# Removing an Author's Name from Microsoft Word

Microsoft Word saves the author's name with all documents that an author creates. Word does allow you to disable this feature, here's how to do it:

### PC Users—Word 2010

• Click the "File" tab, then "Info," then "Check for Issues", then "Inspect Document."

Check for Issues ~	Inspect Document Before publishing this file, be aware that it contain Document properties, author's name and rela Footers	ns: ated dates
Check t or perso	t <b>Document</b> the document for hidden properties onal information.	
Check g	Accessibility the document for content that people sabilities might find difficult to read.	
Check 9 Check f version	Compatibility for features not supported by earlier s of Word.	
Manage Document ~	[i] There are no unsaved changes.	

- When the Document Inspector dialog box opens, click the "Inspect" button at bottom right.
- Word examines the document, and then displays the results in a list. The second item in the list
  is "Document Properties and Personal Information." To the right of "Document Properties and
  Personal Information" is a button labelled "Remove All." Click that button. Next click "Close" then
  save your document.

Docum	ent Inspector	8	x
Review	w the inspection results.		
$\odot$	Comments, Revisions, and Versions		^
	No items were found.		
1	Document Properties and Personal Information	Remove All	
	The following document information was found:		
	* Author		
	* Related dates		н
$\odot$	Task Pane Add-ins		
	We did not find any Task Pane add-ins.		
$\odot$	Embedded Documents		
	No embedded documents were found.		L
$\odot$	Macros, Forms, and ActiveX Controls		
	No macros, forms, or ActiveX controls were found.		
$\odot$	Collapsed Headings		
	No collapsed headings were found.		
$\odot$	Custom XML Data		+
	lote: Some changes cannot be undone.		
		Reinspect Close	
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#### PC Users—Word 2007

- Click the Word 2007 Microsoft Office button.
- Place the mouse cursor over "Prepare" to reveal the "Prepare the Document for Distribution" menu. Click "Inspect Document."
- Click "Inspect." The Document Inspector will scan your file for personal information.
- Click "Remove All" if Document Inspector finds personal information in your file. Now click "Close" then save your document.

#### Mac users—Word 2011

• With the document open, select **"Word"** in the Word menu at the top of the screen and click **"Preferences"** in the drop-down menu.



 From the "Word Preferences" dialog box, select "User Information" under the "Personal Settings" heading.



• Delete all the personal information that is displayed, click "OK", then save your document.

## Mac users—Word 2019

• Click on Word and then Preferences.

Word	File	Edit	View
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Servi	ces		►
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Hide Show	Other: All	5	₹₩H
Quit	Word		жQ

• Click on Security.



• Make sure the checkbox is checked for "Remove personal information from this file on save."

Password to modify:	
Read-only recommended	Protect Document
acy options	
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To Security Warn before opening a file that contains ma escription of preference emove personal information from this file o void unintentionally distributing hidden inform ames associated with comments or tracked cha	n save ation, such as the document's author or the inges.
To Security Warn before opening a file that contains ma escription of preference emove personal information from this file o void unintentionally distributing hidden inform ames associated with comments or tracked cha	n Save ation, such as the document's author or the inges.