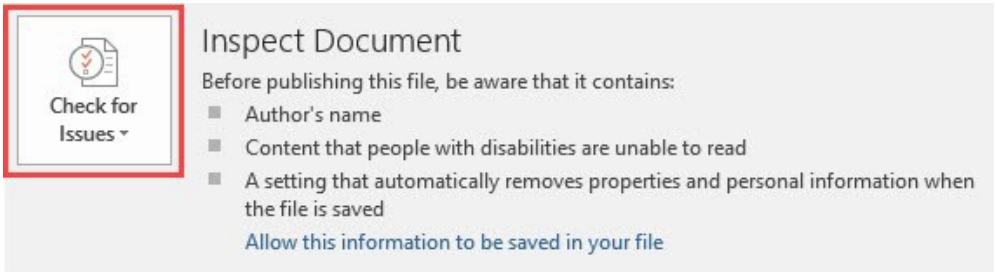
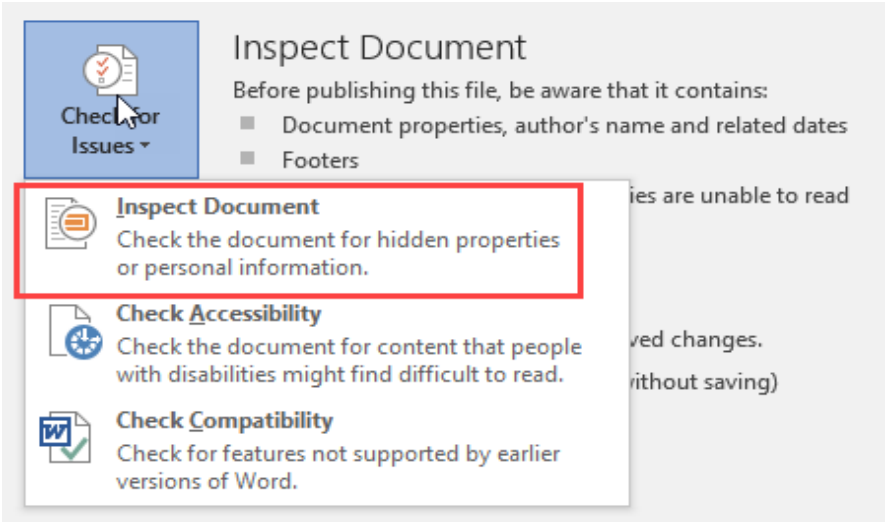
HOW TO REMOVE METADATA FROM MS WORD DOCUMENTS AND PDFS

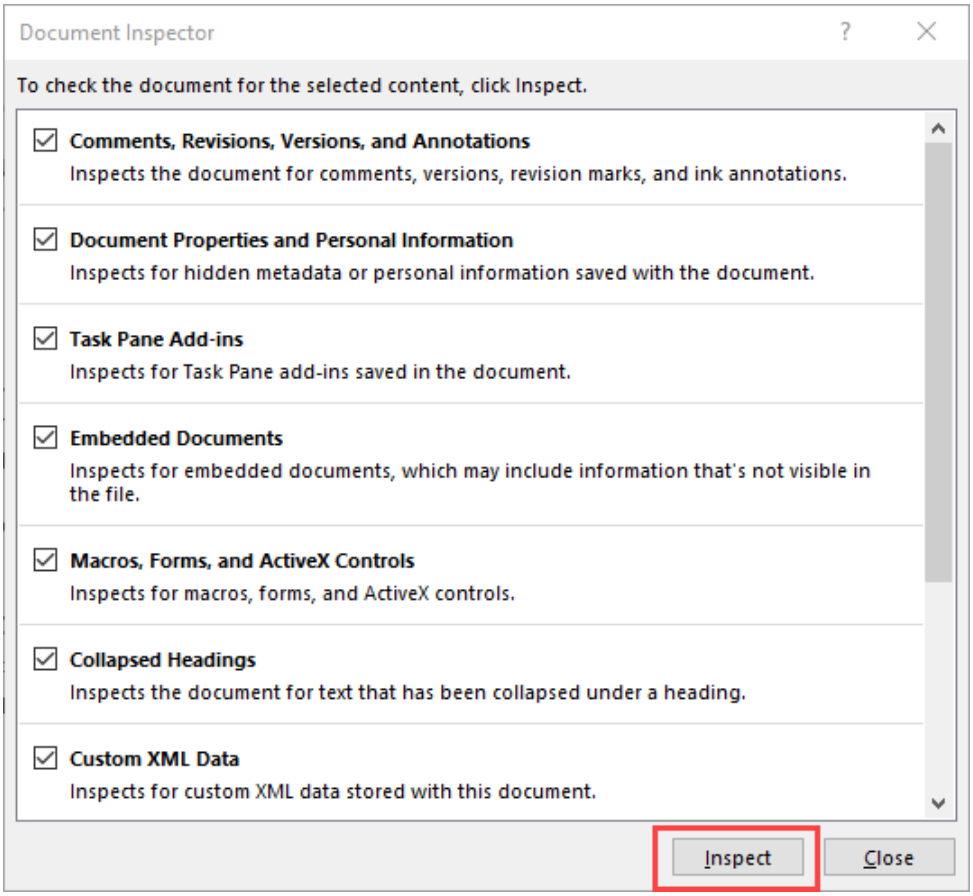
Removing Metadata Using MS Word:

1. Go to File>Info and click 'Check for Issues', then 'Inspect Document'

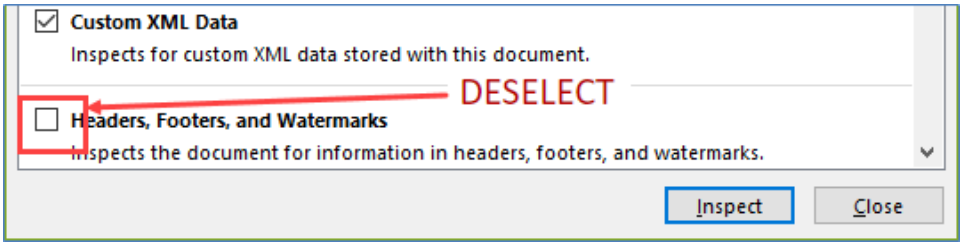




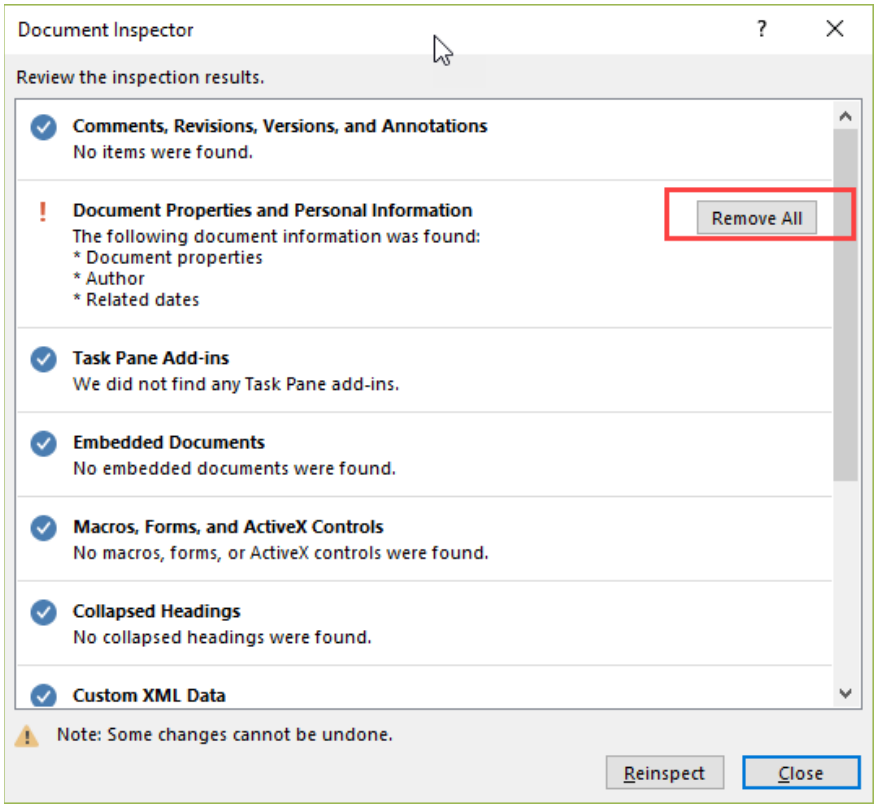
2. An interface window appears with the various items to be inspected. Leave all checked and click Inspect



Note: Do not remove headers and footers. These will come up on the inspection if they exist, however, it removes headers and footers completely, not just metadata.



3. Results are returned, click Remove All (document properties and personal information).



4. Close and Save

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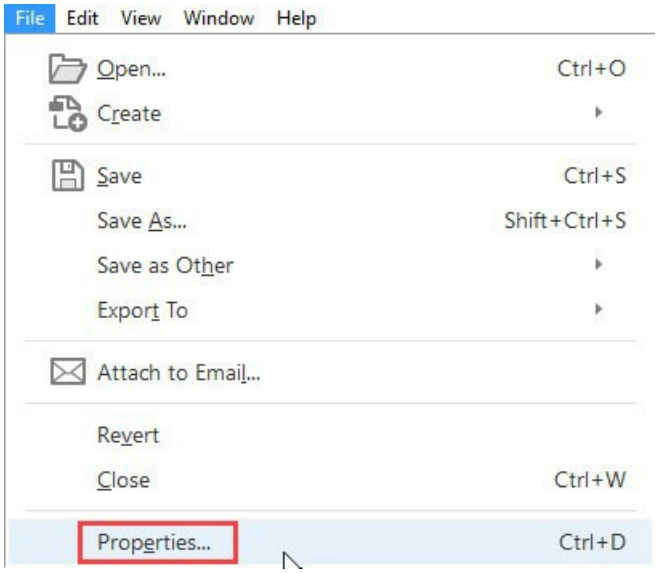
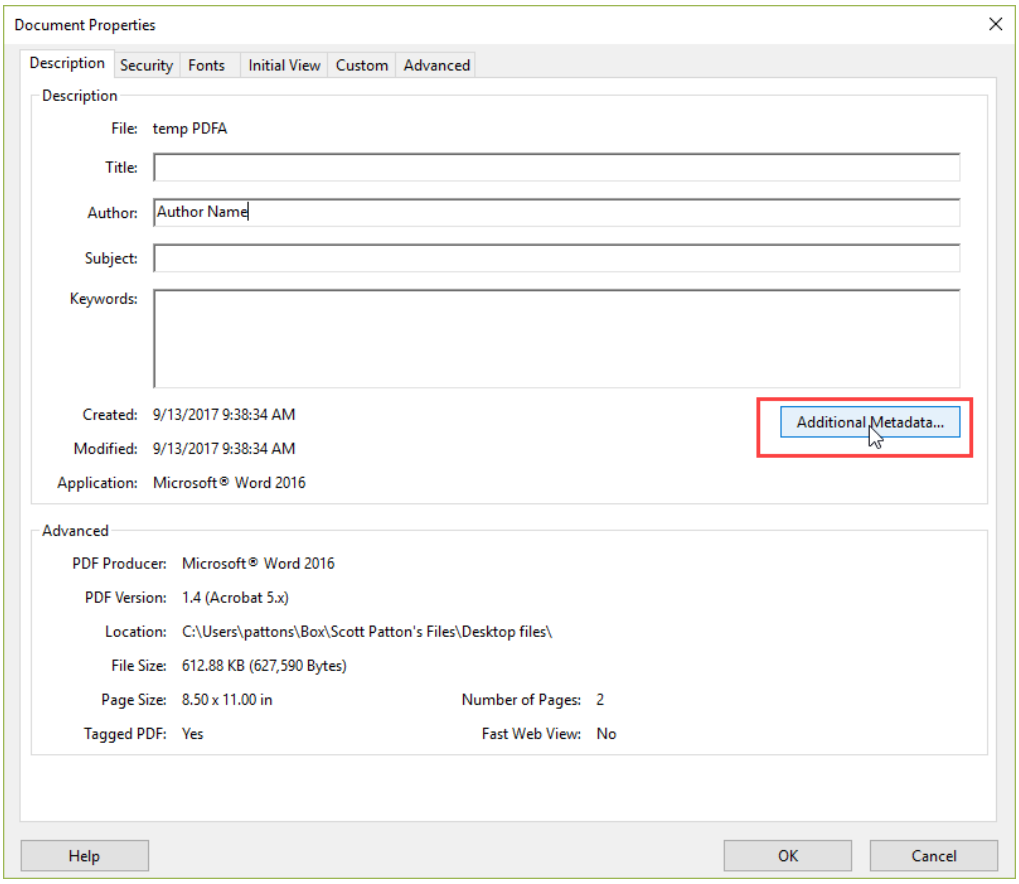
Removing Metadata using Adobe Acrobat Pro

Note: metadata are not editable in Acrobat Reader

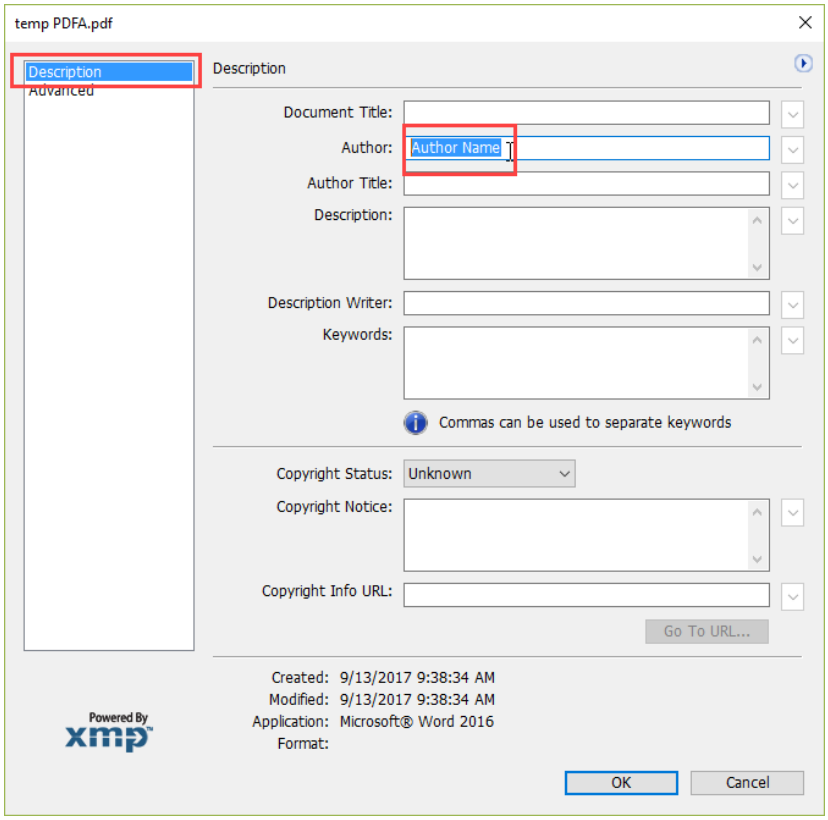
1. Go to File>Properties

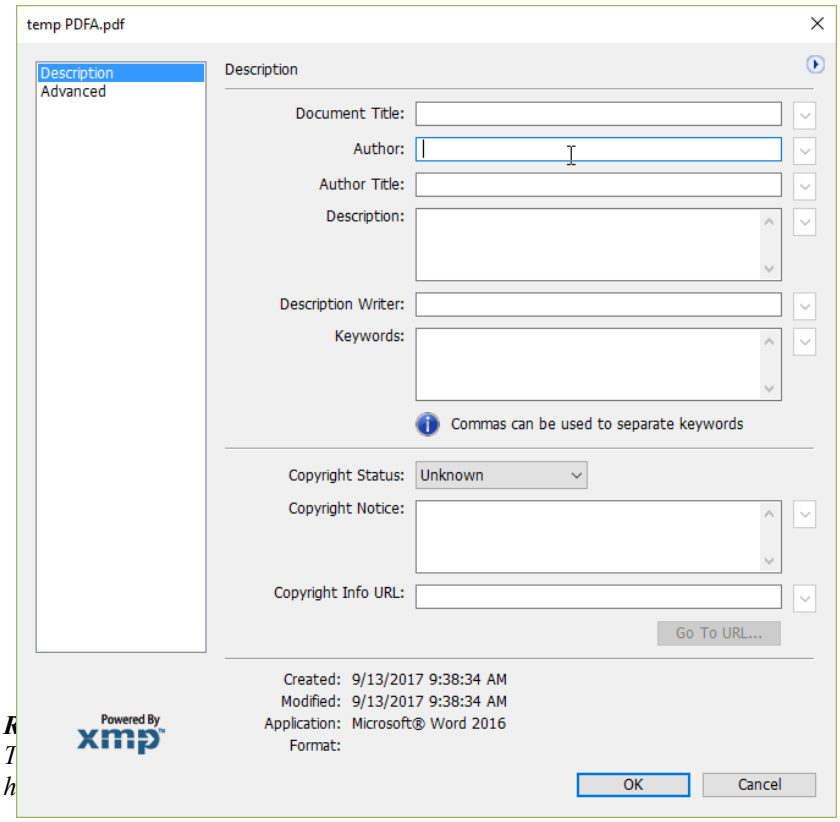


2. Click Additional Metadata

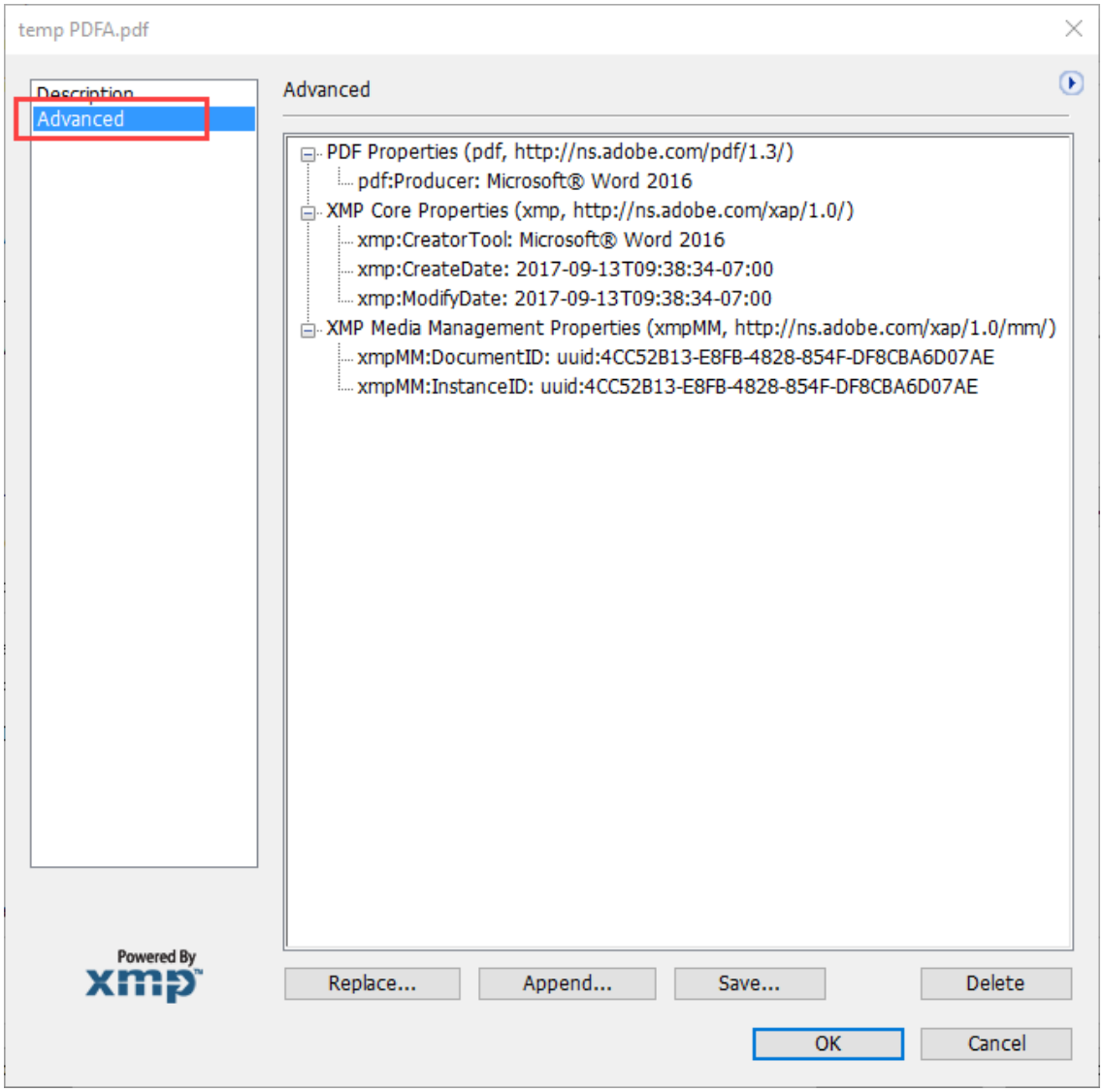

Document Properties
Description
Security
Fonts
Initial View
Custom
Advanced
Description
File: temp PDFA
Title:
Author: Author Name
Subject:
Keywords:
Created: 9/13/2017 9:38:34 AM
Modified: 9/13/2017 9:38:34 AM
Application: Microsoft® Word 2016
Additional Metadata...
Advanced
PDF Producer: Microsoft® Word 2016
PDF Version: 1.4 (Acrobat 5.x)
Location: C:\Users\pattons\Box\Scott Patton's Files\Desktop files\
File Size: 612.88 KB (627,590 Bytes)
Page Size: 8.50 x 11.00 in
Number of Pages: 2
Tagged PDF: Yes
Fast Web View: No
Help
OK
Cancel

3. In the Description section, clear metadata that should be removed





4. The Advanced section contains file properties that should be left as-is



5. Click OK and Save

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