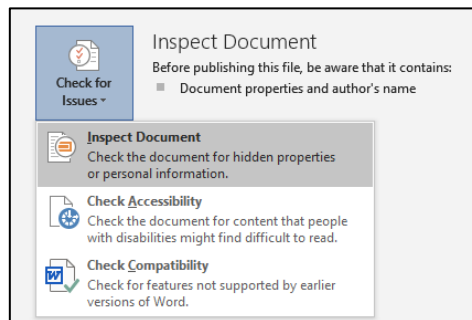


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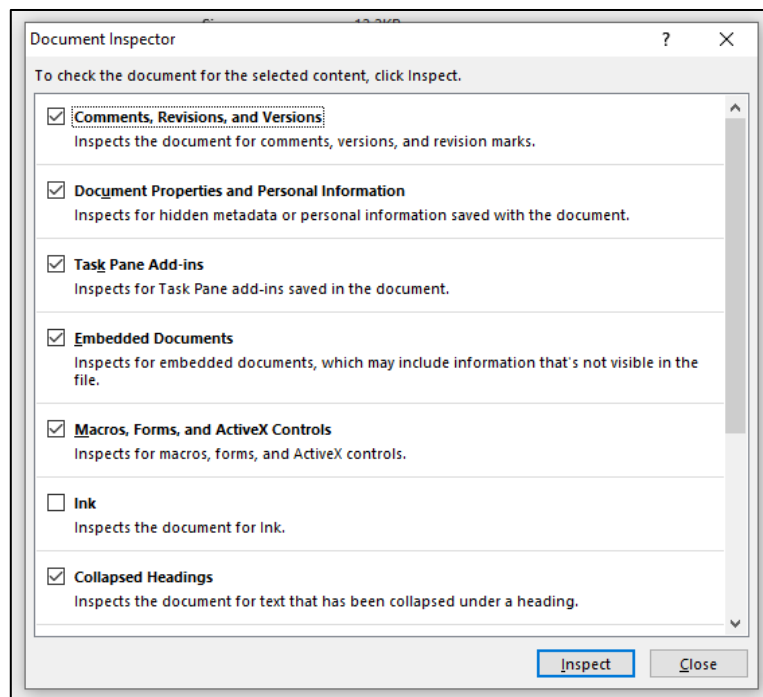
## How to Remove Author ID from a Word document

Before you send a file out you may want to ensure that its author is anonymized to do this:

1. Open the Word document you want to remove author ID from
2. Select **File > Info**
3. **Select Check for Issues > Inspect document**

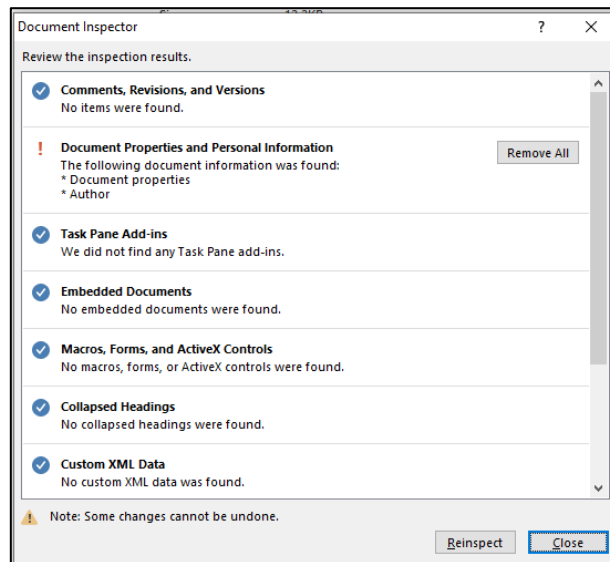


4. In the Document Inspector opens, click the Inspect button.



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5. Word examines the document and displays the results as a list.



6. The second item is 'Document Properties and Personal Information.' Alongside this is a 'Remove All' button. Click Remove All.

7. Click 'Close' and then save the document.

8. Now when you select File > Info no author is displayed.