# 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**.
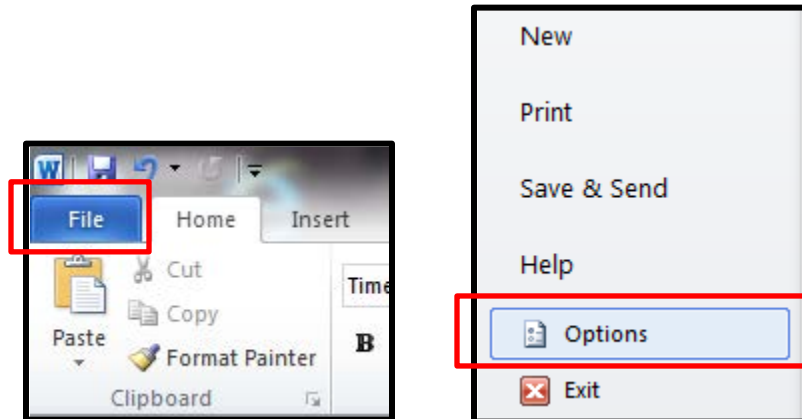
2. The Word Options window appears. Enter the desired User name and Initials and click **OK**.
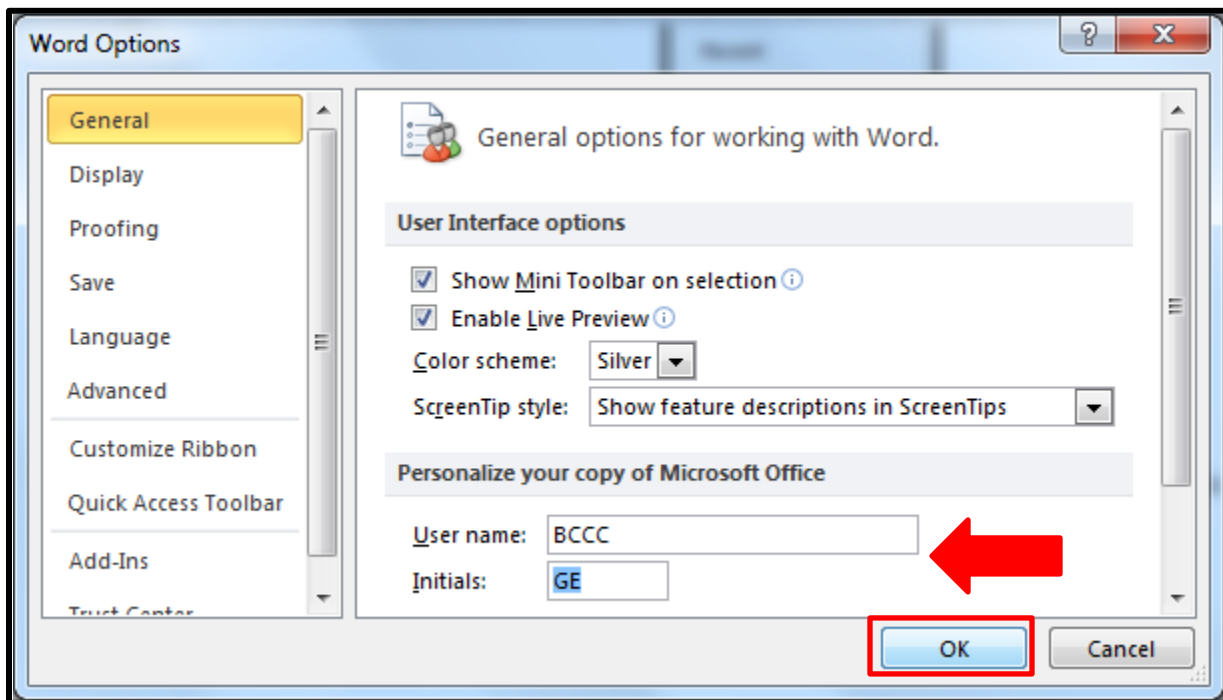
3. New comments you make will reflect the initials you have entered.