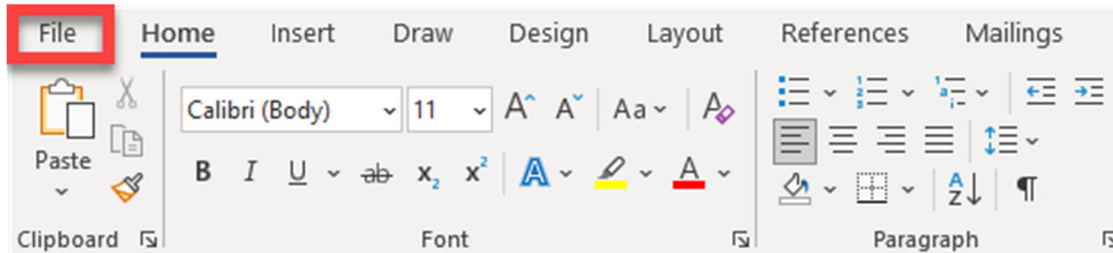


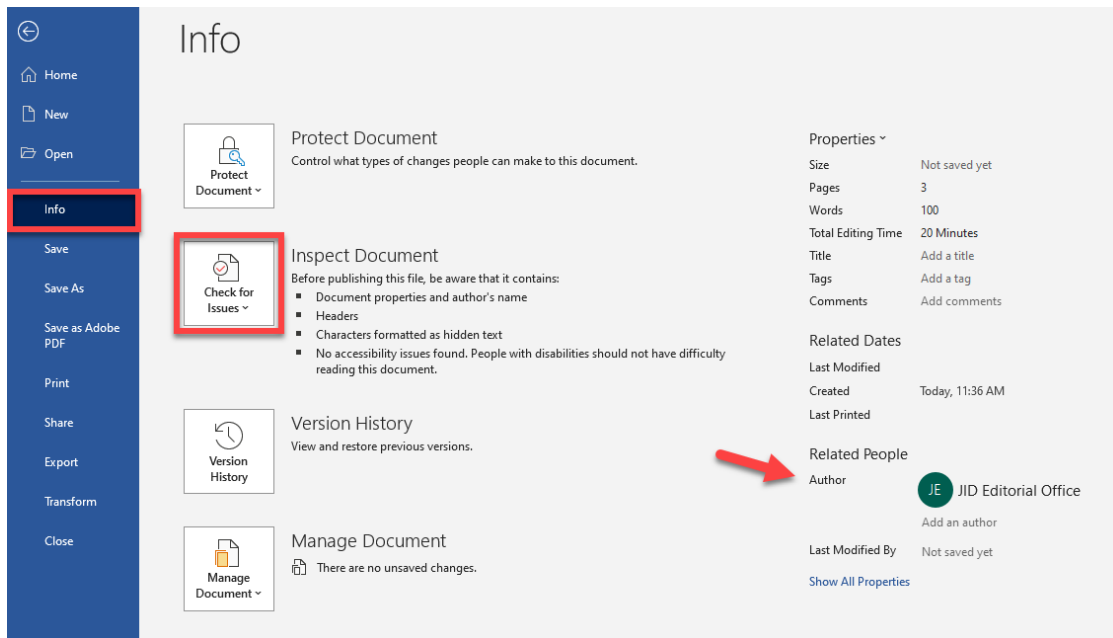
Remove Identifying Information from File Properties

Reviewers will have access to your original files. Files created in Word, Excel, and PowerPoint can contain information about the creator of the files. To remove identifying details, follow the steps below.

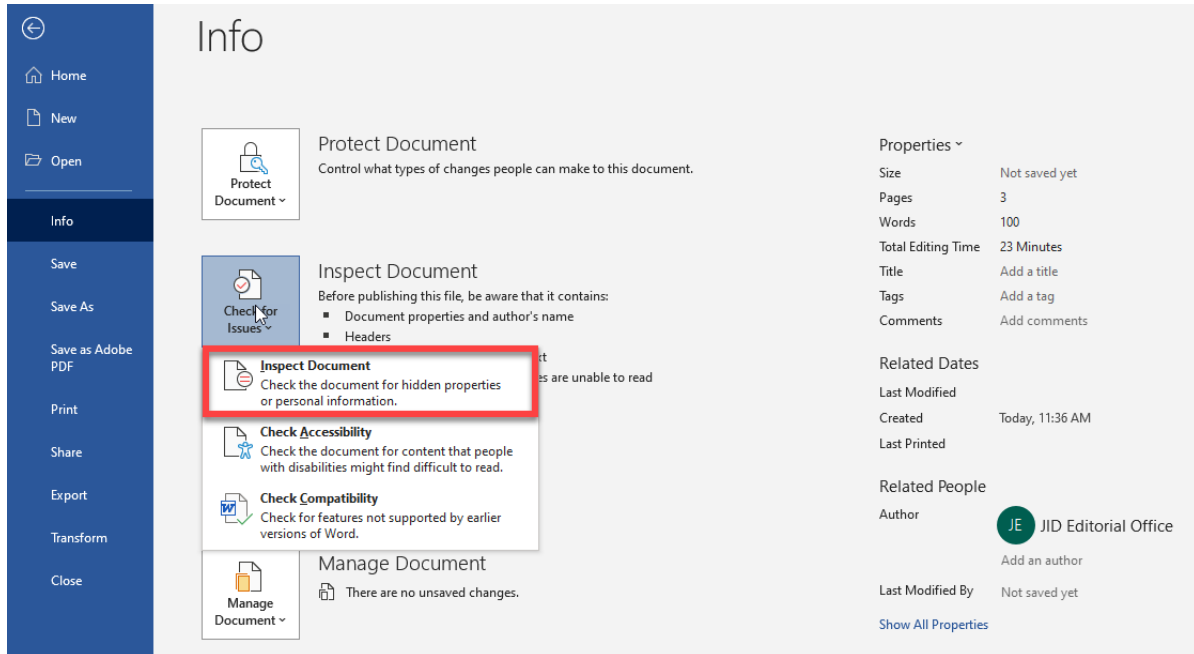
1. Open the file. Click on **File** at the top of the screen.



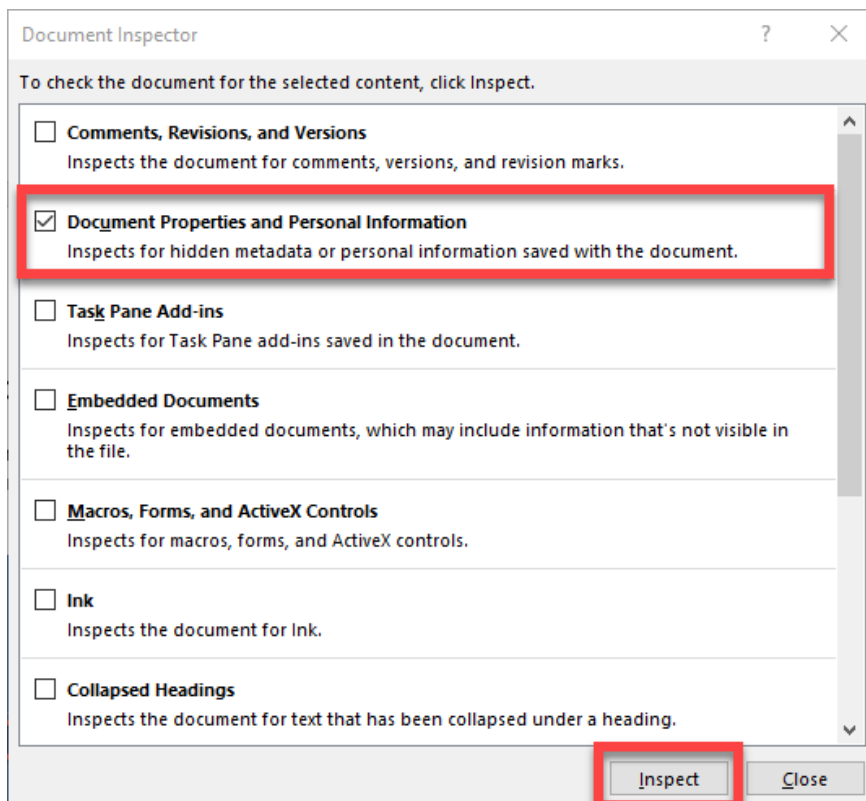
2. Click on **Info**. On the Info screen, select **Check for Issues**. The arrow below indicates the identifying details that must be removed.



3. In the dropdown menu, select **Inspect Document**.









4. A “Document Inspector” window will open. Ensure that the box for **Document Properties and Personal Information** is selected. Click **Inspect**.



5. If the inspection results indicate that the file contains personal information, click **Remove All** then **Close**.

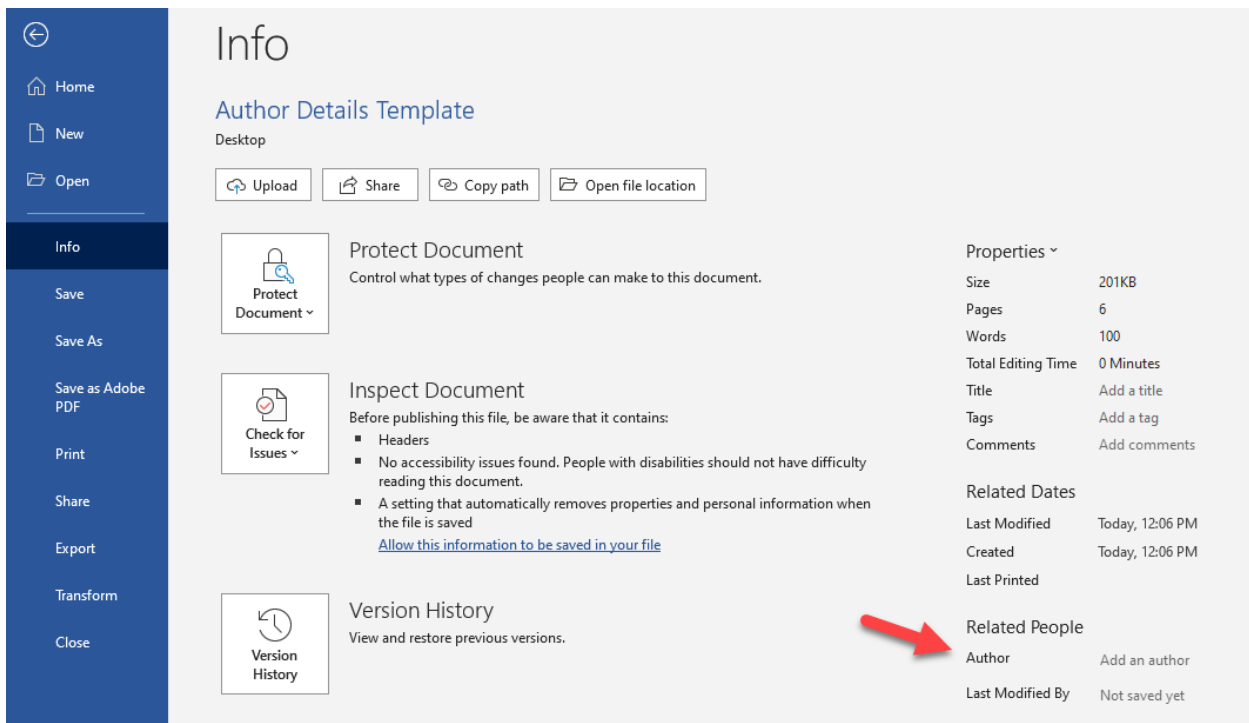
Review the inspection results.

 Document Properties and Personal Information The following document information was found: * Document properties * Author	Remove All
 Custom XML Data No custom XML data was found.	
 Headers, Footers, and Watermarks The following items were found: * Headers * Footers Headers and footers may include shapes such as watermarks.	Remove All
 Invisible Content No invisible objects found.	
 Hidden Text No hidden text was found.	

 Note: Some changes cannot be undone.

Reinspect **Close**

6. Identifying details are now removed. Save the file.



Info

Author Details Template
Desktop

Upload Share Copy path Open file location

Protect Document
Control what types of changes people can make to this document.

Inspect Document
Before publishing this file, be aware that it contains:

- Headers
- No accessibility issues found. People with disabilities should not have difficulty reading this document.
- A setting that automatically removes properties and personal information when the file is saved

[Allow this information to be saved in your file](#)

Version History
View and restore previous versions.

Properties

Size	201KB
Pages	6
Words	100
Total Editing Time	0 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 12:06 PM
Created	Today, 12:06 PM
Last Printed	

Related People

Author	Add an author
Last Modified By	Not saved yet