

Removing Personal Information from Adobe PDF, Word 1997-2003, and Word 2007 files

In the interest of protecting applicant and Diplomate anonymity, it is important to check for personal information contained within document properties and remove it if discovered. Personal data that can compromise the identity of an applicant or Diplomate is typically found in the "properties" and "metadata" of Word and Adobe file formats.

A fast, easy, and recommended manual check is:

1. Right click on the icon to your Word or PDF document
2. Select 'Properties'
3. Navigate to the 'Details' tab
4. Pay particular attention to the line labeled "Author" or "Owner". This is a frequent location of your name or initials and this is the information you need to remove

Adobe

1. Open the PDF document
2. Click 'File'
3. Click 'Properties'
4. This will open a box entitled 'Document Properties'
5. On the 'Description' tab, remove your name from the 'Author' field
6. Click 'OK'
7. Save your document

Mac Word

1. Open the Word document
2. From the 'Word' menu, select 'Preferences'
3. Click on the 'Security' icon
4. Under 'Privacy options', ensure that **Remove personal information from this file on save** is checked, then click 'OK'
5. Save your document

Word 2010

1. Click on 'File' ribbon, click on the 'Info' tab, click 'Prepare for Sharing/Check for issues' and select 'Inspect Document'. A Document Inspector window will open
2. Click 'Inspect'
3. Click 'Remove All' in the section for 'Document Properties and Personal Information'. **DO NOT click 'Remove All next to Header, Footer, and Watermarks'**. Then 'Close'
4. Save your document

Word 2007

1. Click on the 'Microsoft Office Button', click on the 'Prepare' menu, and select 'Inspect Document'. A Document Inspector window will open

2. Click 'Inspect'
3. Click 'Remove All' in the section for 'Document Properties and Personal Information'.
DO NOT click 'Remove All' next to 'Header, Footer, and Watermarks'. Then 'Close'
4. Save your document

Word 2003 and Older

1. From the 'Tools' menu, select 'Options'
2. Click on the 'Security' tab, and ensure that **Remove personal information from file properties on Save** is checked then click 'OK'
3. Save your document