Protect Document: Anonymising a Document for Review

1. WORD
2. PDF

Word

How to protect a document when using Word (desktop) on a Mac. This is for 16.55 version of Word.
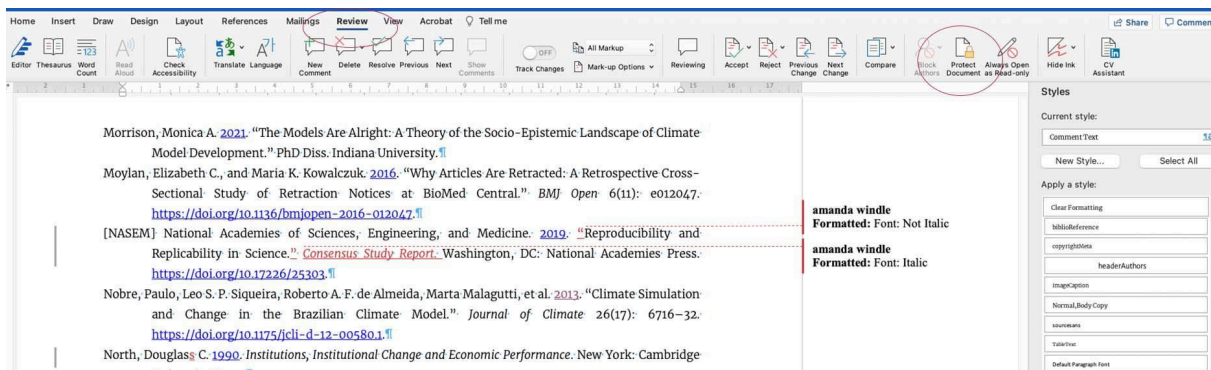

Figure 1. Open the ribbon menu on your word document and select the "Review" tab (circled on the left). Then select Protect Document (circled right).
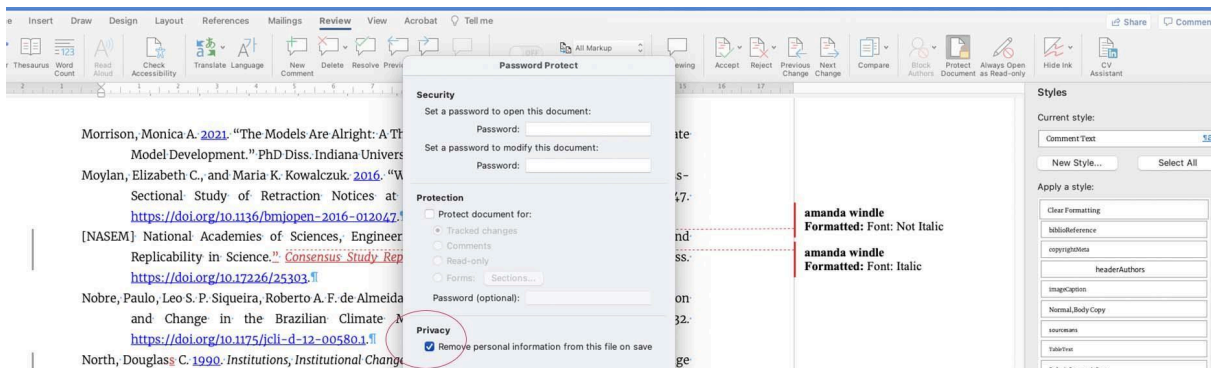

Figure 2. Tick the box "Remove personal information from this file on save." It does what it says, it will only show this if you open up the document after save. Initially, it would look like nothing has happened, so to check, just close the document down and then reopen.
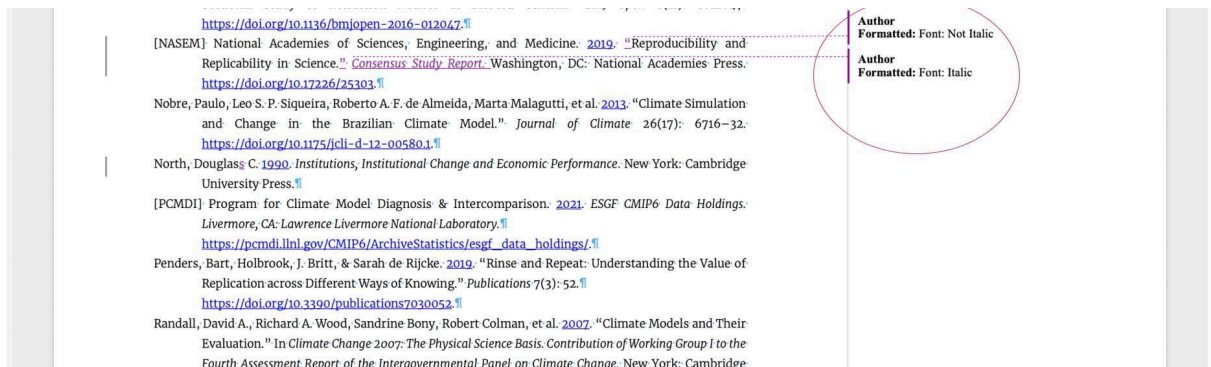

Figure 3. On reopening your saved file, you will see all comments titled "Author."

PDF

To protect a PDF please follow the guidance here:

https://kbpdfstudio.qoppa.com/anonymizing-annotations-comments-in-pdfs/