

	Step	Comments
Downloading the trial version	<ol style="list-style-type: none"> 1. Go to the 2ic website at www.2icsoftware.com and click on the Free Trial link on the menu bar. 2. On the form which displays, enter your contact details, then click on the Register button. The Downloads page displays. 3. Click on the link which says 2ic Pallets full installation. 4. Save the installation file to a known location on your computer. 	
Installing the trial version	<ol style="list-style-type: none"> 5. From your computer, double-click on the installation file you downloaded. 6. Follow the on-screen instructions to install 2ic Pallets. 7. Double-click on the 2ic Pallets icon to run the program. 8. From the Welcome screen specify whether you want to open an existing data file, set up a new data file or explore the sample data file that is supplied with 2ic Pallets. 	<p>The installation file will be called 'Instxxxx.exe' where xxxx is the version number of the application.</p> <p>To install 2ic Pallets you must be logged on to your computer as an Administrator.</p> <p>To use 2ic Pallets you must have permanent 'write' permissions for the following folders:</p> <p>C:\Program Files\2ic Software\2ic Pallets C:\Program Files\Microsoft Access Runtime</p> <p>If you have problems installing, contact your System Administrator.</p> <p>If you are using 2ic Pallets for the first time, you may want to learn the application using the sample data file.</p> <p>To set up a new data file, refer to Procedure 2 Setting up a 2ic Pallets Data File.</p>



Procedure 1 Installing 2ic Pallets (continued)

	Step	Comments
Obtaining a licence	The trial version of 2ic Pallets allows you to enter up to 300 records. If you would like to try out the application with a larger number of records, you can obtain a temporary licence number from 2ic Software. Temporary licences are typically valid for 30 days. To use the program beyond this you must purchase a licence.	
	9. From the Main Menu, select the Licence tab, then click on the Request button.	
	10. In the Licence Request form, enter your contact details, select the option to purchase a new licence or request a temporary licence number, then click on the Email Request button at the bottom of the form.	Your licence number will be emailed to you.
	11. On the Licence tab, complete the Licence No. and Expiry Date fields and click Activate.	To licence 2ic Pallets you must be logged in to your computer as an Administrator.
Updating to the latest version	When updates to 2ic Pallets are released, they can be downloaded from the 2ic Software website. 2ic Software will inform you when updates are available.	
	12. Go to the 2ic website at www.2icsoftware.com and click on the Downloads link on the menu bar.	
	13. Is the version number of the upgrade more recent than the version of 2ic Pallets you have installed?	To check your version of 2ic Pallets click on the Help menu then select About.
	14. Click on the link to the 2ic Pallets upgrade and save the file to a known location on your computer.	
	15. Double-click on this file and follow the on-screen instructions to update your copy of 2ic Pallets.	
