If you do not see your Developer tab in Word on your PC

- 1. Click on File > Options in Word
- 2. Click on Customize Ribbon
- 3. In the column on the right side of the dialog, place a check mark next to Developer
- 4. Click OK

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If you do not see your Developer tab in Word on your Mac:

- 1. Open Word
- 2. Click on Word in the Menu bar along the top of your screen
- 3. Select Preferences
- 4. Select Ribbon & Toolbar
- 5. Then you will see something very similar to the image above, where you can select to enable your Developer tab.

If you can see but not use the Ribbon & Toolbar pane:

- Click on Word in the Menu bar along the top of your screen
- Select Preferences
- Select View
- In the bottom of the View pane click the checkbox for displaying the Developer tab.