

Anonymizing a Word document

Use Microsoft Word's Document Inspector to anonymize comments, track changes and file properties. These instructions are for Windows Office 365.

NOTE: It is not possible to restore the data that the Document Inspector removes, so save a copy of your original document before anonymizing.

1. Open the commented document that you want to make anonymous.
2. Save a copy under a different file name.
3. Open the File menu on the far left of the menu ribbon.
4. In the screen that opens, Select Info on the left-hand side bar
5. Click on the Check for Issues box; choose "Inspect Document" from the drop-down menu.
6. In the Document Inspector window:
 - a. Uncheck the Comments, Revisions, Version, and Annotations box. In this case, your purpose is to keep your comments in the document.
 - b. Check the "Document Properties and Personal Information" box.
 - c. All other boxes should be unchecked. (See Figure 1)
7. Click the Inspect button at the bottom of the window, then when the next screen appears, click on Remove All.
8. Finally, save the file – you may want to save it as a copy with “-anon” or “-anonymized” added. It may take a few seconds for the changes to appear.
 - a. Comments and Changes in the file will be attributed to “Author”.
 - b. No names will be identified in the “Related People” area of the Info section of the File page.

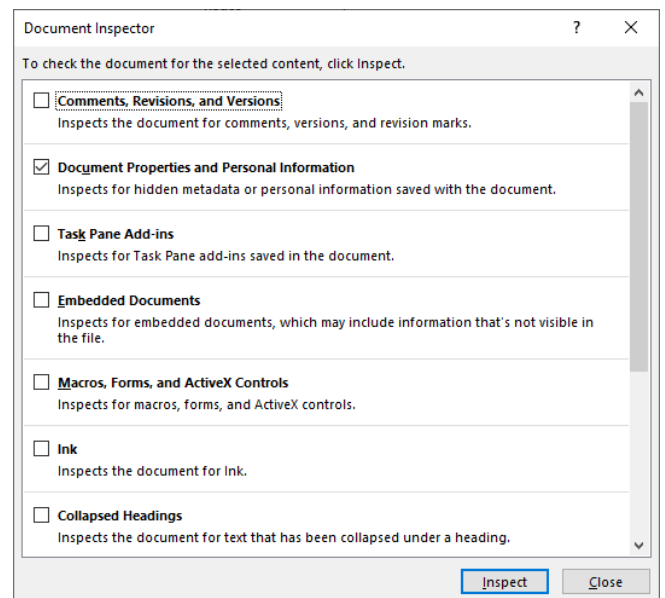


Figure 1 Figure 1. Document Inspector dialog box. Only select "Document Properties and Personal Information." Uncheck all other boxes.

