

Anonymizing Your CLR Student Note Table of Contents

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Required Microsoft Word Version for CLR Notes

Student Notes submitted to CLR must be written on Microsoft Word 2016 or later.

- If your version of Word is older than Office 2016, please update it. UC Berkeley provides a [free copy of the newest version of Microsoft Office for Windows and Mac to all law students](#).

Overview: Anonymizing Your Document

To remove identifying information and update your track changes settings, follow the instructions below.

There are different instructions for Word on Windows and Mac. Be sure to follow the instructions specific to your operating system.

Quick Links (within this document) to change the auto-identifying features for:

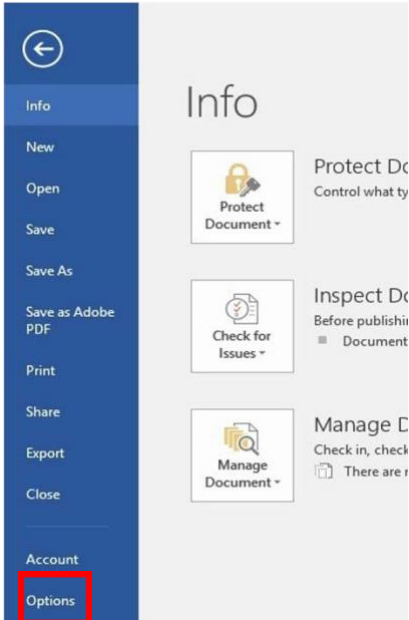
- [Windows](#)
- [Mac](#)

[Windows] Turning off Word's Auto-Identifying Features

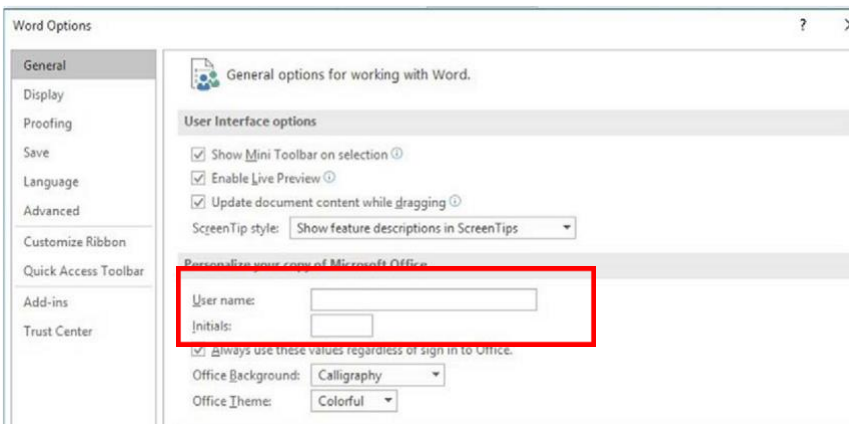
1. Within your Word document, click on the “**File**” tab.



2. Click on “**Options.**”



3. Delete any text in the “**User Name**” text box and the “**Initials**” text box. Word may require you to have text in these two fields. To get around this, add a space in the “User Name” and “Initials” text boxes.



4. Click “**OK**” at the bottom of this window to close the window.

Questions? Please contact the Senior Technology Editor at calilrevtechnology@gmail.com.

5. After following the below instructions to anonymize Word, you should confirm that your settings work properly. To do so, open a new Word document and type in some text. Turn on "Track Changes" and try making some edits or adding a new comment. If done correctly, any new comments you add will not include identifying information, and if you hover your mouse over any in-line edits you make, no identifying information will pop up.

Make sure to do this for the cover sheet, statement of purpose, and the note itself.

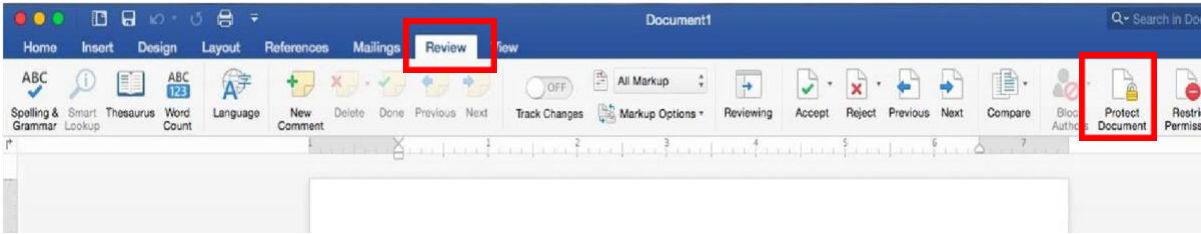
Windows users: you will also need to anonymize the PDF file in Adobe Reader/Acrobat.

1. Make sure you have the tab for the PDF document open and active.
2. Click "File."
3. Click "Properties."
4. Under the "Description" tab, delete all information next to the following lines: "Title," "Author," "Subject," and "Keywords."
5. Do this for the (1) cover sheet, (2) statement of purpose, and (3) note.

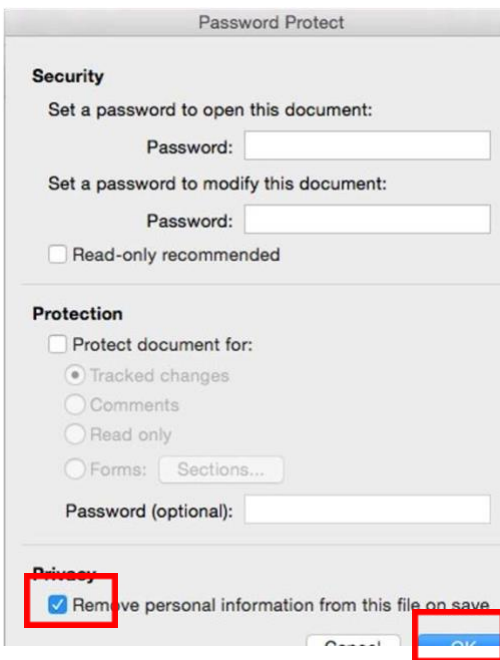
Thanks, and best of luck in your note submission!

[Mac] Turning off Word's Auto-Identifying Features

1. Click the “**Review**” tab. Then, click the “**Protect Document**” icon.



2. A window will appear. In this window, under “**Privacy**,” check the box for “**Remove personal information from this file on save.**” Then, click “**OK**” at the bottom of the window to close the window.



3. **Then, save your document. Your edits will not be anonymized until you save your document.** Each time you save (Command + S), Word will anonymize all edits since the last save.
4. After following the below instructions to anonymize Word, you should confirm that your settings work properly. To do so, open a new Word document and type in some text. Turn on “Track Changes” and try making some edits or adding a new comment. If done correctly, any new comments you add will not include identifying information, and if you hover your mouse over any in-line edits you make, no identifying information will pop up.
5. ***Make sure to do this for the cover sheet, statement of purpose, and the note itself.***

Thanks, and best of luck in your note submission!