# Parallèles

Instructions for anonymous files

General Information

Text editors automatically record certain identifying information (sometimes called "identity properties", or "metadata") such as the author's name, creation date, file name, etc. To ensure that anonymity is maintained, the name of the person who has edited the file and other identifiers must be removed. Identifying data may be stocked in different ways and this will depend on the file type and the program used. The following instructions indicate ways to remove identifying information from files created with **OpenOffice Writer** (extension .odt), or **Microsoft Office 2010** and **Microsoft Office 2007** (extension .doc ou .docx).

OpenOffice.org Writer 3.4 (OpenDocument .odt) Document

Example: Properties of OpenOffice
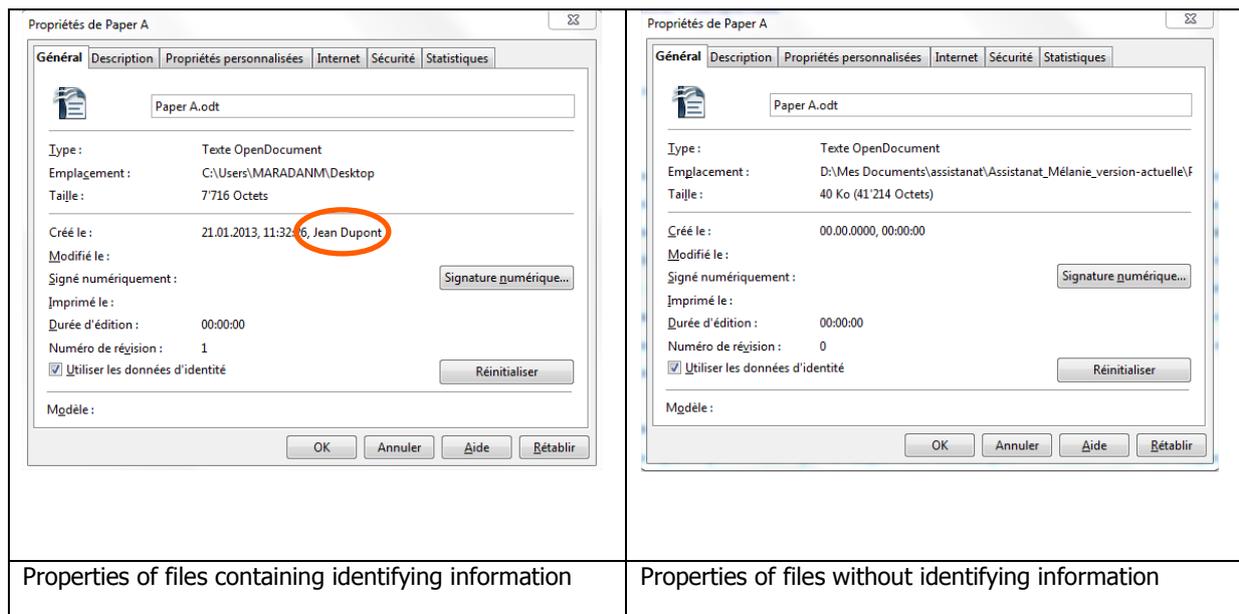
Properties of files containing identifying information	Properties of files without identifying information

How to make sure that your file does not contain identifying information:

Before you create or change a document, you must delete your "identifying information". To do so, start by closing any OpenOffice.org programs that are open (Writer, Calc, Draw, Base, etc.).

1. Start the OpenOffice.org Writer program.	
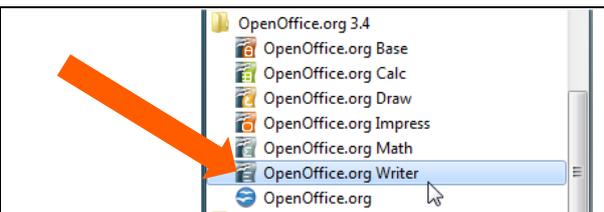
2. Under the "Tools" menu (at the menu bar at the top of the program), select "Options". The "Options – OpenOffice.org" menu will open.	
3. Under the tab "OpenOffice.org", select "User Data". Your identifying information (company, first name, last name, street, telephone number, etc.) will then appear on the right.	
4. Delete all your identifying information. Next, click on "OK" (all fields should now be blank).	
5. For these changes to take effect, you must reset the document properties. Go to the "File" menu and select "Properties". The "Properties" menu will open.	
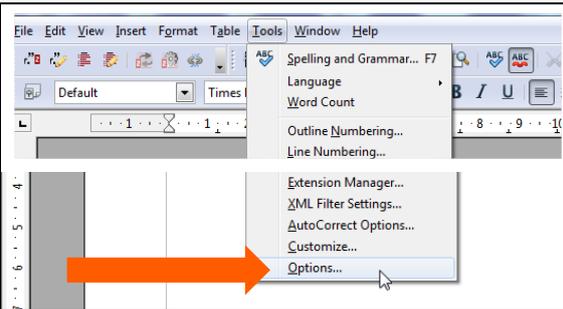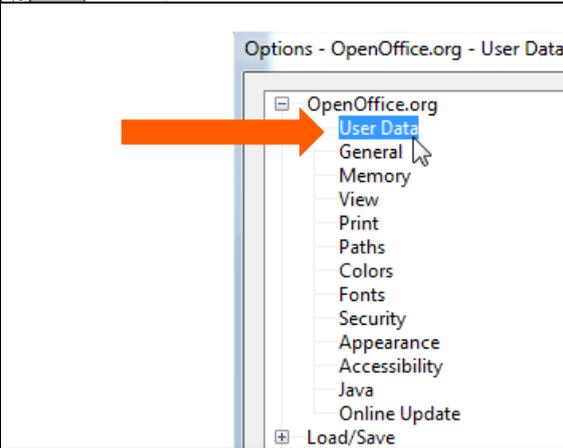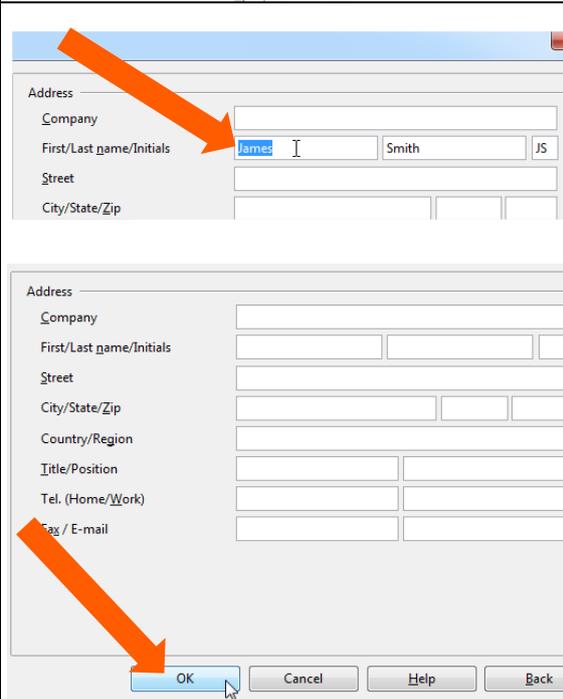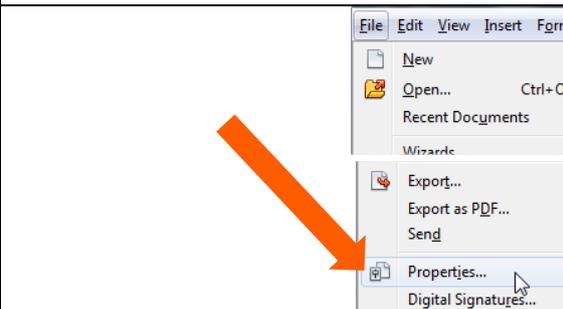
6. Click on "Reset". Your identifying information will completely disappear. Then click "OK" to confirm.	Total editing time: 00:00:00 Revision number: 0 ☑ Apply user data — Reset Template: OK — Cancel — Help — Reset
7. Exit OpenOffice.org Writer (under the "File" menu, select "Exit").	⇥ Exit Ctrl+Q
8. Restart OpenOffice.org Writer. 8a. *If you are an author:* create a new file for your manuscript or open the sample manuscript. 8b. *If you are a reviewer*: open the file you will be reviewing.	📁 OpenOffice.org 3.4 📄 OpenOffice.org Base 📄 OpenOffice.org Calc 📄 OpenOffice.org Draw 📄 OpenOffice.org Impress 📄 OpenOffice.org Math 📄 OpenOffice.org Writer 📄 OpenOffice.org
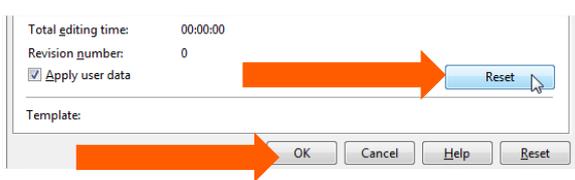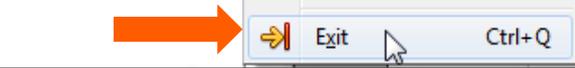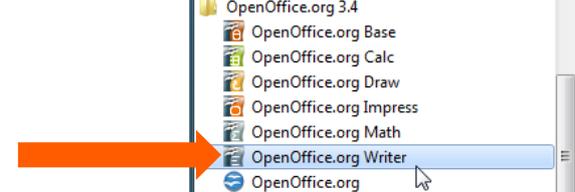
Document dans Microsoft Word 2010 (.doc ou .docx)

Example: properties of a Microsoft Word 2010 document

| Propriétés ▾		Propriétés ▾	
Taille	Pas encore enregistré	Taille	56.9 Ko
Pages	1	Pages	18
Mots	0	Mots	6636
Temps total d'édition	0 minutes	Temps total d'édition	0 minutes
Titre	Ajouter un titre	Titre	Ajouter un titre
Balises	Ajoutez un mot-clé	Balises	Ajoutez un mot-clé
Commentaires	Ajoutez des commentair...	Commentaires	Ajoutez des commentair...
Dates associées		**Dates associées**	
Dernière modification	Jamais	Dernière modification	Aujourd'hui, 15:55
Créé	Aujourd'hui, 16:39	Créé	Aujourd'hui, 15:55
Dernière impression	Jamais	Dernière impression	Jamais
Personnes associées		**Personnes associées**	
Auteur	Jean Dupond	Auteur	Ajouter un auteur
	Ajouter un auteur	Dernière modification par	Pas encore enregistré
Dernière modification par	Pas encore enregistré		
Afficher toutes les propriétés		**Documents associés**	
		📄 Ouvrir l'emplacement du fichier	
		Afficher toutes les propriétés	
Properties of files containing identifying information		Properties of files without identifying information	

How to make sure that your file does not contain identifying information:

Before you create or change a document, you must personalize your copy of Microsoft Office. First of all, close any Microsoft Office programs that may be open (Word, Excel, etc.).
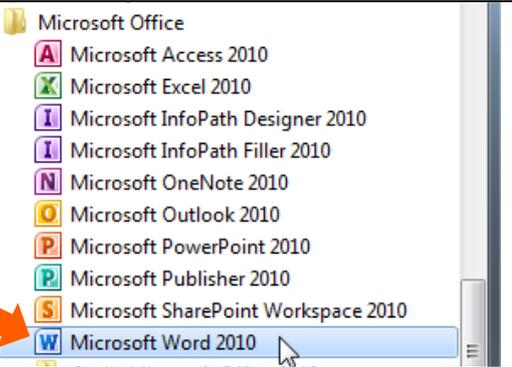
1. Start Microsoft Word 2010.	
2. Click on the "File" tab, then on "Info".	
3. Under "Prepare for Sharing", click "Check for Issues" and then click "Inspect Document".	
4. In the "Document Inspector" dialog box, tick the boxes as appropriate.	
5. Click on "Inspect".	
6. Check the inspection results in the "Document Inspector" dialog box.	
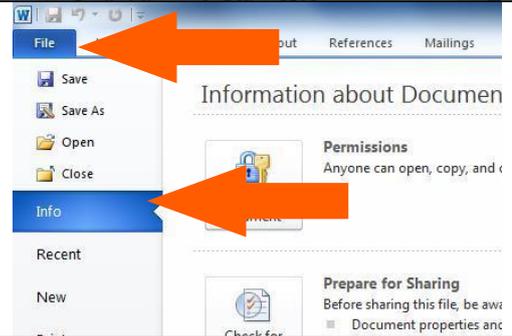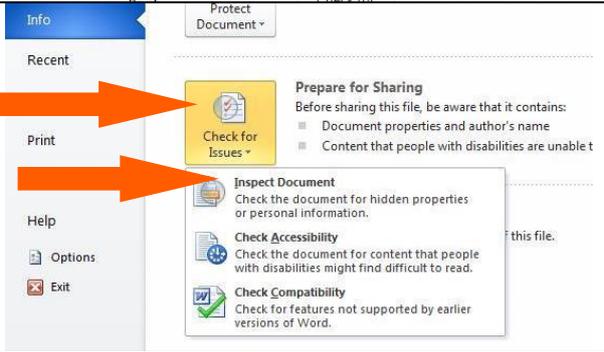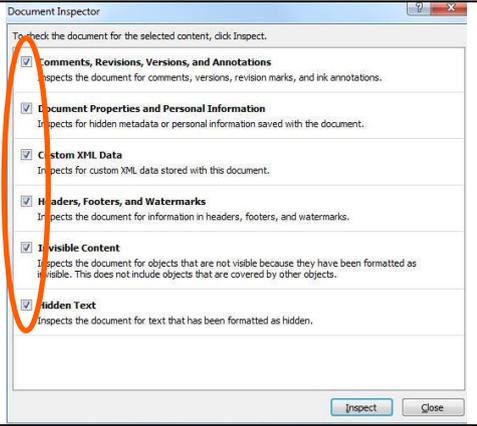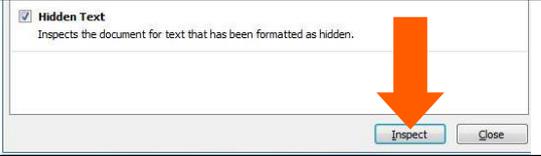
7.	Click on the "Remove All" tab to remove the masked content that you wish to delete from the document.	
8.	Click "Close" to finish.	
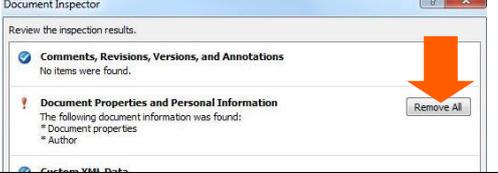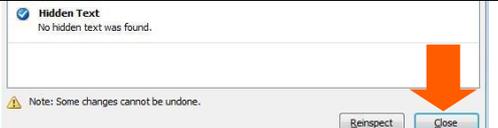
The properties of your document have been deleted. Now you must add Parallèles' user name and initials **(this is very important for the reviewers)**.

9.	Click on the "File" tab (in the upper-left corner of the program.	
10.	Click on the "File" tab, then on "Options".	
11.	Click on the "General" tab, under "Personalize your copy of Microsoft Office", remove your name and initials where needed, so you can replace them with Parallèles' user name and initials.	
12.	Under "User Name", write **Paralleles.** Under "Initials", write **P**. Then click on "OK".	
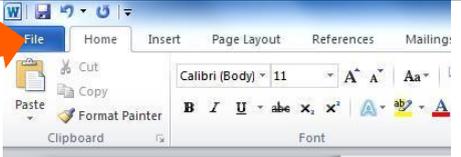
13. Exit Microsoft Word 2010.	
14. Restart Microsoft Word 2010. 14a. *If you are an author*: create a new file for your manuscript or open the sample manuscript. 14b. *If you are a reviewer*: open the file that you will be reviewing.	

Example: properties of a Microsoft Word 2007 document
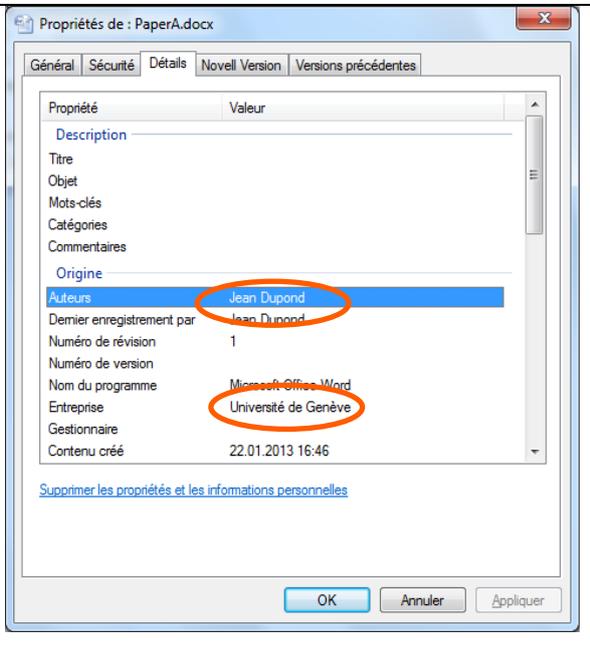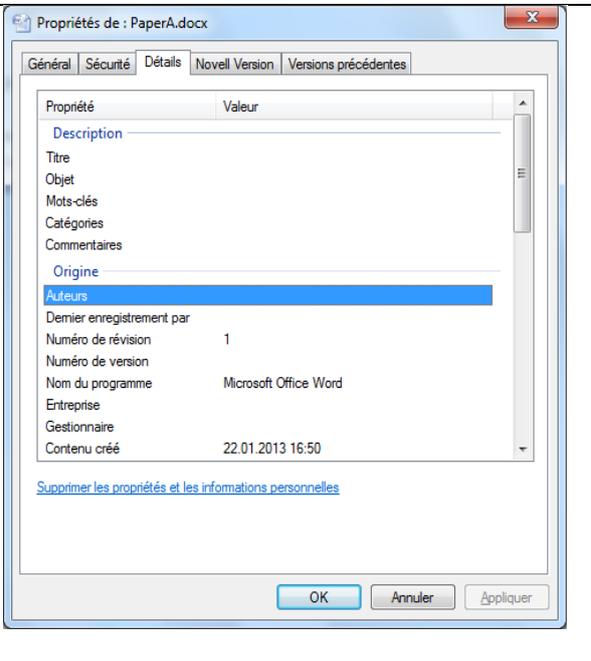
|	
Properties of files containing identifying information	Properties of files without identifying information

How to make sure that your file does not contain identifying information:

Before you create or change a document, you must personalize your copy of Microsoft Office. To do so, start off by closing any Microsoft Office programs that may be open (Word, Excel, etc.).
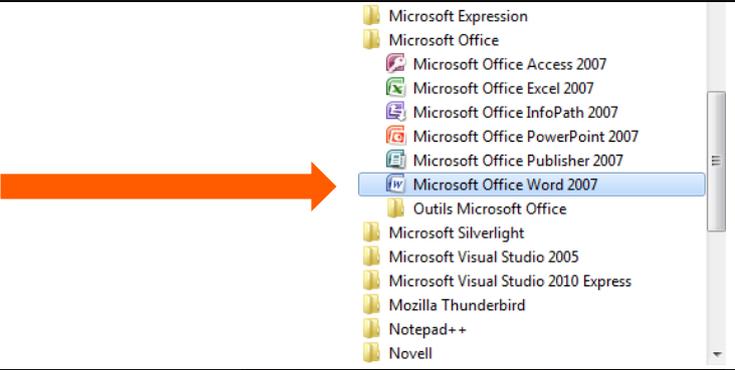
1.	Start Microsoft Word 2007.	
2.	Click on the "Office Button", in the upper-left corner of the program.	
3.	Click on "Prepare" and then on "Inspect Document".	
4.	In the "Document inspector" dialog box, tick the boxes as appropriate.	
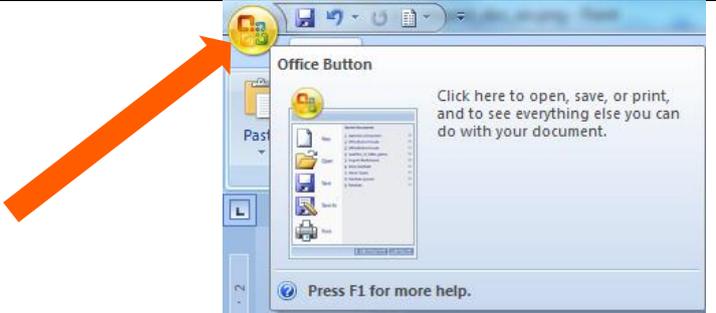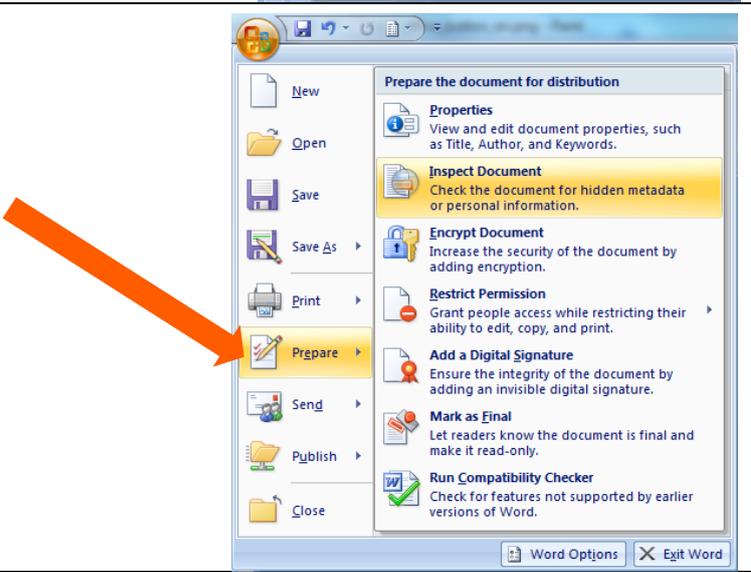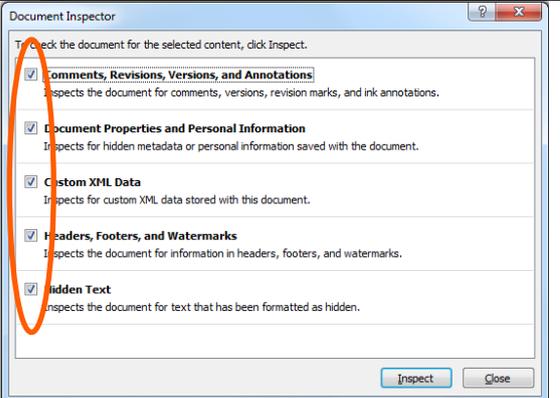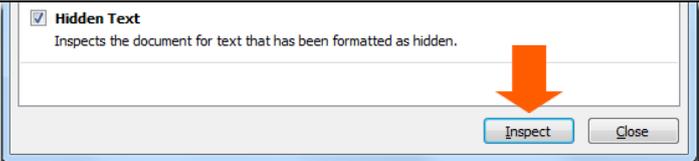
5.	Click on "Inspect".	**Hidden Text** Inspects the document for text that has been formatted as hidden. Inspect Close
6.	Examine the inspection results in the "Document inspector" dialog box.	
7.	Click on the "Remove all" button to remove the masked content that you wish to delete.	Document Inspector Review the inspection results. **Comments, Revisions, Versions, and Annotations** No items were found. **Document Properties and Personal Information** Remove All The following document information was found: * Document properties Note: Some changes cannot be undone. Reinspect Close
8.	Click on "Close" to finish.	Note: Some changes cannot be undone. Reinspect Close
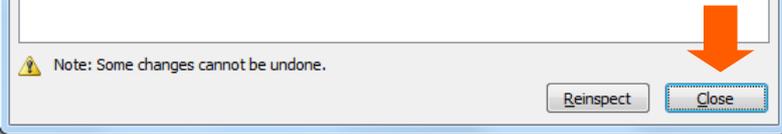
The properties of your document have been deleted. Now you must add Parallèles' user name and initials **(this is very important for the reviewers)**.

9.	Click on the "Office Button", in the upper-left corner of the program.	Office Button Click here to open, save, or print, and to see everything else you can do with your document. Press F1 for more help.
10.	In the menu that opens, click on "Word Options".	Prepare the document for distribution New Open Save Save As Print Prepare Send Publish Close **Properties** View and edit document properties, such as Title, Author, and Keywords. **Inspect Document** Check the document for hidden metadata or personal information. **Encrypt Document** Increase the security of the document by adding encryption. **Restrict Permission** Grant people access while restricting their ability to edit, copy, and print. **Add a Digital Signature** Ensure the integrity of the document by adding an invisible digital signature. **Mark as Final** Let readers know the document is final and make it read-only. **Run Compatibility Checker** Check for features not supported by earlier versions of Word. Word Options Exit Word
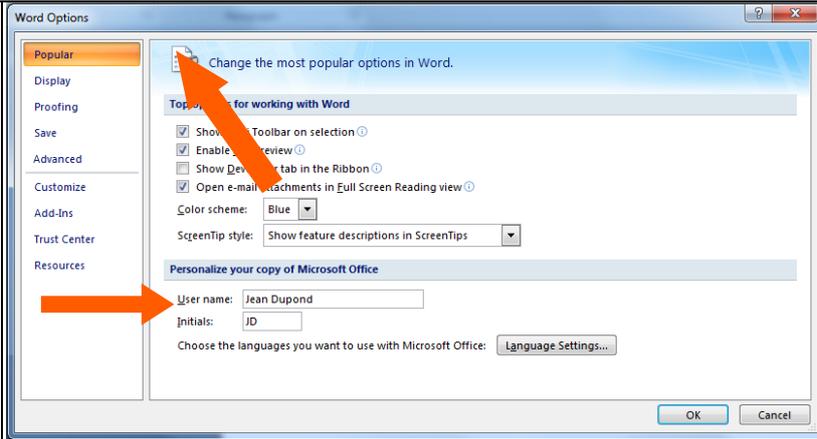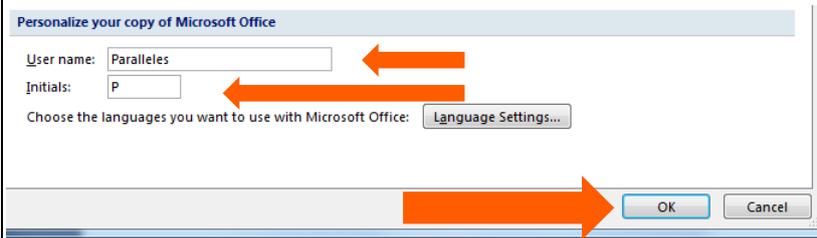
11. Under the "Popular" tab, in "Personalize your copy of Microsoft Office", remove your name and initials where needed, so that you can replace them with Parallèles' user name and initials.	
12. Under "User Name", write **Paralleles**. Under "Initials", write **P**. Then click on "OK".	
13. Exit Microsoft Word 2007.	
14. Restart Microsoft Word 2007. 14a. *If you are an author*: create a new file for your manuscript or open the sample manuscript. 14b. *If you are a reviewer*: open the file that you will be reviewing.	