Removing Sensitive Metadata in Word 2007 Documents

1. Open the Office document that you want to inspect for hidden data or personal information.

2. Click the Microsoft Office Button, click Save As, and then type a name in the File name box to save a copy of your original document.

    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.

3. In the copy of your original document, click the Microsoft Office Button, point to Prepare, and then click Inspect Document.

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

5. Click Inspect.

6. Review the results of the inspection in the Document Inspector dialog box. Click Remove All next to the inspection results for the types of hidden content that you want to remove from your document.