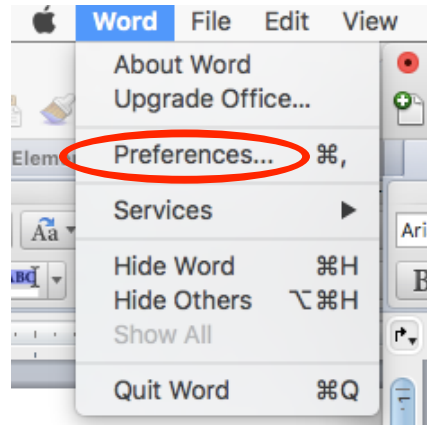


For asynchronous consultants: How to remove your personal name and contact information in Microsoft Word (Mac, personal copy)

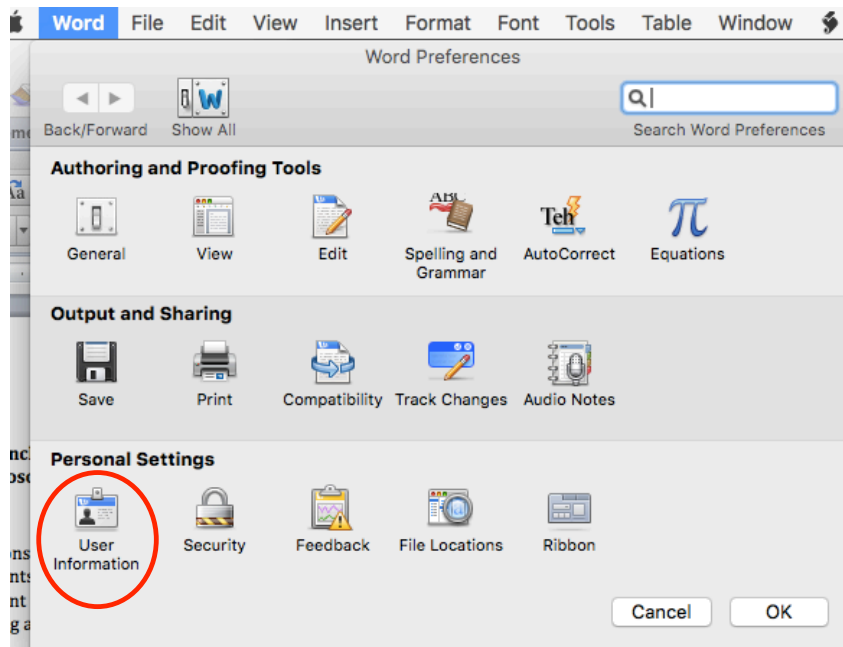
Some consultants face the situation that he/she gives writing comments in Microsoft Word documents but the comment boxes show his/her personal name and contact information. This document will tell you how to remove your name and contact information in comment boxes if you are using a personally-owned copy of Microsoft Word on a Mac.

Step 1: Go to “Word” Menu

Step 2: Select “Preferences”



Step 3: In the bottom left corner, select “User Information”



Step 4: Change the first and last name to “Writing” and “Center” and the initials to WC

The image shows the 'User Information' dialog box in Microsoft Word. The 'First' field is set to 'Writing', the 'Last' field is set to 'Center', and the 'Initials' field is set to 'WC'. These three fields are highlighted with red circles. The dialog box also includes fields for Company, Address, City, State, Zip, Phone, and E-Mail. At the bottom, there is a 'Description of preference' section for 'Initials' which states: 'Type the initials you want Word to use for comment marks and for several built-in letter and memo elements.' The 'OK' button is highlighted in blue.

When finished with the consultation, follow the same steps to change commenter labels back to your name.