

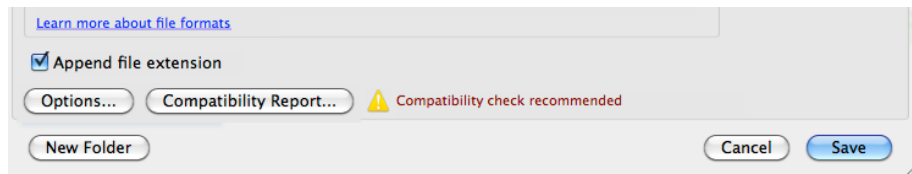
## Mac Instructions

### How to make your comments in track changes Anonymous



1. This is a change in your save settings. Select **File** and **save as**

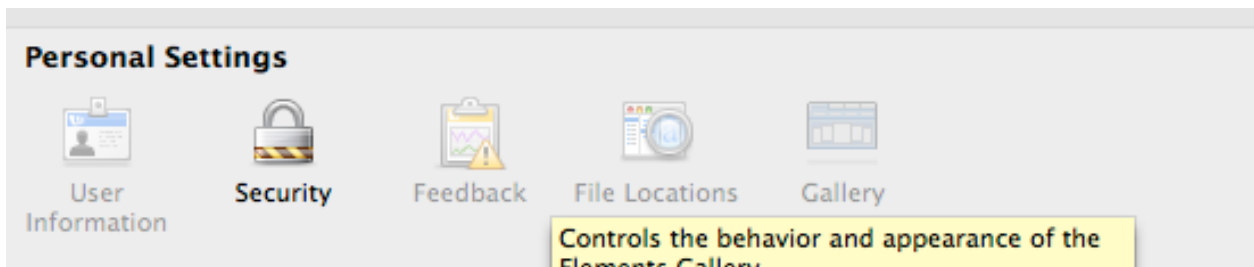
2. At the bottom of the **save as** menu select **options**



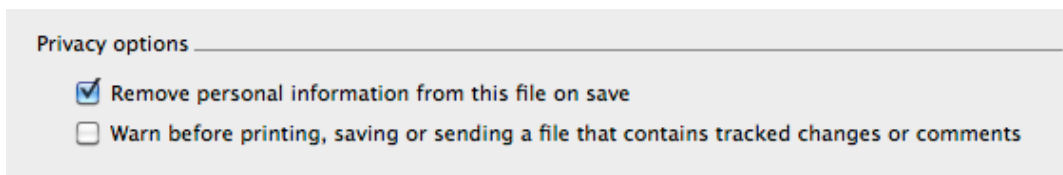
3. Click **show all** in the options menu



4. Under **Personal Settings** select **Security**



5. In **Security options** check **Remove personal information from the file on save**



6. Save file and your comments should now appear anonymously



Screen shots:

The screenshot displays the Microsoft Word interface with the 'REVIEW' tab selected. The ribbon includes options for 'Show Comments', 'Track Changes', 'Show Markup', 'Accept', 'Reject', 'Previous', 'Next', 'Compare', 'Block Authors', 'Restrict Editing', and 'Linked Notes'. The document content shows the text 'NJAWHE Test Document' followed by a line of gibberish characters: 'Wikwikleajlkdnfaldsfdjskdsjkjstjdjksdfdsjal. Wikjlewkwelknewlajrjkjnsdalfdns.afndl.'. A red line underlines the second gibberish word, and a red box highlights it. A comment box on the right side of the document, attributed to 'MELANIE LEE' and dated 'A few seconds ago', contains the text 'Spelling|'. The status bar at the bottom indicates 'PAGE 1 OF 1' and '5 WORDS'. The Windows taskbar at the very bottom shows various application icons and the system clock set to 1:15 PM on 3/29/2017.

- Info
- New
- Open
- Save
- Save As
- Save as Adobe PDF
- Print
- Share
- Export
- Close
- Account
- Options

# Info

## NJAWHE Test Document

I » Professional Development » NJAWHE



### Protect Document

Control what types of changes people can make to this document.



### Inspect Document

Before publishing this file, be aware that it contains:

- Comments and revisions
- Document properties and author's name



Check the document for hidden properties or personal information.



Check the document for content that people with disabilities might find difficult to read.



Check for features not supported by earlier versions of Word.

### Properties

Size	12.8KB
Pages	1
Words	5
Total Editing Time	0 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

### Related Dates

Last Modified	Today, 1:14 PM
Created	Today, 1:14 PM
Last Printed	

### Related People

Author	MELANIE LEE
Last Modified By	Not saved yet

### Related Documents

- Open File Location
- Show All Properties

- Info
- New
- Open
- Save
- Save As
- Save as Adobe PDF
- Print
- Share
- Export
- Close
- Account
- Options

# Info

## NJAWHE Test Document

Professional Development > NJAWHE



### Protect Document

Control what types of changes people can make to this document.



### Inspect Document

Before publishing this file, be aware that it contains:

- Comments and revisions
  - A setting that automatically removes properties and the file is saved
- Allow this information to be saved in your file



### Versions

Today, 1:14 PM (autosave)

### Properties

Size 12.9KB  
 Pages 1

**Document Inspector**

To check the document for the selected content, click Inspect.

- Comments, Revisions, Versions, and Annotations**  
Inspects the document for comments, versions, revision marks, and ink annotations.
- Document Properties and Personal Information**  
Inspects for hidden metadata or personal information saved with the document.
- Task Pane Apps**  
Inspects for Task Pane apps saved in the document.
- Embedded Documents**  
Inspects for embedded documents, which may include information that's not visible in the file.
- Macros, Forms, and ActiveX Controls**  
Inspects for macros, forms, and ActiveX controls.
- Collapsed Headings**  
Inspects the document for text that has been collapsed under a heading.
- Custom XML Data**  
Inspects for custom XML data stored with this document.

Inspect Close

NJAWHE Test Document

AKHSDKAHSDLSLK. Wikidsalkjt

MELANIE LEE A few seconds ago  
Check spelling

**Document Inspector**

Review the inspection results.

**! Document Properties and Personal Information**  
The following document information was found:

- \* Document properties
- \* Author

Remove All

Note: Some changes cannot be undone.

Reinspect Close

Spelling & Grammar | Define Thesaurus Word Count | Translate Language | New Comment | Delete Previous Next | Show Comments | Track Changes | Simple Markup Show Markup Reviewing Pane | Accept Reject Previous Next | Compare | Block Authors Restrict Editing | Linked Notes OneNote

NJAWHE Test Document

Wikwlealkdnfaldsfdjsikdsilksdilkjsdfdsjal. Wkljwkwelknjwajrlknsdalfdns.afndl..

Author Spelling