

How to enable the Time Matters Save Button in Microsoft Word

### **Click the File tab**

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# **Click Options**

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New Open Save	Protect Document -	Protect Document Control what types of changes people can make to this document.	Properties ~ Size Pages Words	Not saved yet 1 0
Save As Print Share	Check for Issues *	Inspect Document Before publishing this file, be aware that it contains: Document properties and author's name	Total Editing Time Title Tags Comments	8 Minutes Add a title Add a tag Add comments
Export Close	Manage Document *	Manage Document	Related Dates Last Modified Created Last Printed	Today, 10:37 AM
Account Feedback Options			Related People Author	WA Wells Anderson Add an author
			Last Modified By Show All Properties	Not saved yet



#### **Click Add-Ins**

	Word Options	? ×	
General Display	General options for working with Word.		
Proofing	User Interface options		
Save	✓ Show <u>M</u> ini Toolbar on selection <sup>①</sup>		
Language	Enable Live Preview 🛈		
Ease of Access	✓ Update document content while <u>d</u> ragging ①		
Advanced	ScreenTip style: Show feature descriptions in ScreenTips 🔻		
Customize Ribbon	Personalize your copy of Microsoft Office		
Quick Access Toolbar	User name: Wells Anderson		
Add-ins	Initials: WA		
Trust Center	☐ <u>A</u> lways use these values regardless of sign in to Office.		
	Office <u>B</u> ackground: Clouds		



### **Check for Disabled Add-In**

Scroll down to the bottom of the Add-Ins window.

If TMWordAddIn is listed under **Disabled Add-ins**, click the **COM Add-Ins** dropdown.

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Add-ins	Inactive Application Add-ins				
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	Microsoft Actions Pane 3		XML Expansion Pack		
	OneNote Notes about Word Documents	C:\\root\Office16\ONWordAddin.dll	COM Add-in		
	Time (XML)	C:\oft Shared\Smart Tag\MOFL.DLL	Action		
	Document Related Add-ins No Document Related Add-ins				
	D: 11 1A P A11		¥		
	Add-in: Date (XML)				
	Publisher: Microsoft Corporation				
	Compatibility: No compatibility information ava	ilable			
	Location: C:\Program Files (x86)\Common	Files\Microsoft Shared\Smart Tag\MOFL	.DLL		
	Description: Additional actions specified in list	t description files.			
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## **Click Disabled Items**

- 1. Click Disabled Items
- 2. Click Go

Descrip	tion: Additional actions :	pecified in list des 2 files.
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	COM Add-ins	
	Actions	OK Cancel
	Word Add-ins	
	Templates	
	XML Schemas	
	XML Expansion Packs	
	Disabled Items	



### Enable TMWordAddIn

- 1. Click the TMWordAddIn (not displayed here)
- 2. Click Enable
- 3. Click Close

Now, close MS Word and reopen it. The Time Matters tab will appear at the top of Word

Disabled Items ? ×
The items listed below are disabled because they prevented Word from functioning correctly, or your system administrator has disabled ther gh Group Policy. Please note that y have to restart Word for these changes to take place. Select the one you wish to re-enable.
There are no disabled items.
2 3
Enable



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Expert assistance with Time Matters software