HOW TO ANONYMIZE A WORD FILE

WINDOWS USERS:

1. Click the "File" tab, and then click "Info".
2. Click "Check for Issues", and then click "Inspect Document".
3. Click Inspect.
4. Click Remove All next to the inspection results for "Document Properties and Personal Information"
5. Save the file

MAC USERS:

1. Click the "Tools" menu and select the "Protect Document" option.
2. At the bottom of the resulting dialog, in the Privacy section, your should find the tick Box "remove personal information from this file on save".
3. Tick the option and save the file.