

Anonymizing your document.

First, make sure that you do not use your own name as part of the file name.

Microsoft Word 2010 (version 14):

1. Open the Word document that contains comments and edits. Under File, click on the "Info" tab.
2. In "Prepare for Sharing" click the arrow next to "Check for issues". Select "Inspect document" from the menu.
3. In the Document Inspector window, be sure that the "Document properties and personal information" box is checked. Click "Inspect".
4. Click "Remove All" next to the Document properties and personal information. Important: do NOT click Remove All next to the Comments, revisions, versions and annotations since this will permanently delete all of the comments from the document.
5. Click Reinspect and then Save the document. When the document is opened again, all comments will appear without the author names or initials.

Microsoft Word (older versions):

- Access the Document Information Panel through the Microsoft Office Button > Prepare > Properties.
- Change the Author Name. Note that earlier versions of Word will not accept a blank box for Name.
- Under Tools, select Options. Select Security. Under Privacy Options, check the box "Remove personal information from file properties on save".
- Click OK. Then Save.

YouTube for MS Word 2016: <https://www.youtube.com/watch?v=x2qMcFJgcig>

YouTube for MS Word 365 (Win): <https://youtu.be/uN2iJrkQXvE>

Macintosh

In the tabs at top of the screen (i.e. "Home", etc.), click "Review -> Protect -> Protect Document". At the bottom you will see:

"Remove personal information from this file on save"

Check this box and then click "OK". Then save the document and reopen it. Your comments will now be labeled as "Author" instead.

YouTube for MS Word 365 (Mac): <https://youtu.be/GPt6PdU5EAY>