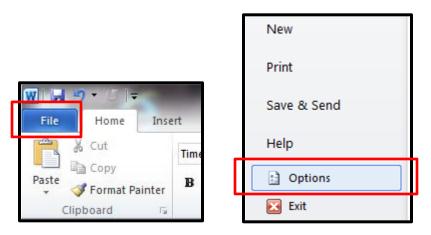
Changing the Initials and Author in Microsoft Word

When you create a new document in Microsoft Word, an author for the document is based on the User name setting that appears in the Word Options. Initials are also offered which are displayed in any comments that have been added to the document. These directions are for Microsoft Word 2010.

1. Open Microsoft Word and click the File menu in the upper left hand corner, then click Options.



2. The Word Options window appears. Enter the desired User name and Initials and click **OK**.

Word Options
General General Options for working with Word.
Proofing User Interface options
Save Show Mini Toolbar on selection ()
Language
Advanced ScreenTip style: Show feature descriptions in ScreenTips
Customize Ribbon Personalize your copy of Microsoft Office
Quick Access Toolbar
Add-Ins
OK Cancel

3. New comments you make will reflect the initials you have entered.

