

# 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.

