When you find your WNC4 has become inactive, you will first access the **Word Options** via the Office button (this is called **Options** in MS Word 2010) as shown below.

![Accessing Word Options](image)

From the resulting page you will select to **Manage COM Add-ins** and select the **Go** button:
The following panel will look similar to this and may or may not have more entries.

![COM Add-Ins window](image)

If you find WNC4 listed as **disabled**, you will follow the same steps listed above but rather select to **Manage Disabled Items** and select the **Go** button:

![Manage Disabled Items window](image)

Although not shown below, you will select WNC4 from the list of disabled items and select the **Enable** button below:

![Disabled Items window](image)

It is not necessary to open and close MS Word after either of these sets of steps. The change should take effect immediately.