**Changing the User Name in Existing Comments**

Denise notes that when she uses Track Changes and inserts a comment, the user's name shows in the comment. When she is ready to finalize the document, but with Track Changes still on, Denise wonders if she can go back and change the user name on one or more comments.

There are a couple of things you can do to make the changes. First, you could change the user name and initials to the name you want in the comments and then, effectively, recreate the comments. (You can copy the comment into the Clipboard and then paste it back into the document.) This has a downside, however, as the date and time stamp for the comment will be updated to reflect when you recreated the comment.

Perhaps a better approach is to use a macro to make the changes. When a comment is created, it is added to the Comments collection, which can be accessed through VBA. Each comment has Author and Initial properties that, respectively, represent the comment author's name and initials. The following macro is an example of how these can be changed:

Sub ChangeCommentAuthor()

Dim J As Integer

Dim sAuthorname As String

Dim sInitial As String

If Selection.Comments.Count = 0 Then

MsgBox "No comments in your selection!", \_

vbCritical + vbOKOnly, "Cannot perform action"

Exit Sub

End If

sAuthorname = InputBox("New author name?", \_

"Comments Author Name")

If sAuthorname = "" Then End

sInitial = InputBox("New author initials?", \_

"Comments Initials")

If sInitial = "" Then End

With Selection

For J = 1 To .Comments.Count

.Comments(J).Author = sAuthorname

.Comments(J).Initial = sInitial

Next J

End With

End Sub

All you need to do is make a selection that contains the comment you want to modify (select the text in the main document that includes the comment indicator) and then run the macro. Enter a new name and initials when prompted. When the macro is done running, it may not appear like anything has changed. If you save your document and reload it, you'll note that the comment author names have been changed as you indicated.