

# Windows installation guide

## Install software

### OpenOffice

1. Download OpenOffice.org 3.1 from <http://www.openoffice.org>(Don't use 2.4, see issue #89428).
2. Install OpenOffice.org, use the default settings.

### ICE

1. Download [ICE windows installer](#)
2. Install ICE2, use the default settings.
3. Ensure that a current version of [Java](#) is installed.

## Configure software

### Install Toolbar

1. Download and install [ICE Toolbar](#)

### Configure OpenOffice.org

1. Open a Text Document in OpenOffice.org
2. Set Port
  - a. From the **ICE Toolbar**, select **Help**
  - b. Click **Change Port**
  - c. Type **2002** in the text box
  - d. Click **OK**
  - e. Close the document and restart OpenOffice.
3. Change security setting.
  - a. Open **OpenOffice.org**

- b. Select **Tools**
- c. Choose **Options**
- d. Under the **OpenOffice.org** option, choose **Security**
- e. Under Macro security section, click **Macro Security**
- f. Under Security Level tab, ensure **Medium** is selected
- g. Click the **OK** button twice to close options

## ICE

1. Add a config.xml file to the following directory:  
`C:\Documents and Settings\[username]\Application Data\Ice`  
A [sample](#) is available and the configuration settings are explained.
2. Update ICE2.
  - a. Start
  - b. Programs
  - c. ICE2
  - d. Options
  - e. Update ICE
3. Start ICE2.
  - a. Start
  - b. Programs
  - c. ICE2
  - d. ICE2 server
4. Login to ICE2.
  - a. Start
  - b. Programs
  - c. ICE2
  - d. ICE2 login
5. Add Subversion repository

## Add document templates

1. Create a folder called **templates** in the root of your repository. If your content is located in `C:/ICE/MyFiles`, create `C:/ICE/MyFiles/templates`
2. Download either an OpenOffice.org template (**Default.odt**) and/or Word template (**Default.doc**) into `C:/ICE/MyFiles/templates`.
3. These template files form the basis of ICE documents, they can be changed or others added, as required.