## 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).

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**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.

	<ul> <li>https://doi.org/10.1136/bmjopen-2016-012047.<sup>11</sup></li> <li>[NASEM] National Academies of Sciences, Engineering, and Medicine. 2019. "Reproducibility and Replicability in Science." Consensus Study Report. Washington, DC: National Academies Press. https://doi.org/10.17226/25303.<sup>11</sup></li> <li>Nobre, Paulo, Leo S. P. Siqueira, Roberto A. F. de Almeida, Marta Malagutti, et al. 2013. "Climate Simulation and Change in the Brazilian Climate Model." Journal of Climate 26(17): 6716-32. https://doi.org/10.1175/jCli-d-12-00580.1.<sup>11</sup></li> <li>North, Douglass C. 1990. Institutions, Institutional Change and Economic Performance. New York: Cambridge University Press.<sup>11</sup></li> <li>[PCMDI] Program for Climate Model Diagnosis &amp; Intercomparison. 2021. ESGF CMIP6 Data Holdings. Livermore, CA: Lavernce Livermore National Laboratory.<sup>11</sup></li> <li>https://pcmdi.llnl.gov/CMIP6/ArchiveStatistics/esgf_data_holdings/.<sup>11</sup></li> <li>Penders, Bart, Holbrook, J. Britt, &amp; Sarah de Rijcke. 2019. "Rinse and Repeat: Understanding the Value of Replication across Different Ways of Knowing." Publications 7(3): 52.<sup>11</sup></li> </ul>	Author Formatted: Font: Not Italic Author Formatted: Font: Italic
	https://doi.org/10.3306/publications7030052. <sup>41</sup> Randall, David A., Richard A. Wood, Sandrine Bony, Robert Colman, et al. 2007. "Climate Models and Their Evaluation." In Climate Change 2007: The Physical Science Basis: Contribution of Working Group I to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change. New York: Cambridge	

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

To protect a PDF please follow the guidance here: https://kbpdfstudio.qoppa.com/anonymizing-annotations-comments-in-pdfs/