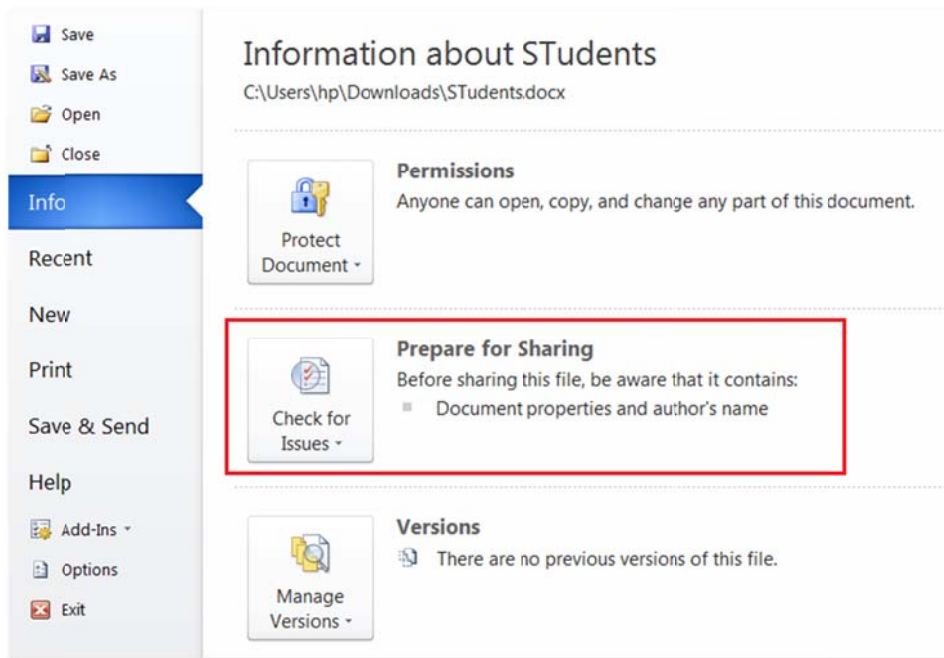


Remove Personal Information from Microsoft Documents

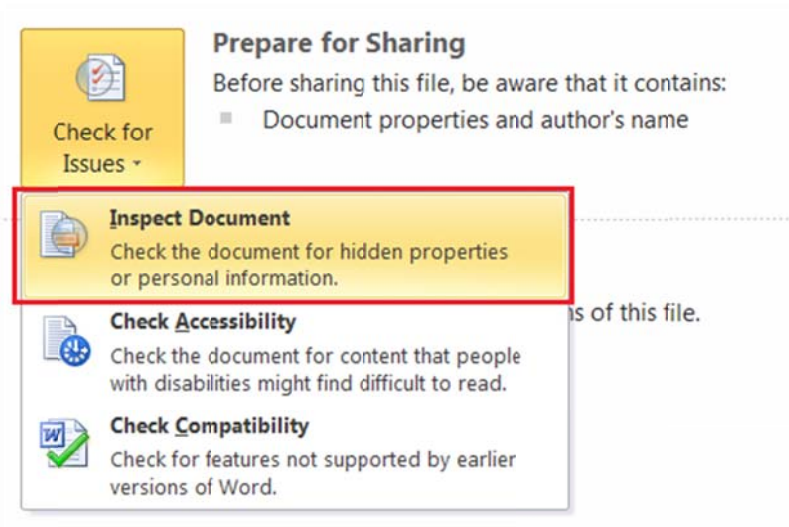
Use the **Document Inspector** to find and remove hidden data and personal information in any Microsoft documents. Do this before you upload your assignment into OASES.

IMPORTANT: It is a good idea to use the **Document Inspector** on a **copy** of your original document, because it is not always possible to restore the data that the Document Inspector removes.

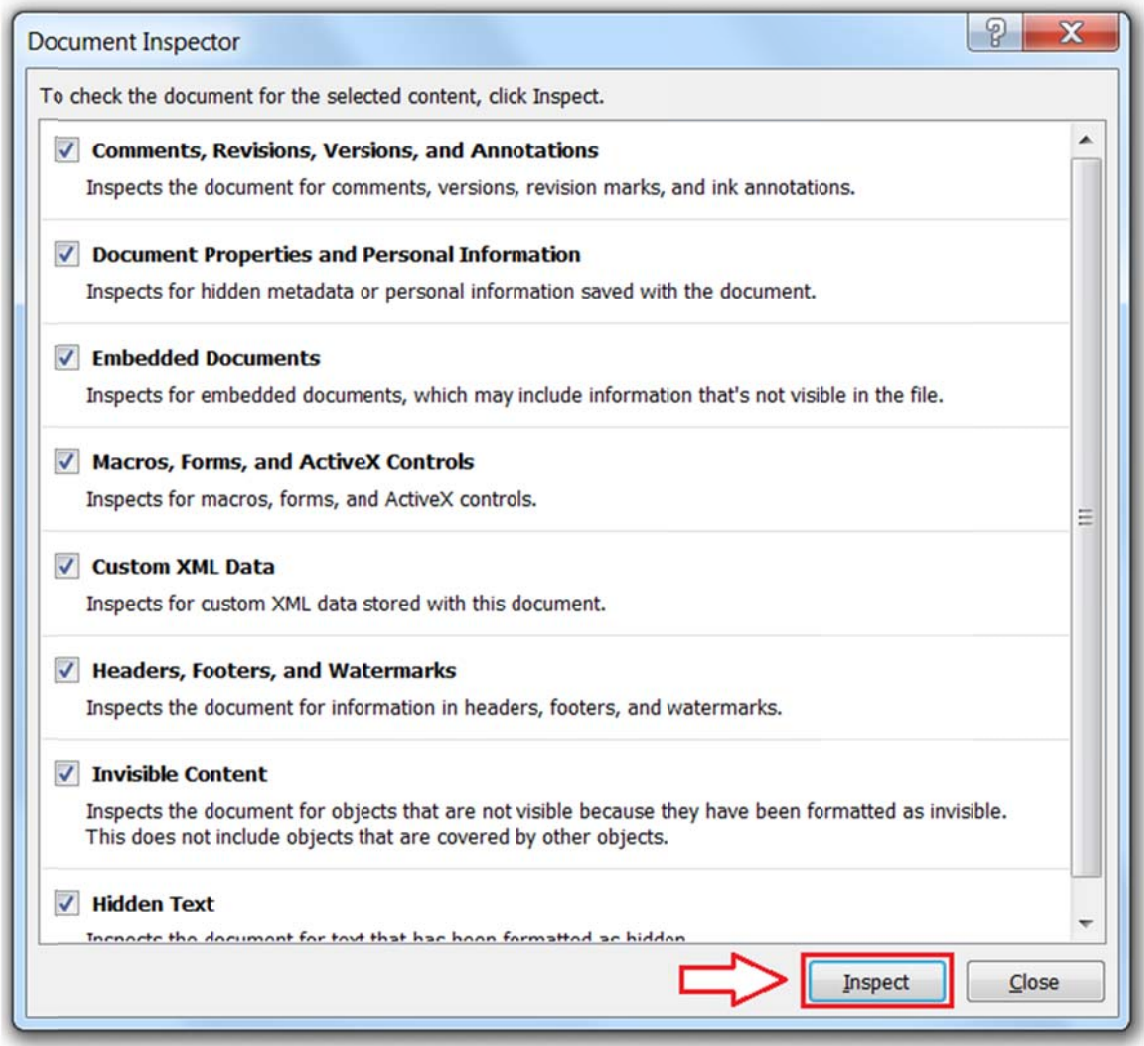
1. In the copy of your original document, click the **File** tab, and then click **Info**.



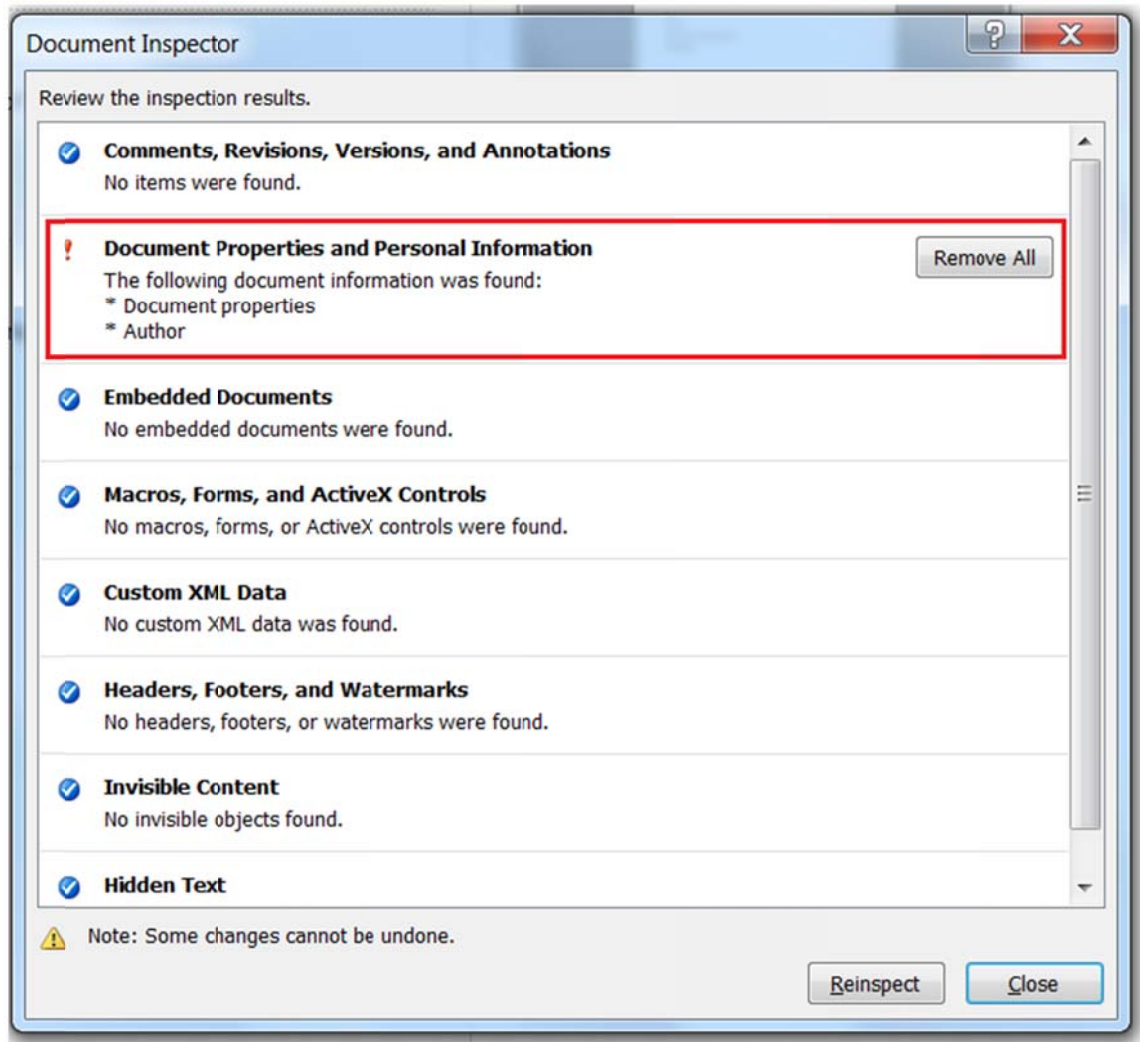
2. Click **Check for Issues**, and then click **Inspect Document**.



3. In the **Document Inspector** dialog box, select the check boxes to choose the types of hidden content that you want to be inspected.
4. Click **Inspect**.

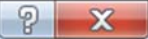


5. Review the results of the inspection in the **Document Inspector** dialog box.



6. Click **Remove All** next to the inspection results for the types of hidden content that you want to remove from your document.

Document Inspector



Review the inspection results.

Comments, Revisions, Versions, and Annotations

No items were found.

Document Properties and Personal Information

Document properties and personal information were successfully removed.

Embedded Documents

No embedded documents were found.

Macros, Forms, and ActiveX Controls

No macros, forms, or ActiveX controls were found.

Custom XML Data

No custom XML data was found.

Headers, Footers, and Watermarks

No headers, footers, or watermarks were found.

Invisible Content

No invisible objects found.

Hidden Text

No hidden text was found.

Note: Some changes cannot be undone.

Reinspect

Close

Adobe Documents

Visit this site for removing information from a PDF:

http://help.adobe.com/en_US/acrobat/X/standard/using/WS4E397D8A-B438-4b93-BB5F-E3161811C9C0.w.html