REMOVING METADATA AND HIDDEN INFORMATION FROM YOUR DOCUMENT

It is a good idea to review your documents for hidden data or personal information that might be stored in the document itself or in the document properties (metadata). This document will show you how to remove hidden data and personal information from documents created with Word 2010 and Adobe Acrobat X.

Microsoft Word 2010

1. Always save your document before using Document Inspector.
2. Click **File ➜Info**
3. Under **Prepare for Sharing** click **Check for Issues**.
4. Next, click **Inspect Document**.
5. The **Document Inspector** dialog box appears. Select the check boxes to choose the types of hidden content you want to be inspected.
6. Click **Inspect**
7. Review the results and click **Remove All** for the types you want to remove.
8. **Close** and save your document.
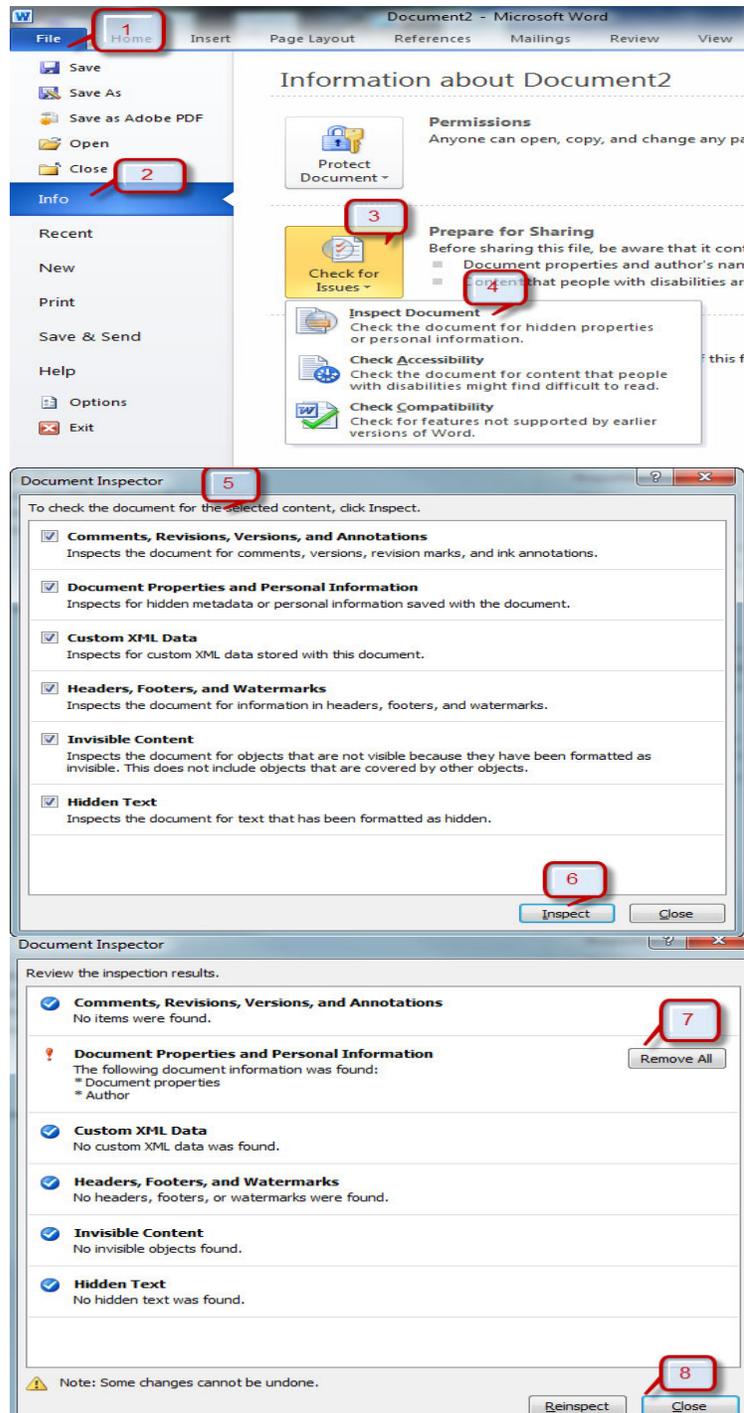
Adobe Acrobat X

Adobe Acrobat X provides two choices**: Remove Hidden Information** and **Sanitize Document**. When you **Remove Hidden Information**, you have the option to select the items you want to remove. **Sanitize Document** does not provide a selection; it removes all hidden information and metadata automatically.

Remove Hidden Information

1. Select the **Tools** pane.
2. Click on the **Protection group**.
3. Scroll down to **Hidden Information** group.
4. Select **Remove Hidden Data** – a panel will open on the left side and begin the analysis of the document.
5. It may be necessary to click on the **Expand All** to preview the Results.
6. The <u>checkbox</u> allows for the selection of what you wish to remove.
7. Click **Remove** to delete the selected items.
8. Changes are not permanent until the *document is saved*.

TIP: Consider saving a 'before' copy of the document as removal can produce unexpected results.
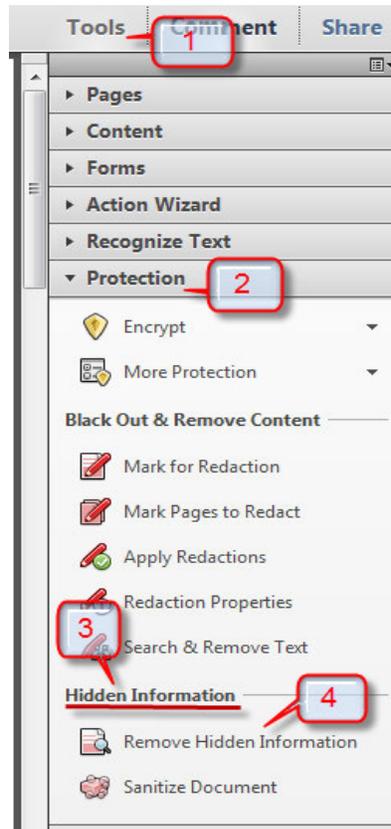
Sanitize Document

1. Follow steps 1-3 from above.
2. Select **Sanitize Document**.
3. The Sanitize dialog box appears, click on **OK**.
4. The Save Sanitized Document box displays. Select the path and location to save the document.

TIP: Once saved, sanitizing is permanent. Consider saving a 'before' copy of the document.