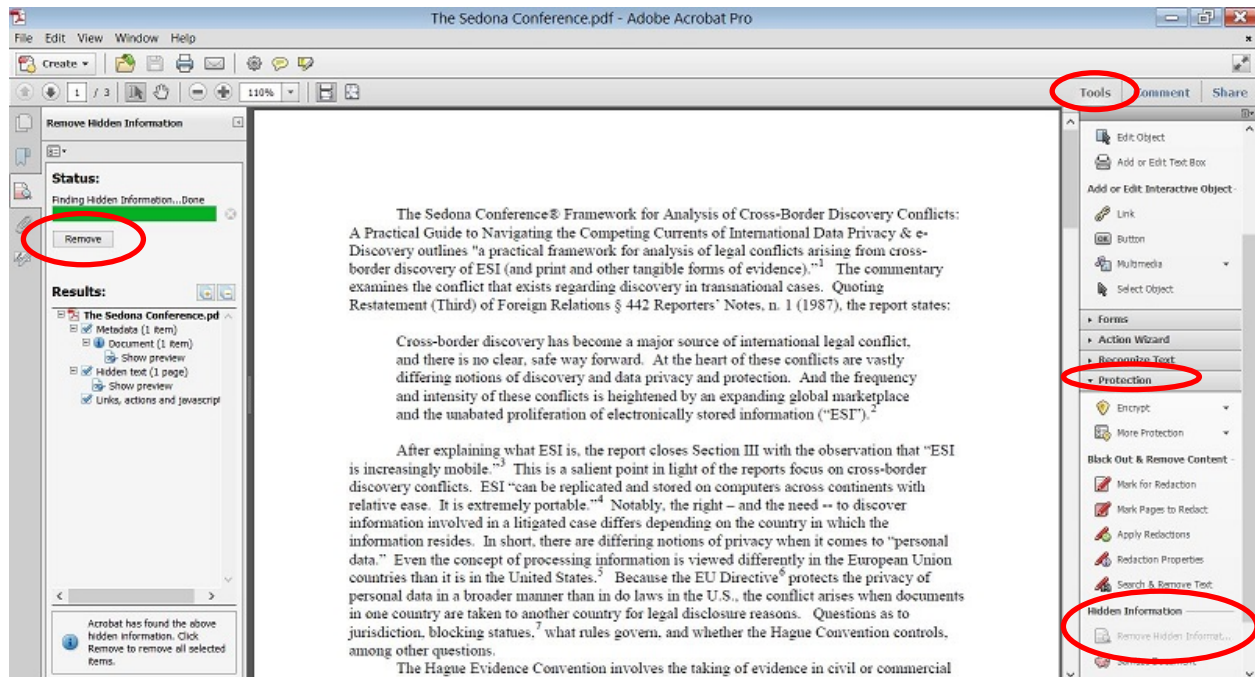# How to remove metadata from a pdf or Word document

PDF

1. The following applies to Adobe Acrobat X, version 10.1.8.
2. Open your document and save a copy (this will keep the original with the metadata intact.[1])
3. Go to tools > Protection > Hidden Information > Remove Hidden Information.
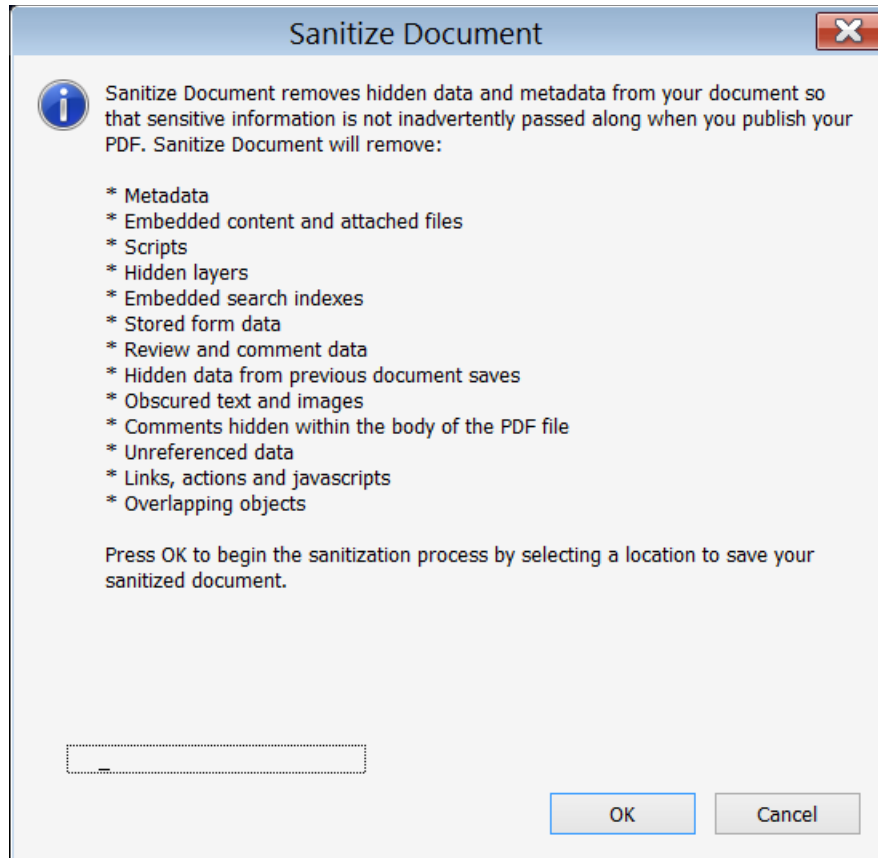

4. The metadata detected appears in the left column. Click Remove.
5. You can do an advanced sanitizing by clicking on Sanitize Document below the Remove Hidden Information selection:
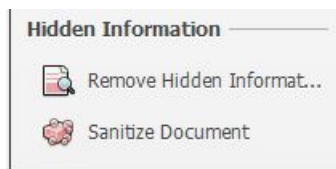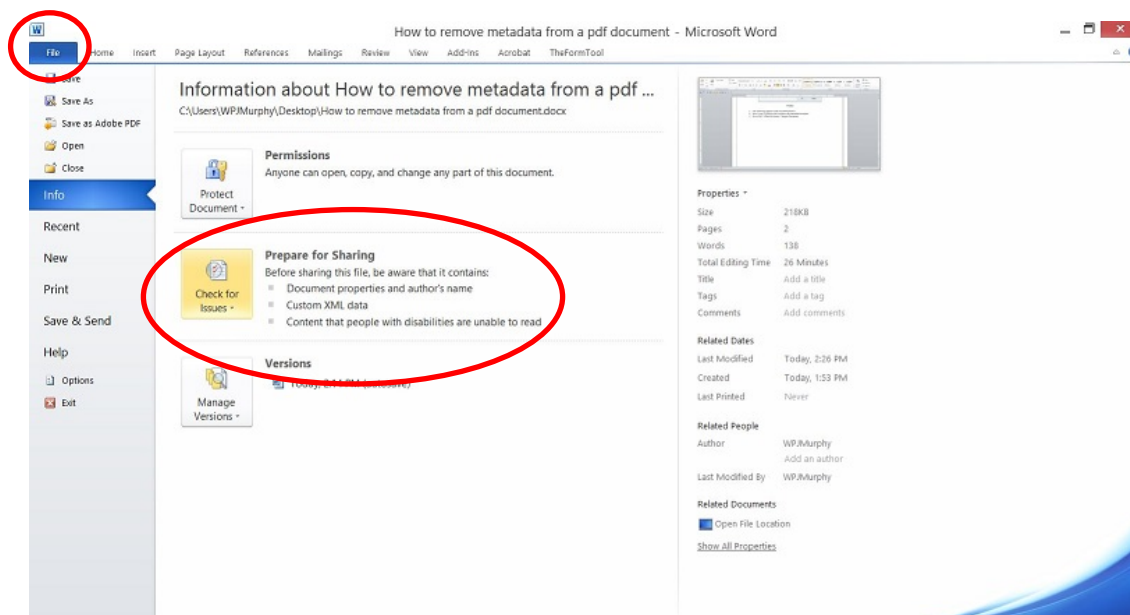

6. The following window will open:

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[1] Metadata could become discoverable if the document is at issue in litigation. Destroying it could result in sanctions for spoliation.
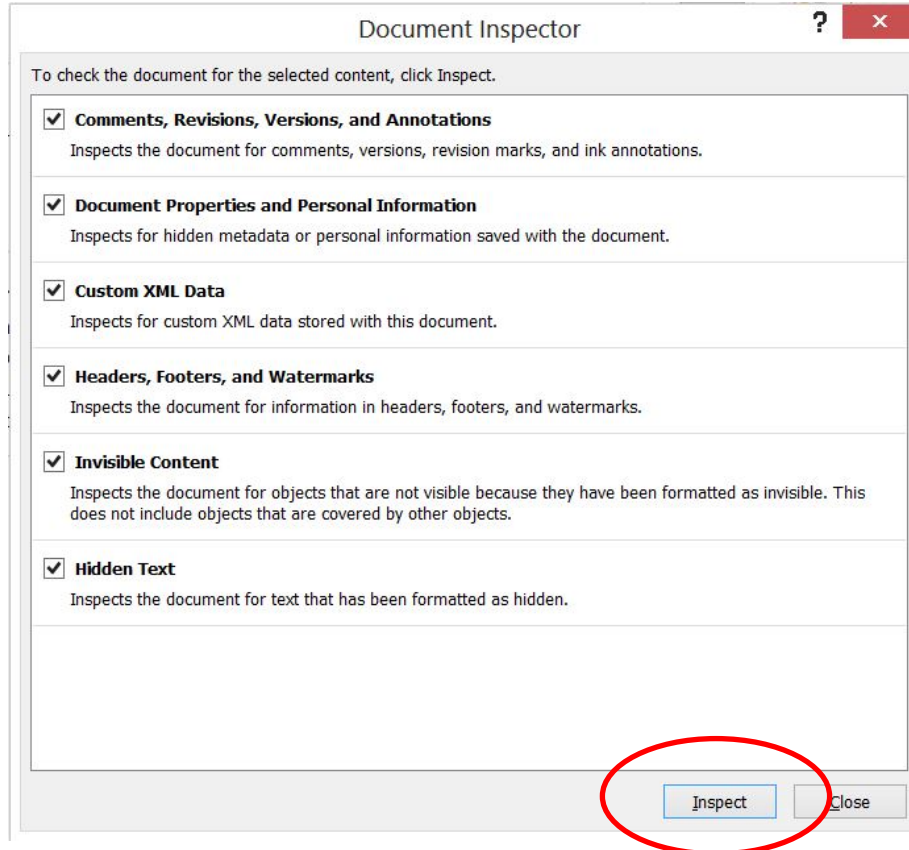
WORD

1. The following applies to Microsoft Word 2010.
2. Save a copy to preserve the original with embedded metadata.
3. Go to File > Prepare for Sharing - Check for Issues.

4. Click on Inspect Document and a window called Document Inspector will open.

5. Check the boxes you want checked and click on Inspect.
6. After the inspection runs, you will see the Document Inspector window.
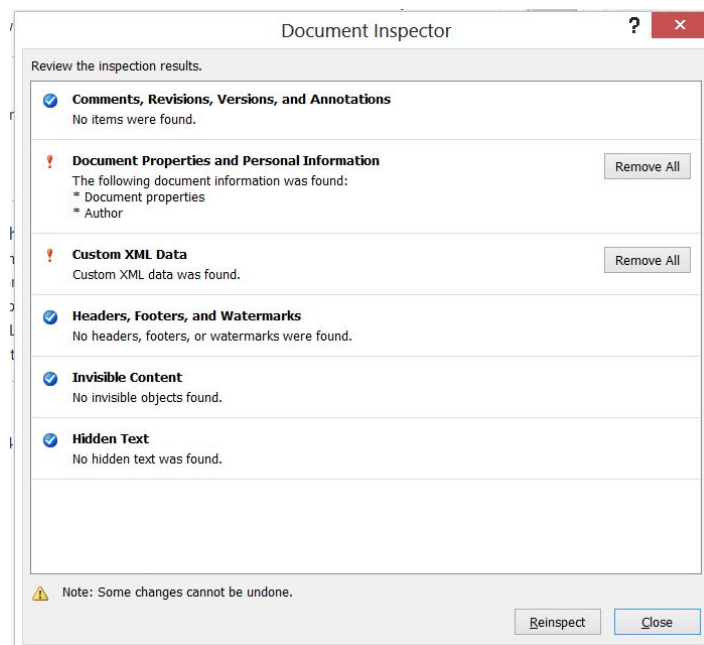
7. Click on the Remove All button.
8. Now create a pdf and you are ready to share the clean document. (Click on File and you can easily Save as Adobe PDF from there.