



To **Personalize your copy of Microsoft Office** with your name as the author of the document you will need to follow these step-by-step instructions. Currently, any document created on a Jackson College device is personalized with the users 771 login name unless otherwise changed. The personalized *User Name* will be associated with revisions made in *Track Changes*. The Initials are associated with comments added when using *Review* features.

## Steps:

1. Open an Office Application

**<u>NOTE</u>**: Word was the application used for the images below.

- 2. Click File > Options.
- 3. Under Personalize your copy of Microsoft Office, type a new name in the User name box.
- 4. Click **OK** to save the changes.



Office Background: No Background 🔻	
Office Theme: Dark Gray 🔻	
Start up options	-
Choose the extensions you want Word to open by default: <b>Default Programs</b> Image: Tell me if Microsoft Word isn't the default program for viewing and editing documents.   Image: Open e-mail attachments and other uneditable files in reading view <sup>①</sup> Image: Show the Start screen when this application starts	
Real-time collaboration options	
When working with others, I want to automatically share my changes: Ask Me	4
OK Cancel	