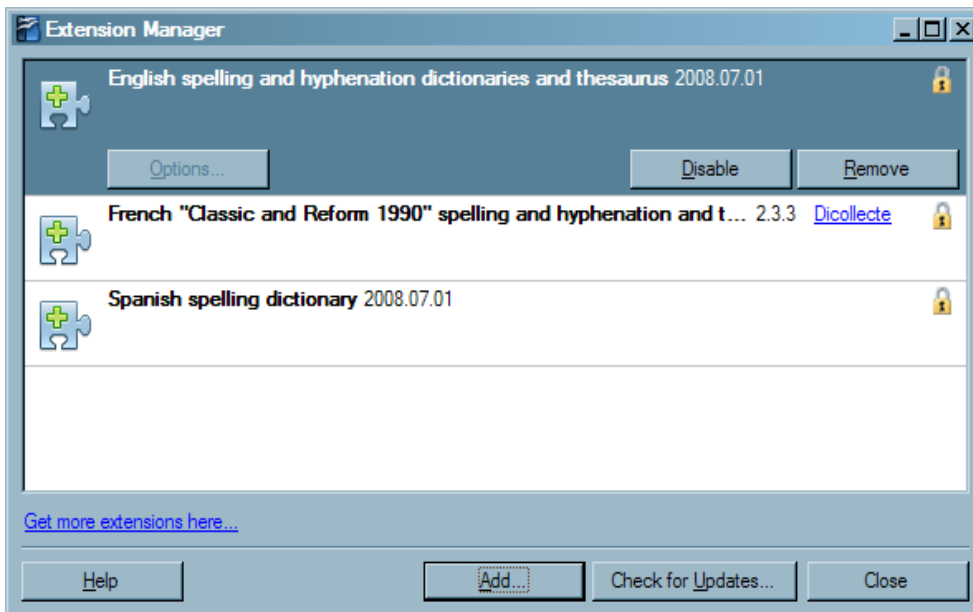


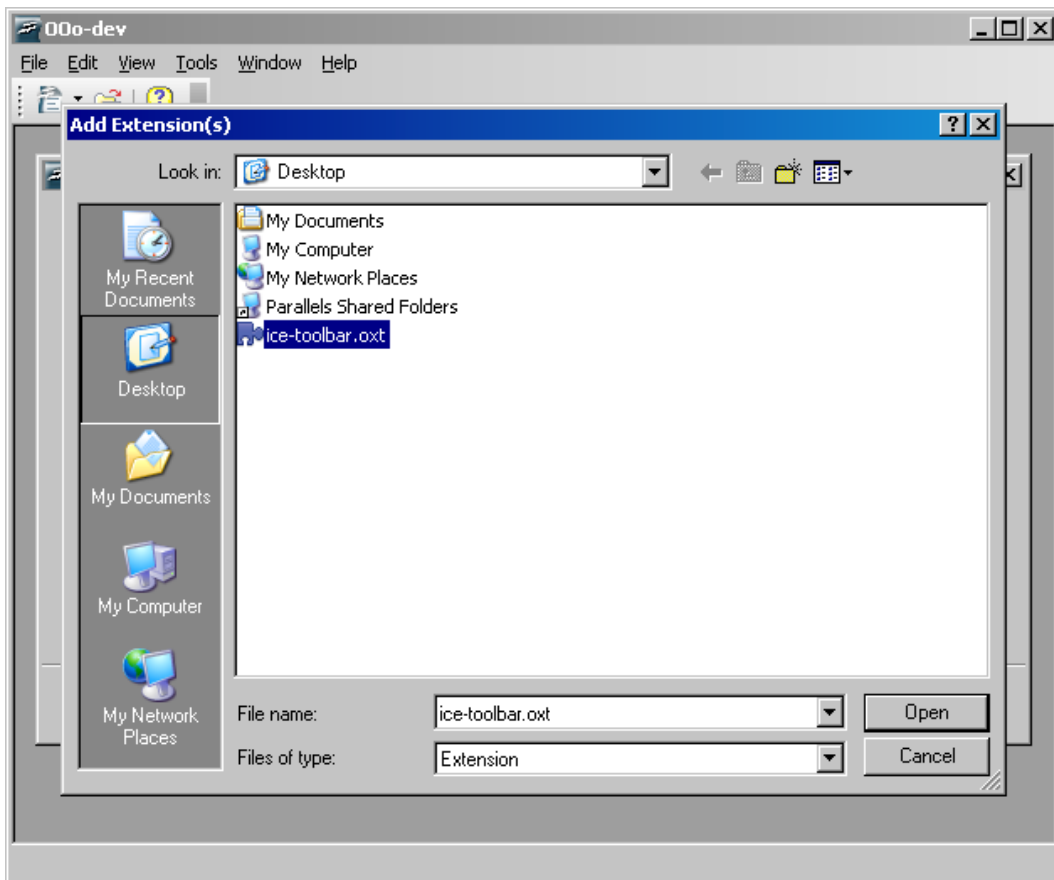
# ICE toolbar OpenOffice.org extension

## Download and install the extension

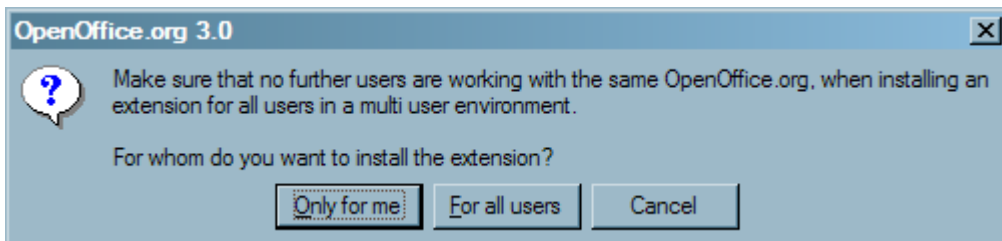
1. **Download** the ICE toolbar extension: [ice-toolbar.oxt](#)
2. Save file to your Desktop - Save Target As (Internet Explorer) or Save Link As (Firefox) to your Desktop.
3. **Start** OpenOffice.org **Writer**.
4. From **Menu**, select **Tools > Extension Manager**
5. Click the **Add** button.



6. Browse to the Desktop
7. Select **ice-toolbar.oxt** and click **Open**.



8. Choose **For all users**.



9. Click **Close**.

**Note:** If the toolbar doesn't work, try restarting OOo Writer.

## Assign a short cut

To make use of the ICE style short cuts, assign the **Esc** key as the trigger.

1. From the **Menu**, select **Help > Set Shortcut Key**

## Update the extension

Use this process if an ICE Toolbar was previously installed.

1. **Start** OpenOffice.org **Writer**.
2. From the **Menu**, select **Tools > Extension Manager**.
3. Click the **Check for Updates** button.
4. If there is a new version listed in Available Extension Updates, select **ICE Toolbar**.
5. Click the **Install** button.
6. Installation should work with no errors, click **OK**.
7. **Close** the Extension Manager.