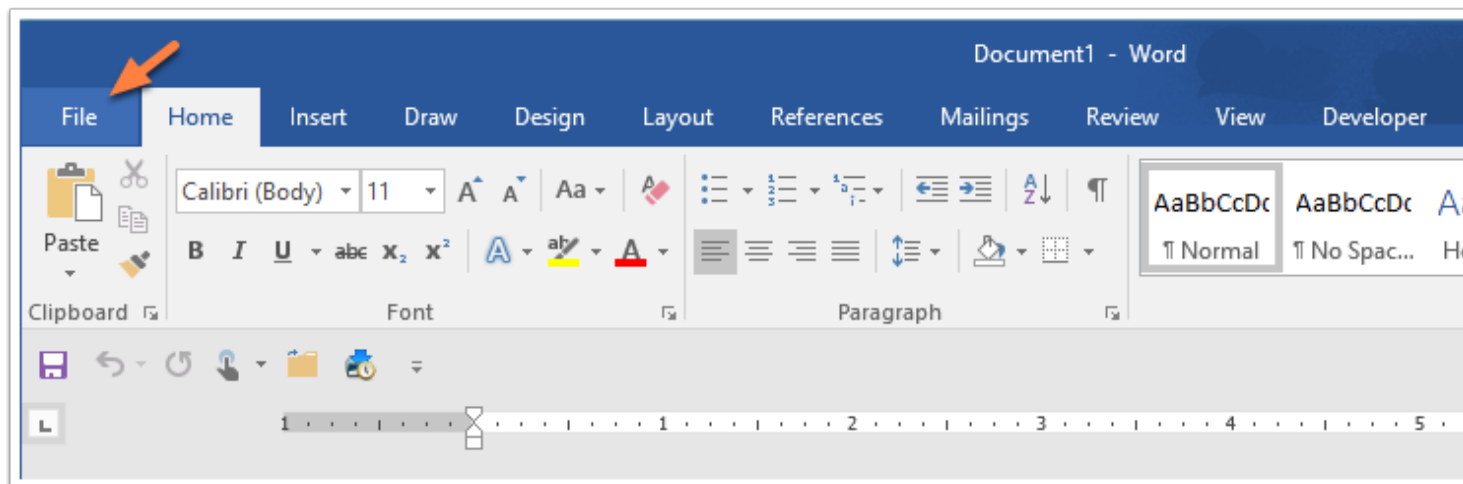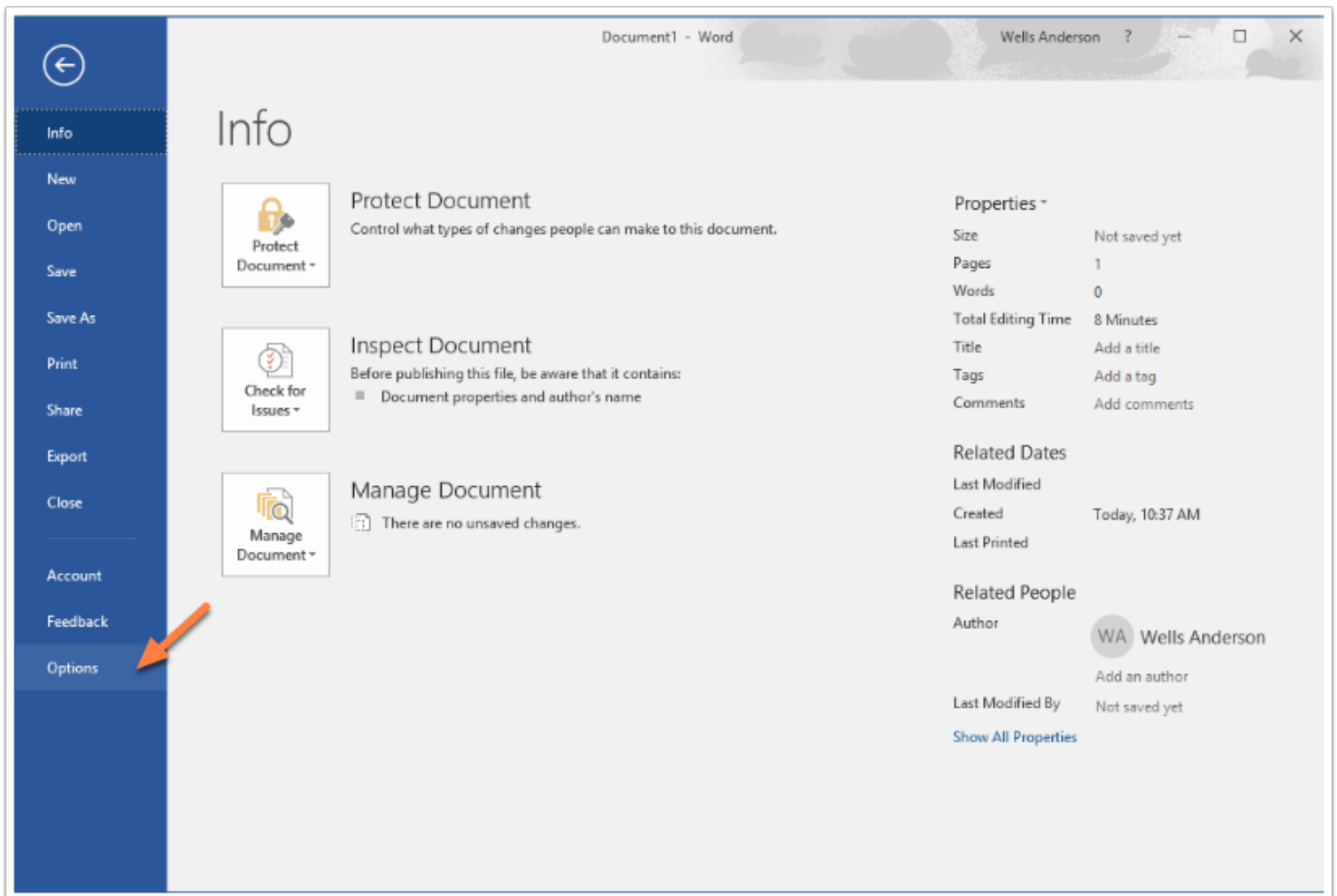How to enable the Time Matters Save Button in Microsoft Word
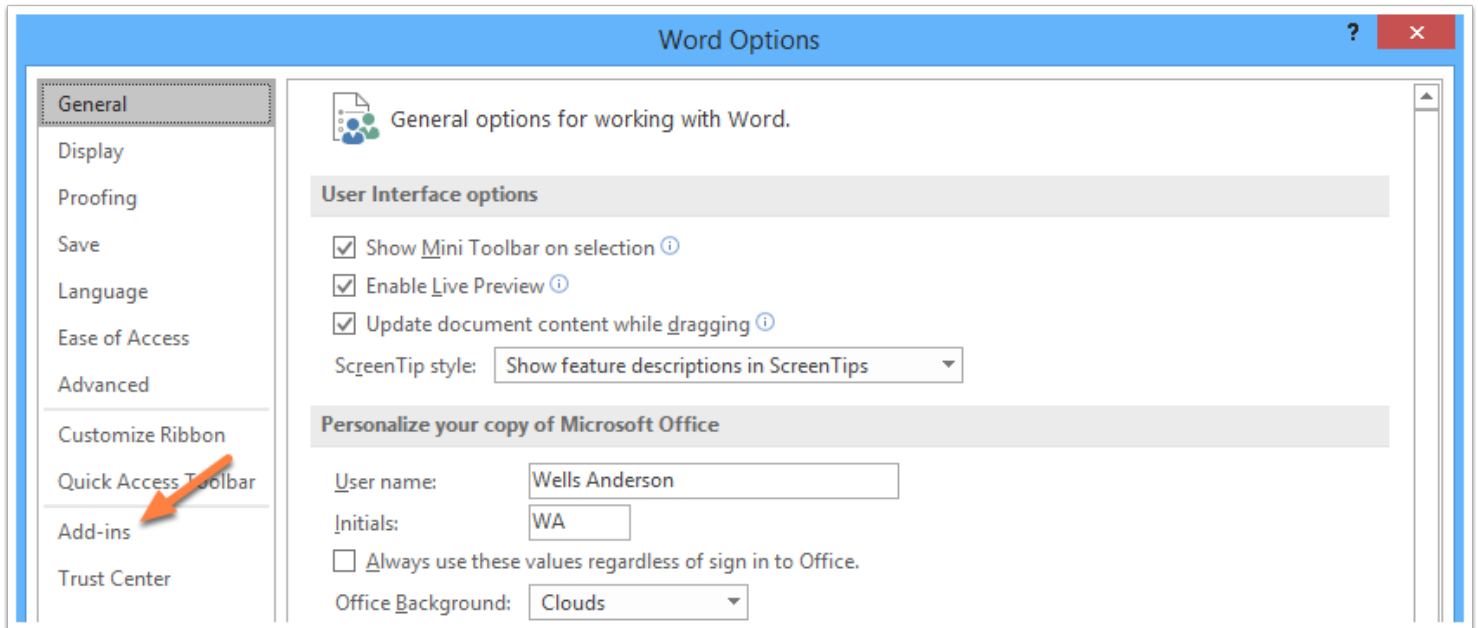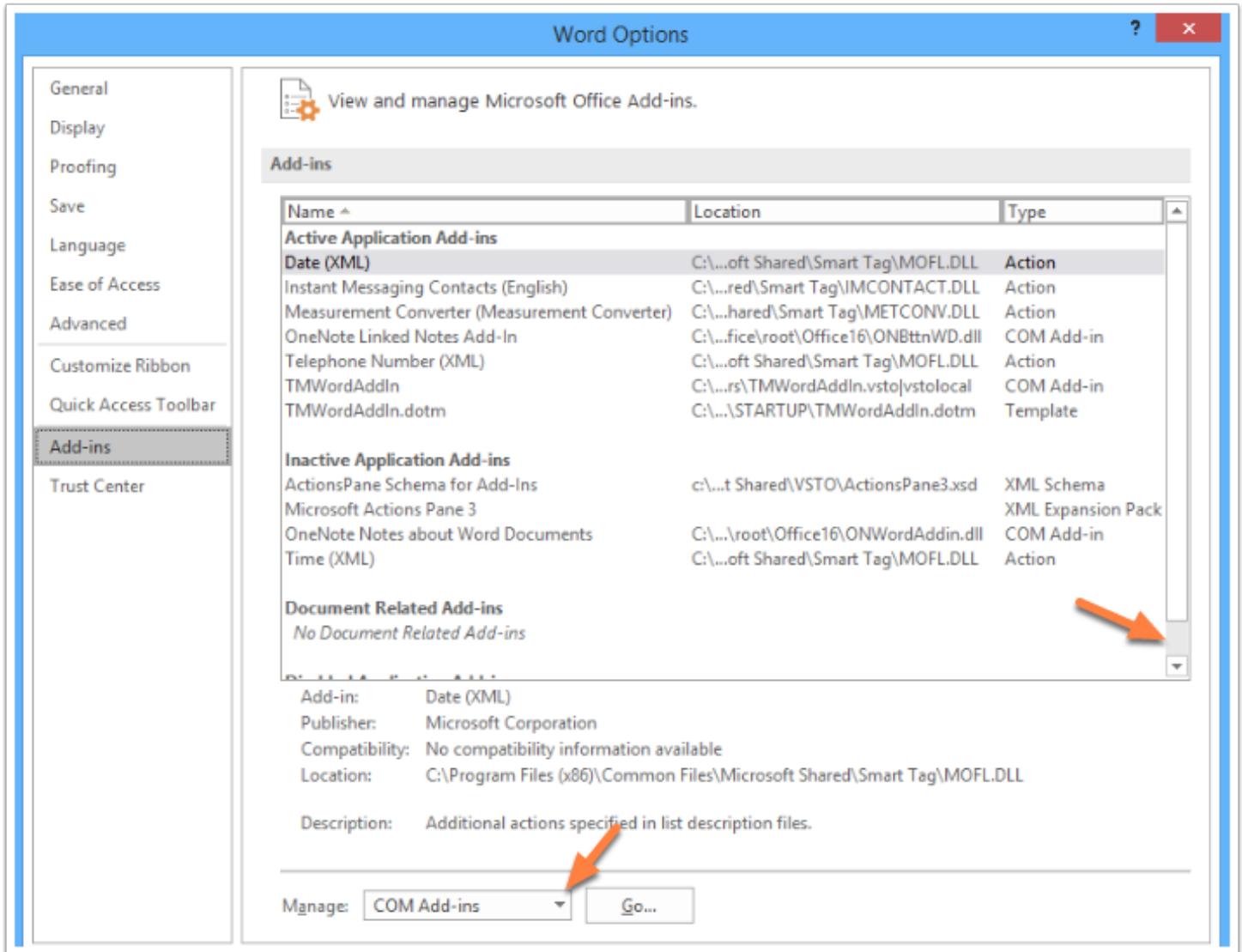
Click the File tab

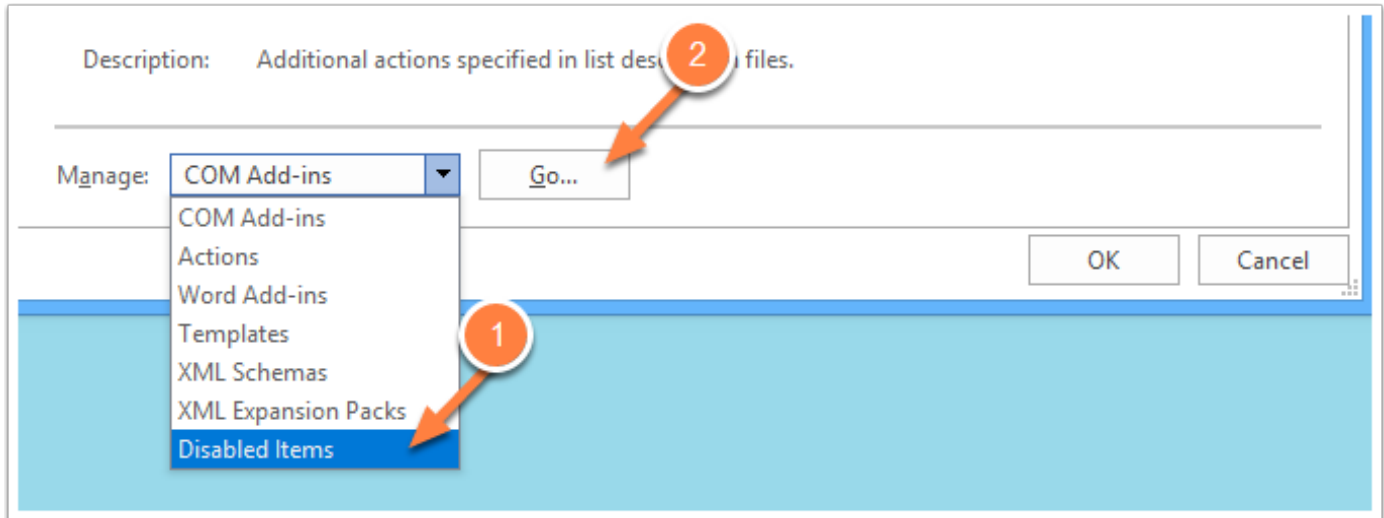# Click Options

Click Add-Ins

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.
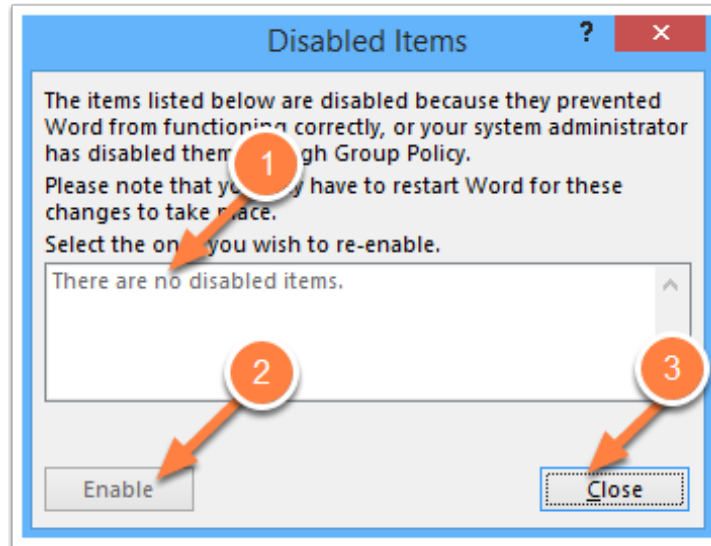
Click Disabled Items

1. Click **Disabled Items**
2. Click **Go**

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

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Expert assistance with Time Matters software