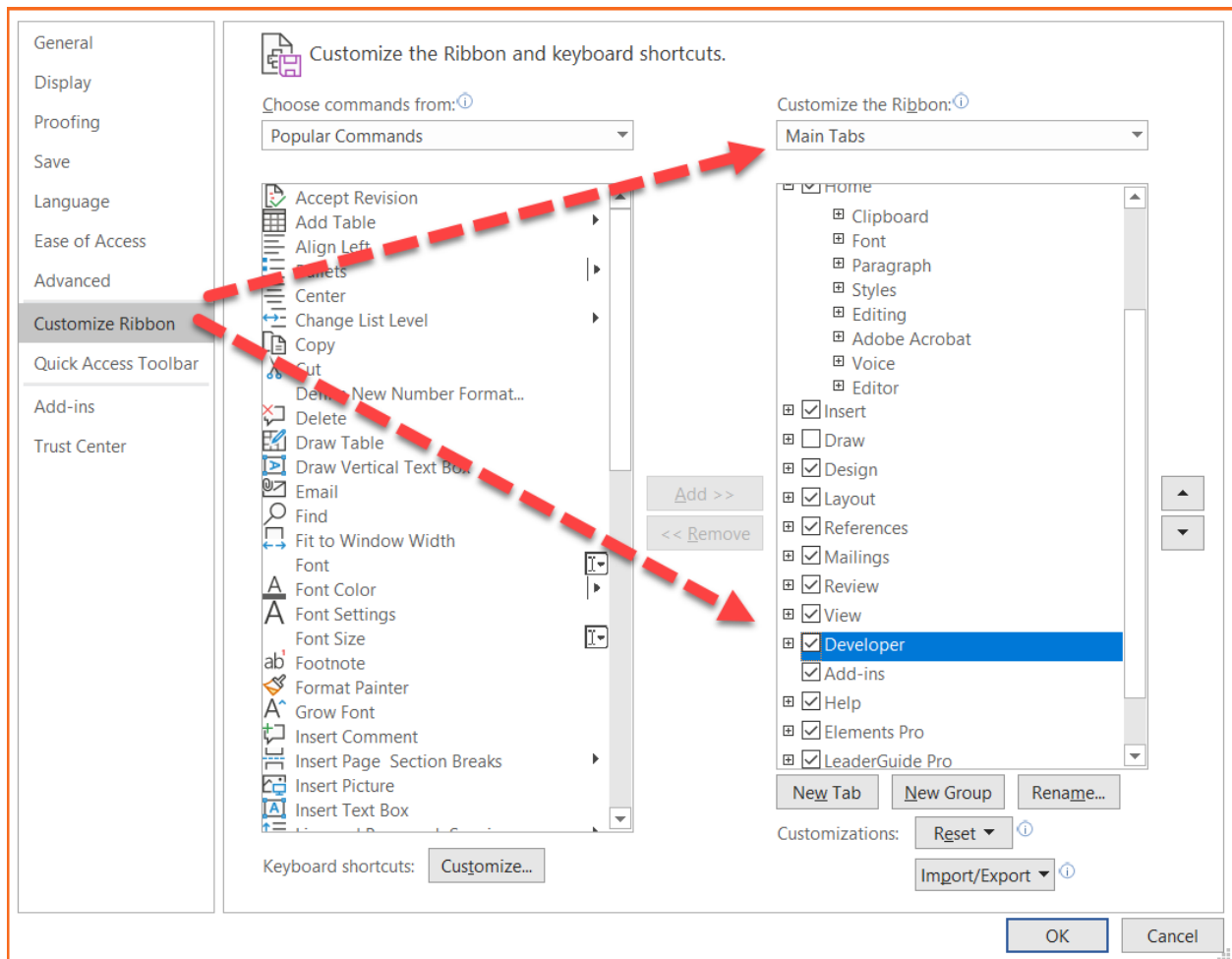


## If you do not see your Developer tab in Word on your PC

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**



## 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.