

## Instructions for Removing Personal Identifying Information

You may not identify yourself in any way to the professor as the author of an exam until the grades are published. Therefore, you must remove personal identifying information from your exam document. Failure to remove any personal identifying information is an exam violation which will be referred to the Ethics Counsel. Instructions for removing this information from Microsoft Word 2013 and older versions are given below. **Students using Microsoft Office--Microsoft Office 365 should follow instructions for Microsoft Word 2013 or 2016.** Students who use any other word processing software are responsible for determining how to remove this personal identifying information through his/her word processing software. Exams must be submitted in either Word or .pdf formats.

Take these steps to insure no personal information is included in your document:

### Microsoft Word 2013 (Windows)

1. Click on the *File* menu and click *Info* from the left sidebar.
2. Click *Check for Issues* and select *Inspect Document*. A Document Inspector window will open.
3. Click *Inspect*.
4. Click *Remove All* in the section for *Document Properties and Personal Information (NOT Header, Footer, and Watermarks)*, then click *Close*.
5. Save document again.

### Microsoft Word 2010 (Windows)

1. Click on the *File* ribbon and click on the *Info* tab.
2. Click *Check for Issues* and select *Inspect Document*. A Document Inspector window will open.
3. Click *Inspect*.
4. Click *Remove All* in the section for *Document Properties and Personal Information (NOT Header, Footer, and Watermarks)*, then click *Close*.
5. Save document again.

### Microsoft Word 2007 (Windows)

1. Click on the *Microsoft Office Button* and click on the *Prepare* menu.
2. Click *Inspect Document*. A Document Inspector window will open.
3. Click *Inspect*.
4. Click *Remove All* in the section for *Document Properties and Personal Information (NOT Header, Footer, and Watermarks)*, then click *Close*.
5. Save document again.

### Microsoft Word 2016 (Mac)

1. From the *Tools* menu, select *Protect Document*.
2. Ensure that *Remove personal information* is checked.
3. Save document again.

### Microsoft Word 2011 (Mac)

4. From the *Word* menu, select *Preferences*.
5. Click on the *Security* icon.
6. Under *Privacy options*, ensure that *Remove personal information from this file on save* is checked, then click *OK*.
7. Save document again

### Apple Pages 5 (Mac)

1. From the *Pages* menu, select *Preferences*.
2. Delete your name if it appears in the *Author* field, and type something else in its place.
3. Close *Preferences* (there's no confirmation button; just close it) and save your document.