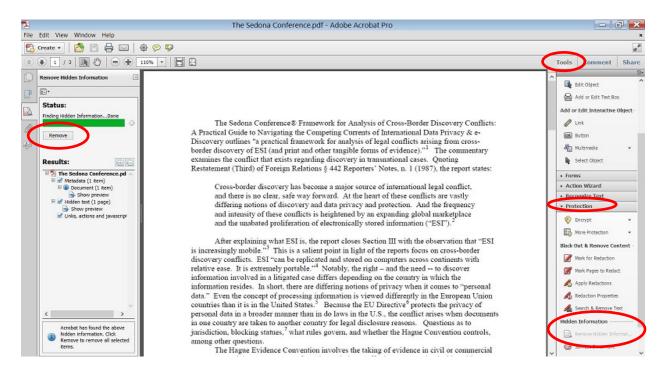
How to remove metadata from a pdf or Word document

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:

Hidde	en Information ———
	Remove Hidden Informat
	Sanitize Document

6. The following window will open:

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

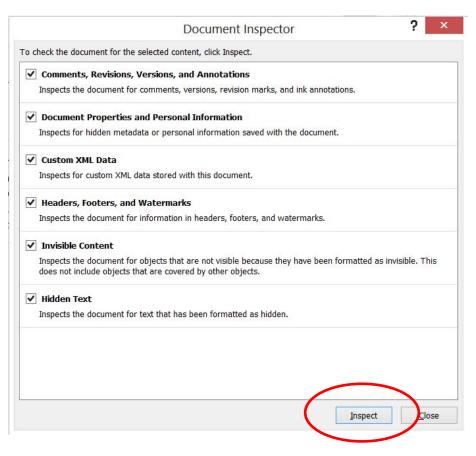
	Sanitize Document 🛛 🔀
	Sanitize Document removes hidden data and metadata from your document so that sensitive information is not inadvertently passed along when you publish your PDF. Sanitize Document will remove:
	 * Metadata * Embedded content and attached files * Scripts * Hidden layers * Embedded search indexes * Stored form data * Review and comment data * Hidden data from previous document saves * Obscured text and images * Comments hidden within the body of the PDF file * Unreferenced data * Links, actions and javascripts * Overlapping objects
	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	 Document properties and author's name 	Tags	Add a tag	
ave & Send	Issues -	 Custom XML data Content that people with disabilities are unable to read 	Comments	Add comments	
ave or senio		 Content that people with disabilities are unable to read 	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.

