Setting the Default User Name in MS Word 2010/2013

The author name setting is used by MS Word to identify the owner of comments and track change edits when using the Review functions. If a document has multiple reviewers, Word distinguish between different reviewers. To set the default user name:

- 1. Click the File tab.
- 2. Click Options in the left navigation to view the Word Options.
- 3. Enter your name and initials in the Personalization Section.
- 4. Click OK.

| \bigcirc | Word Options |
|----------------------|--|
| ϵ | General General options for working with Word. |
| Info | Display Proofing User Interface options |
| New | Proofing User Interface options Save Save Show Mini Toolbar on selection ① |
| New | Language Enable Live Preview ① |
| Open | Advanced VDpdate document content while dragging ① ScreenTip style: Show feature descriptions in ScreenTips |
| Save | Customize Ribbon |
| Save As | Quick Access Toolbar Personalize your copy of Microsoft Office |
| | Add-Ins User name: Mark Schmitt Trust Center Initials: MMS |
| Save as Adobe PDF | Always use these values regardless of sign in to Office. |
| Print | Office <u>Background</u> V Background V Office <u>I</u> heme: Dark Gray V |
| Share | Start up options |
| Export | Choose the extensions you want Word to open by default: Default Programs |
| Close | Open e-mail attachments and other uneditable files in reading view 0 |
| | ✓ Show the Start screen when this application starts |
| Account | |
| Options | OK Cancel |