

- The author(s) of the document should have removed personal information from the file properties by taking the following steps:
 - **Microsoft Word for Windows:**
 - Go to “File”
 - Select “Info”
 - Click on “Check for Issues”
 - Click on “Inspect Document”
 - In the “Document Inspector” dialog box, select the check boxes to choose the type of hidden content that you want inspected.
 - Click “Remove All”
 - Click “Close”
 - “Save” the document
 - **Microsoft Word for MacOS:**
 - Go to “Tools”
 - Click “Protect Document”
 - Select “Remove personal information for this file” on save
 - Click “OK” and “save” the file
 - **PDF:**
 - Go to “File”
 - Select “Properties”
 - “Remove any name” in the “author” field
 - Click “OK”
 - “Save” the document

In case personal information cannot be removed, you can follow the steps below:

1. Make sure the document you are working on is in Word 2007 or later format (i.e. DOCX extension).
2. Save a COPY of this document and WORK ON THE COPY ONLY until you're satisfied you've achieved what you want. If you make an unrecoverable error, you can always go back to your original.
3. Close the Word document.
4. Go to the file location of the copy of the document and change its extension from docx to zip. Say Yes to make this change.
5. Double-click the new zip file and open it in WinZip or similar. Do NOT extract the files. (I only have WinZip, so the rest of these steps relate to WinZip; your zip software should work similarly).
6. Within WinZip, double-click the word folder — there will be several XML files listed.
7. Right-click on the comments.xml file and select a text editor to open it with (e.g. EditPlus, Expression Web, even Notepad if you have nothing else though other text editor show color-coded syntax and are easier to read).
8. Once open, press Ctrl+H to open the Replace dialog box (if Ctrl+H doesn't work in your text editor, find the Find/Replace tool and open it).
9. In the Find What field, type w:author="<reviewer name>" where you substitute <reviewer name> for the name of the reviewer you want to remove; e.g. if the reviewer's name is Joe Bloggs, then type w:author="Murat Özgen".
10. In the Replace With field, type w:author="" (i.e. no name).
11. Click Replace All.
12. In the Find What field, type w:initials="<reviewer initials>" where you substitute <reviewer initials> for the initials of the reviewer you want to remove; e.g. if the reviewer's initials are MÖ then type w:initials="MÖ".
13. In the Replace With field, type w:initials="" (i.e. no initials).
14. Click Replace All.
15. Repeat steps 9 to 14 for any other reviewer names/initials you want to remove.
16. Save the comments.xml file. If you're asked to update the zip file, do so (in WinZip, choose the Update zip file with changes option).
17. Right-click on the document.xml file and select a text editor to open it with.
18. Once open, press Ctrl+H to open the Replace dialog box.
19. In the Find What field, type w:author="<reviewer name>" where you substitute <reviewer name> for the name of the reviewer you want to remove; e.g. if the reviewer's name is Murat Özgen, then type w:author="Murat Özgen".
20. In the Replace With field, type w:author="" (i.e. no name).
21. Click Replace All.
22. Typically, the document.xml file doesn't store the initials, but to be certain press Ctrl+F and search for w:initials. If there's nothing found, move on to the next step. If you get a match, follow steps 12 to 14, then move on to the next step.
23. Repeat steps 19 to 22 for any other reviewer names you want to remove.
24. Save the document.xml file. If you're asked to update the zip file, do so (in WinZip, choose the Update zip file with changes option).

25. Close the zip program.
26. Change the file extension back to docx.
27. Open the Word document. If all went well, you should now have comments with dates, but no initials or reviewer names for the reviewers you removed.
28. If all is good, archive off the original document and start using the revised one.