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.

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.

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:

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

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