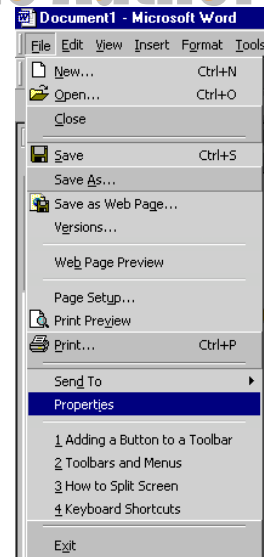
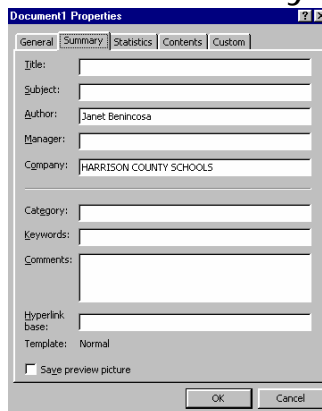


Personalizing: Your Name as Author

This user information can be located by clicking the **File menu** and clicking on **Properties**.

On the **Summary tab**, the **Author box** shows the name by default.



You can change the user information

1. Open any program.
2. Click **Tools** on the main menu.
3. Click **Options**.
4. In *Microsoft Word*, click the **User Information tab** and fill in the boxes for which you want to provide information. In the *PowerPoint Options* dialogue box, click the **General tab** and type in the box labeled **User name**. In *Publisher*, click on **Edit** in the main menu and click **Personal Information** to change information.