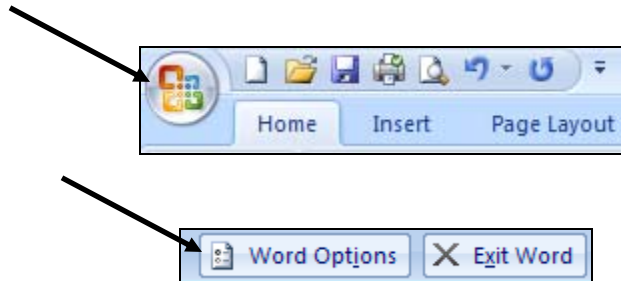


Changing the User Identification Properties in Office 2007

When a new computer is delivered to your desk, the user identification properties of the machine should be changed to reflect your name. By doing so, the documents you create will have your identification as the “owner” or creator of that document. This is helpful when multiple people work on one document. This **Low Threshold Activity – Software Quick Tip** provides the steps to change the identification properties in Microsoft Word 2007.

1. After opening Microsoft Word 2007, click the **Office Button** at the upper left corner of the window and then click the **Word Options** button at the bottom of the menu.



2. After the **Word Options** window opens, click the **Popular** option in the left pane window and then notice the **User name** and **Initials** textboxes under the **Personalize your copy of Microsoft Office** section in the middle of the window. Select the text in the **User name:** box and replace it with your name. Then select the **Initials:** textbox and replace it with your initials. When finished, click the **OK** button at the bottom right corner of the window.

