

Thank you for downloading the IC Tool. Currently the tool will only run on Windows Operating Systems. Please perform the following steps to install the IC Tool.

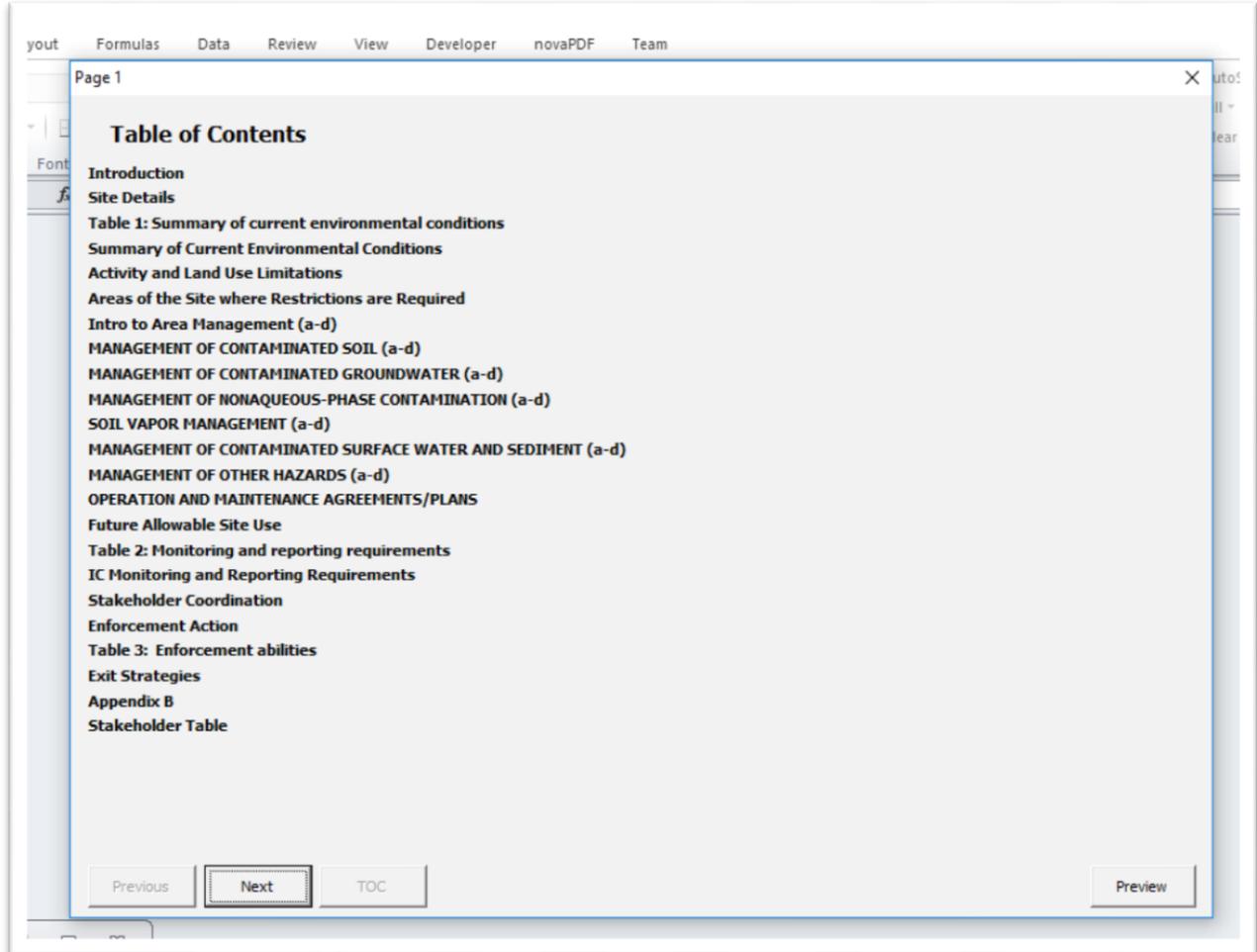
- Step 1:** If Excel is open, close it before installing.
- Step 2:** Download ic\_tool.zip.
- Step 3** Double click ic\_tool.zip in Windows Explorer.
- Step 4:** Drag IC\_Tool folder to your desktop.
- Step 5:** Open IC\_Tool folder and double-click the IC\_Tool.xlsm Excel file.
- Step 6:** If a Protected View warning appears, **Enable Editing**.
- Step 7:** If a Security Warning appears, **Enable Content**.
- Step 8:** If necessary, configure Excel to Trust VBA (see below).

To run the tool, you must extract it from the zip file. To do this, select the IC\_Tool folder, and drag it to your desktop.

If your Excel has not been configured to Trust VBA the tool will tell you that you need to:

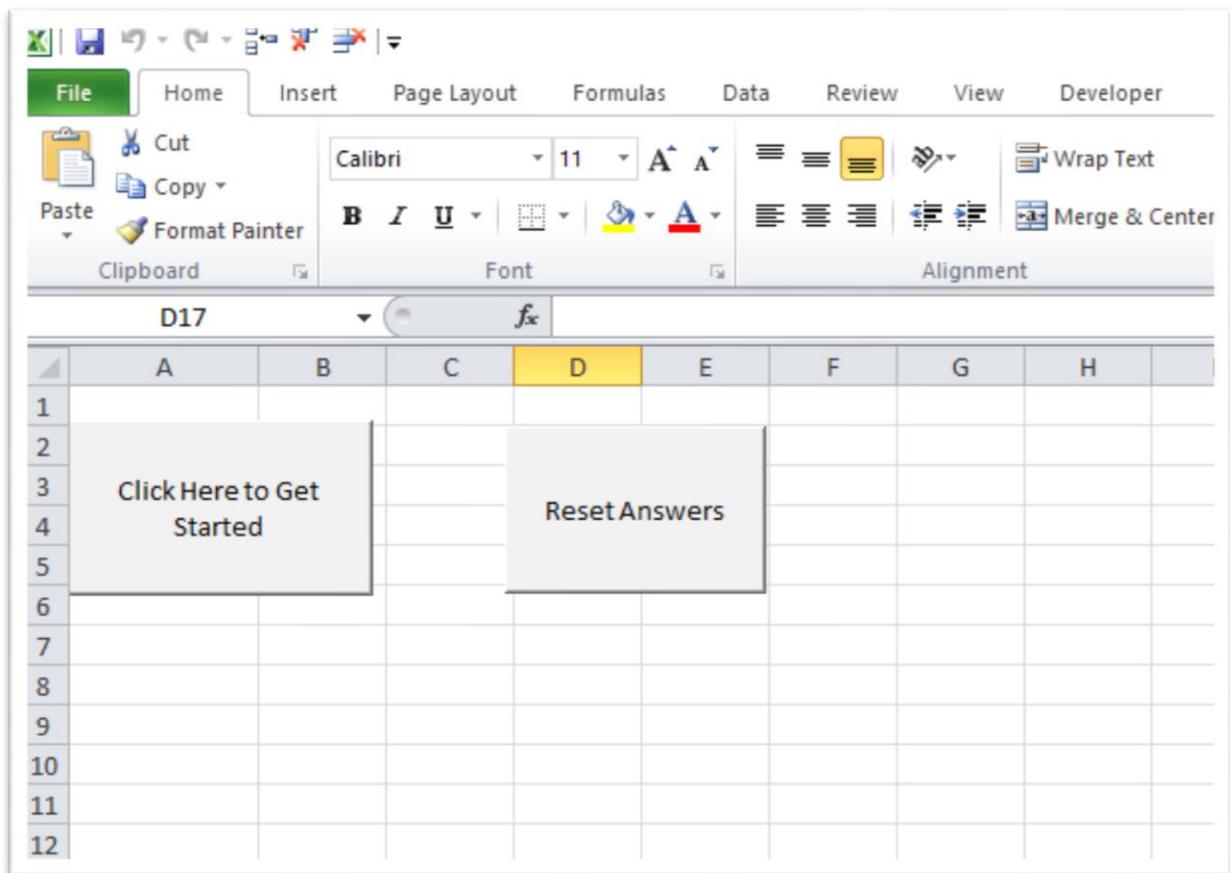
- a: Click the **File** Menu (or Microsoft Office Button)
- b: Click **(Excel) Options**
- c: Click **Trust Center**
- d: Click **Trust Center Settings**
- e Click **Macro Settings**
- f Enable **Trust access to the VBA project object model**
- g Click **OK**
- h Click the **Click Here to Get Started** button.

Once macros have been enabled, the tool should run automatically.



**Begin Using IC Tool.**

Please answer all the questions in the form. Your answers will be saved as you go, so you may stop at any time. To restart, click the **Click Here to Get Started** button.



**Restart Tool by Clicking “Click Here to Get Started”.**

To see how the document you are creating looks, click the preview button and the tool will build a Word document for you. When you are finished, click the Create Report button to build the final document. Note: the tool uses the Word documents in the Template folder and stores images in the Images folder, so please do not move these folders out of the IC\_Tool folder.