Activating the Developer Tool Bar in Word

Go to the File tab

Select options

Go to customize ribbon



On the right hand side of the screen under the customize the ribbon section check the developer box and then click on OK

| Word Options | | | | ? × |
|----------------------|--------------------------------------|---------------------|---------------------------|---------|
| General | Customize the Ribbon and I | keyboard shortcuts. | | |
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| Proofing | Choose commands from: | | Customize the Rigbon: | ī |
| | Popular Commands | • | Main Tabs | 1 |
| Save | | | Adult Teles | |
| Language | Accept and Move to Next | - | Home | |
| Advanced | Breaks | • | Clipboard | |
| Advanced | Bullets | F 1 | Font | |
| Customize Ribbon | 臺 Center | | Paragraph | |
| Quick Access Toolbar | Change List Level | • | Styles Edition | |
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| , | | | ОК | Cancel |

The developer tab will then appear for that computer