- 1. Open the file you would like to remove metadata from
- 2. Click the "Tools" menu and select the "Protect Document" option

Tools	Table	Window	Help
Spelling	and Gra	ammar	>
Thesau	rus		<u>~~</u>
Hyphen	ation		
Smart L	ookup		~ 光 L
Researc	cher		
Transla	te		>
Langua	ge		
Word C	ount		
AutoCo	rrect Op	tions	
Check /	Accessib	ility	
Track C	hanges		>
Combin	e Docun	nents	
Block A	uthors		
Unbloc	k All My	Blocked Are	eas
Protect	Docume	ent	
Envelop	es		
Labels.			
Macro			>
Slow an	d Disabl	ed Add-ins	
Templa	tes and A	Add-Ins	
Custom	ize Keyb	oard	

3. In the "Protect Document" window check the box next to "Remove personal information from this file on save

S	ecurity
	Set a password to open this document:
	Password:
	Set a password to modify this document:
	Password:
	Protection
	Protect document for:
	Tracked changes
	O Comments
	Read only
	O Forms: Sections
	Password (optional):

- 4. Finish working on your document and then save
- 5. Once you have saved the file and this setting has been activated the file will no longer have any identifiable information associated with it