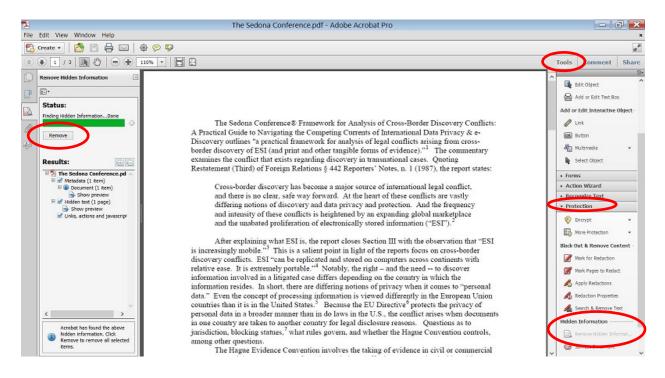
How to remove metadata from a pdf or Word document

## 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.<sup>1</sup>)
- 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:

Hidde	en Information ———
	Remove Hidden Informat
	Sanitize Document

6. The following window will open:

<sup>&</sup>lt;sup>1</sup> Metadata could become discoverable if the document is at issue in litigation. Destroying it could result in sanctions for spoliation.

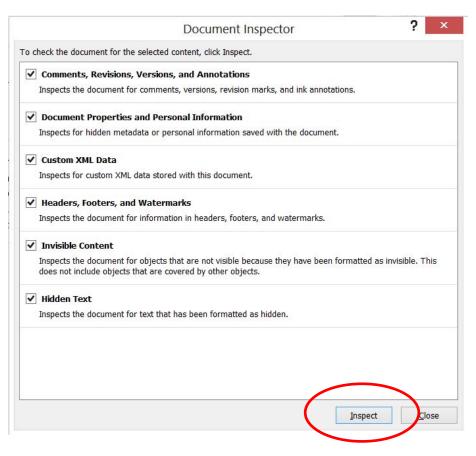
	Sanitize Document 🛛 🔀
	Sanitize Document removes hidden data and metadata from your document so that sensitive information is not inadvertently passed along when you publish your PDF. Sanitize Document will remove:
	<ul> <li>* Metadata</li> <li>* Embedded content and attached files</li> <li>* Scripts</li> <li>* Hidden layers</li> <li>* Embedded search indexes</li> <li>* Stored form data</li> <li>* Review and comment data</li> <li>* Hidden data from previous document saves</li> <li>* Obscured text and images</li> <li>* Comments hidden within the body of the PDF file</li> <li>* Unreferenced data</li> <li>* Links, actions and javascripts</li> <li>* Overlapping objects</li> </ul>
	Press OK to begin the sanitization process by selecting a location to save your sanitized document.
	OK Cancel

## WORD

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

Save As	Information about How to remove metadata from a pdf C{Users}WPJMurphyHow to remove metadata from a pdf document.docx				
Ø Open Ø Close	1000	Permissions Anyone can open, copy, and change any part of this document.			
ifo	Protect		Properties *		
	Document +		Size	218KB	
ecent			Pages	2	
ew		Prepare for Sharing	Words Total Editing Time	138 26 Minutes	
		Before sharing this file, be aware that it contains:	Title	Add a title	
rint	Check for	<ul> <li>Document properties and author's name</li> </ul>	Tags	Add a tag	
ave & Send	Issues -	<ul> <li>Custom XML data</li> <li>Content that people with disabilities are unable to read</li> </ul>	Comments	Add comments	
ave or senio		<ul> <li>Content that people with disabilities are unable to read</li> </ul>	Related Dates		
elp			Last Modified	Today, 2:26 PM	
Options	(Cal	Versions	Created	Today, 1:53 PM	
	New York	T000y, 21 (1000)	Last Printed	Never	
Evit	Manage Versions *				
			Related People		
			Author	WP.Murphy Add an author	
			Last Modified By	WP.Murphy	
			Related Documents		
			Cpen File Loca		
			Show All Properties	8	

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.

0	Comments, Revisions, Versions, and Annotations	
	No items were found.	
ł	Document Properties and Personal Information	Remove A
	The following document information was found:	
	* Document properties * Author	
	Custom XML Data	
1	Custom XML data was found.	Remove A
•	Headers, Footers, and Watermarks	
	No headers, footers, or watermarks were found.	
0	Invisible Content	
	No invisible objects found.	
0	Hidden Text	
	No hidden text was found.	
	Note: Some changes cannot be undone.	
	Note: Some changes cannot be undone.	

- 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.

