

Strategies for Publishing in a Scholarly Refereed Journal

Click on the File menu



Good afternoon



Home



New



Open

Info

Save

Save As

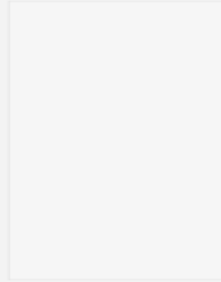
Print

Share

Export

Transform

▼ New



Blank document



Tri-fold brochure (blue)



Wow! teacher appreciation...

Click on Info



Search

Recent

**Pinned**

Shared with Me

Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.



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# Info



Protect Document ▾

## Protect Document

Control what types of changes people can make to this document.



Check for Issues ▾

## Inspect Document

Before publishing this file, be aware that it contains:

- Document properties and author's name



Version History

## Version History

View and restore previous versions



Manage Document ▾

## Manage Document

There are no unsaved changes.

Click on Check  
for Issues


## Properties ▾

Size	Not saved yet
Pages	1
Words	8
Total Editing Time	13 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

## Related Dates

Last Modified	
Created	Today, 3:55 PM
Last Printed	

## Related People

Author	 Reviewer
	Add an author
Last Modified By	Not saved yet

Show All Properties



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Protect Document ▾

## Protect Document

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## Inspect Document

Before publishing this file, be aware that it contains:

- Document properties and author's name



### Inspect Document

Check the document for hidden properties or personal information.



### Check Accessibility

Check the document for content that people with disabilities might find difficult to read.



### Check Compatibility

Check for features not supported by earlier versions of Word.

Manage Document ▾

Click on Inspect Document

## Properties ▾

Size	Not saved yet
Pages	1
Words	8
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## Related Dates

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Show All Properties



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## Document Inspector



To check the document for the selected content, click Inspect.



### Comments, Revisions, and Versions

Inspects the document for comments, versions, and revision marks.



### Document Properties and Personal Information

Inspects for hidden metadata or personal information saved with the document.



### Task Pane Add-ins

Inspects for Task Pane add-ins saved in the document.



### Embedded Documents

Inspects for embedded documents, which may include information that's not visible in the file.



### Macros, Forms, and ActiveX Controls

Inspects for macros, forms, and ActiveX controls.



### Ink

Inspects the document for Ink.

Inspect

Close

Click on Inspect

R

Reviewer

Add an author

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Document Inspector

Review the inspection results.

✓ **Comments, Revisions, and Versions**  
No items were found.

! **Document Properties and Personal Information**  
The following document information was found:  
\* Document properties  
\* Author

Remove All

✓ **Task Pane Add-ins**  
We did not find any Task Pane add-ins.

✓ **Embedded Documents**  
No embedded documents were found.

✓ **Macros, Forms, and ActiveX Controls**  
No macros, forms, or ActiveX controls were found.

✓ **Collapsed Headings**  
No collapsed headings were found.

! Note: Some changes cannot be undone.

Reinspect

Close

Click on Remove All

Click on Close

**Once you delete personal information from the properties area of the document, you must save it for the changes to take effect.**

**Always check to make sure that all personal information is deleted from the properties area of the document. If not, go through the process again.**

**You may want to practice with a one-page document.**



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# Info



Protect Document ▾

## Protect Document

Control what types of changes people can make to this document.



Check for Issues ▾

## Inspect Document

Before publishing this file, be aware that it contains:

- A setting that automatically removes properties and personal information when the file is saved

[Allow this information to be saved in your file](#)



Version History

## Version History

View and restore previous versions.



Manage Document ▾

## Manage Document

 There are no unsaved changes.

## Properties ▾

Size	Not saved yet
Pages	1
Words	8
Total Editing Time	13 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

## Related Dates

Last Modified	
Created	Today, 4:20 PM
Last Printed	

## Related People

Author	Add an author
Last Modified By	Not saved yet

[Show All Properties](#)

**Author and Last Modified By should be blank**

