

How to Remove Hidden Data from Office 2007 Documents

ESTIMATED TIME TO COMPLETE: LESS THAN 5 MINS

Microsoft Word 2007 allows for the tracking of changes, comments and revisions within a document. Even after you accept any changes and save the final version, the document still contains hidden data, or metadata, that can reveal more information than you wish to share. This could include: comments, revision marks from tracked changes, versions, document properties and personal information, headers, footers, watermarks, hidden text and custom XML data.

This procedure describes how to use the **Document Inspector** to identify both hidden and non-hidden data. You can choose to delete data, like comments, from the final version, and keep what is integral to the final version, like formatting.

This page is derived from information on the Microsoft Office online Web site. Please see <http://office.microsoft.com> for additional information.

BEFORE YOU PROCEED:

These Security Shorts are intended for non-technical users who manage their own computers. If your computer is managed by an IT department, you may wish to contact your IT administrator for further assistance.


WHAT'S IN THIS DOCUMENT

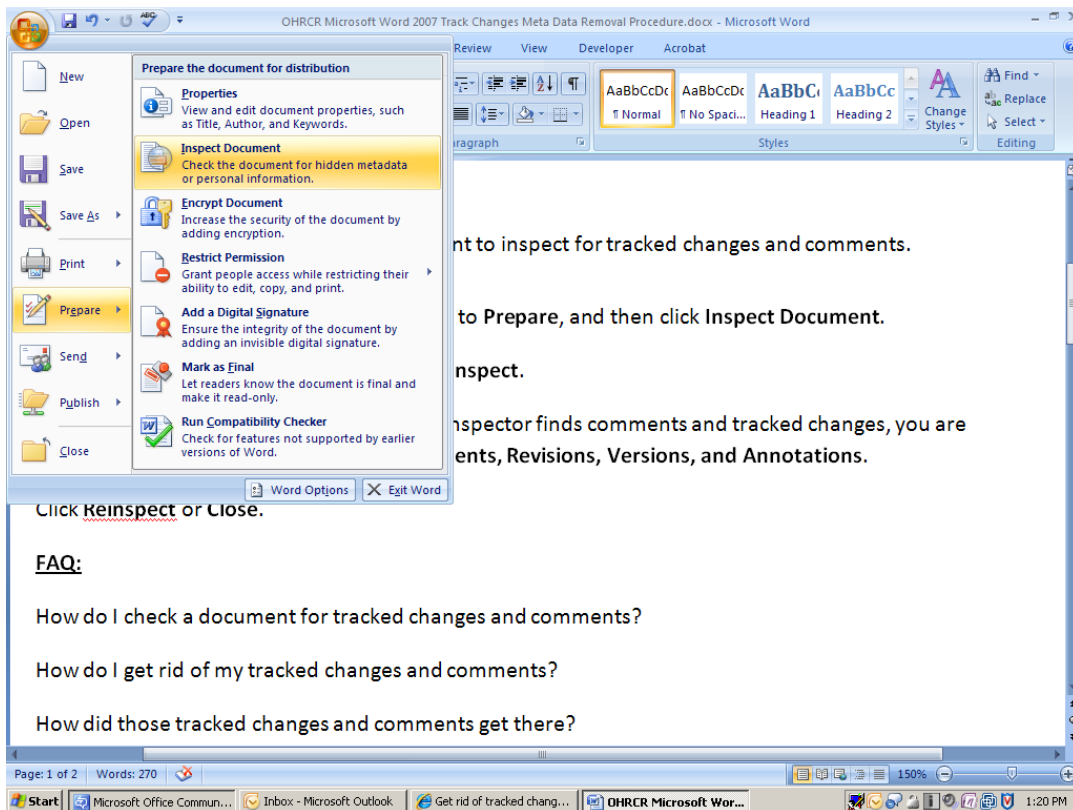
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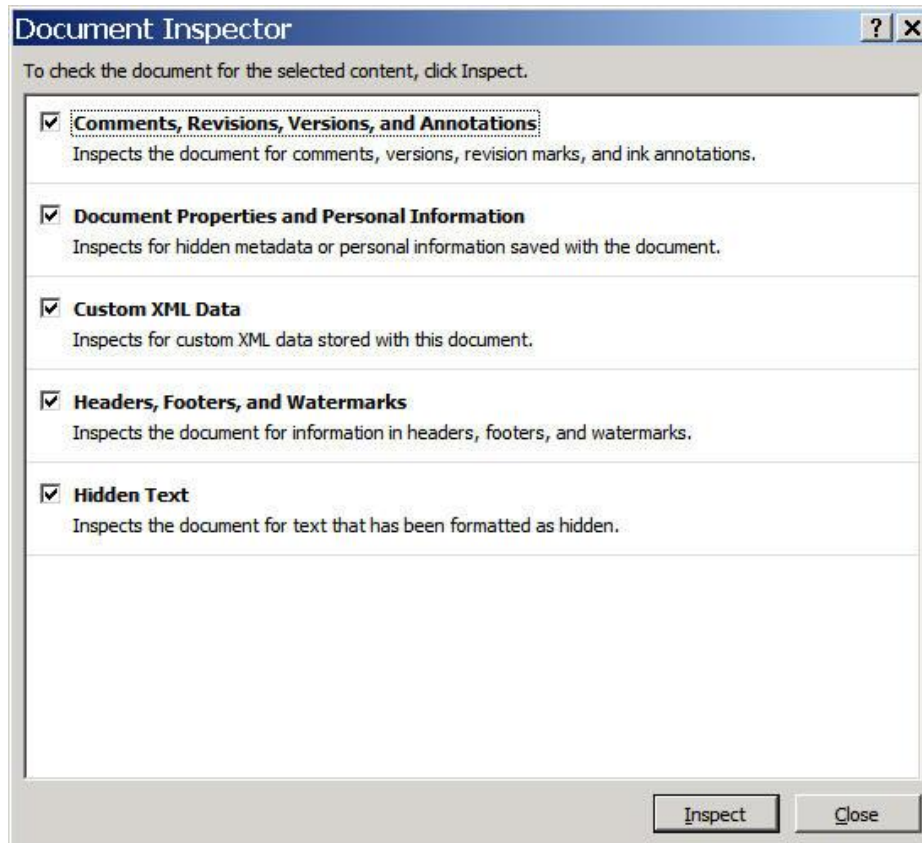
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Step I: Check Your Document

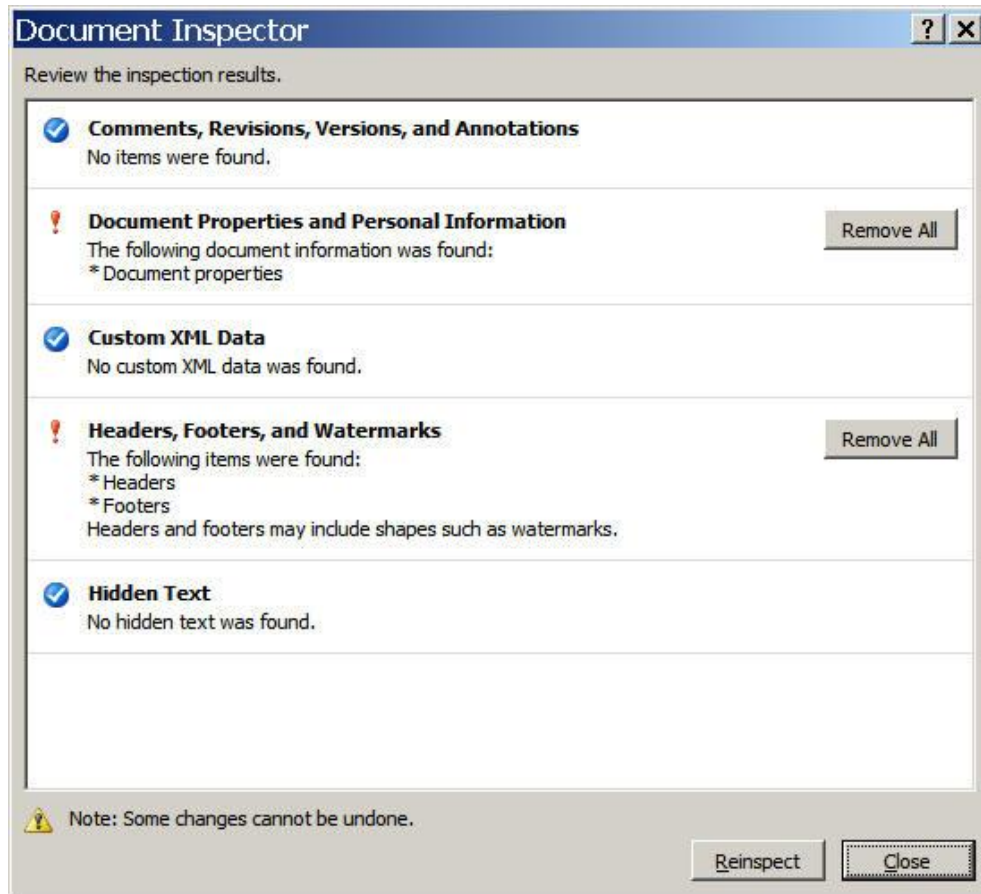
1. Open the Microsoft Word document you want to inspect.
2. Click the Microsoft Office Button  in the upper left corner. Point to **Prepare**, then click **Inspect Document**.



3. The **Document Inspector** dialog box appears. Check the boxes beside the information you want to check for. Click **Inspect** at the bottom of the dialog box.



4. A new **Document Inspector** box appears. Review the inspection results. Click **Remove All** next to the items you wish to eliminate.



Note: Typically you will want to remove *Comments, Revisions, Versions, and Annotations*. There may be some information that you wish to retain in the final version, like formatting, for example, *headers and footers*.

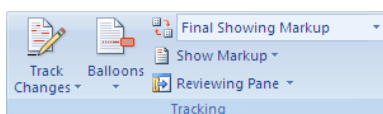
5. Click **Reinspect** or **Close**.

Frequently Asked Questions:

Q. How do I get rid of my tracked changes and comments?

A. By accepting or rejecting the changes and deleting the comments.

1. In the **Review** tab, in the **Tracking** group, click the down arrow next to **Show Markup**.



2. Make sure a check mark appears next to each of the following items:

Comments

Ink Annotations

Insertions and Deletions

Formatting

Reviewers (Point to **Reviewers** and make sure that **All Reviewers** is selected.)

If a check mark does not appear next to an item, check the box to select it.

3. In the **Review** tab, in the **Changes** group, click **Next** or **Previous**.



Do one of the following:

In the **Changes** group, click **Accept**.

In the **Changes** group, click **Reject**.

In the **Comments** group, click **Delete**.

Repeat steps 3 and 4 until all the tracked changes in the document have been accepted or rejected and all the comments have been deleted.

Note: *If you know that you want to accept all the changes, click **Accept**, and then click **Accept All Changes in Document**.*

*If you know that you want to reject all the changes, click **Reject**, and then click **Reject All Changes in Document**.*

Q. How do I find hidden changes and comments?

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