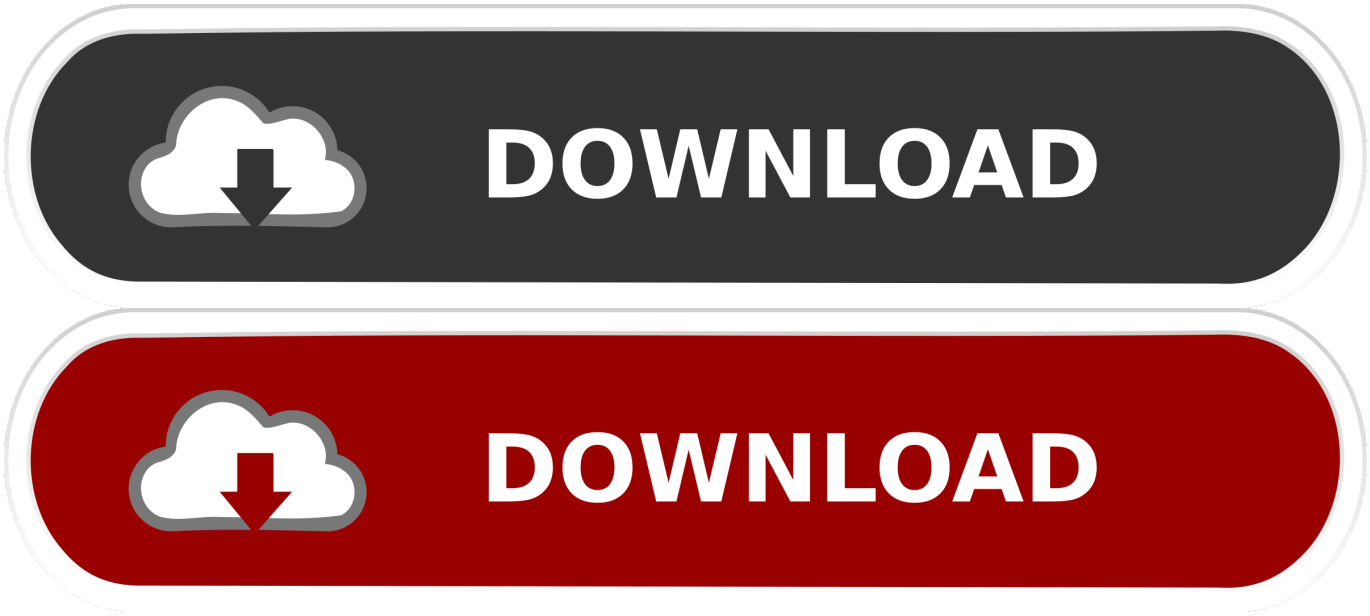
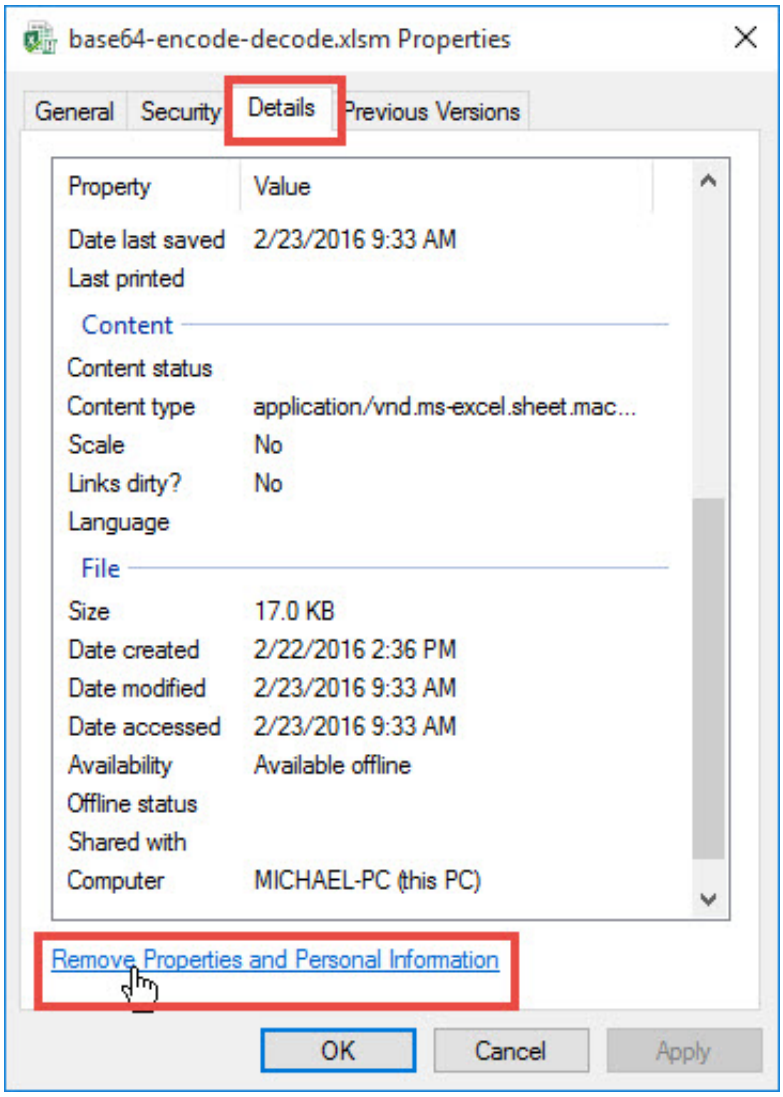



Microsoft Word For Mac Remove Personal Information From File Properties On Save

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” • When the Document Inspector dialog box opens, click the “Inspect” button at bottom right.. Document properties and personal information Document properties refer to the document metadata, such as author, subject, and title.

1. microsoft word remove personal information from file properties on save

• Place the mouse cursor over 'Prepare' to reveal the 'Prepare the Document for Distribution' menu.

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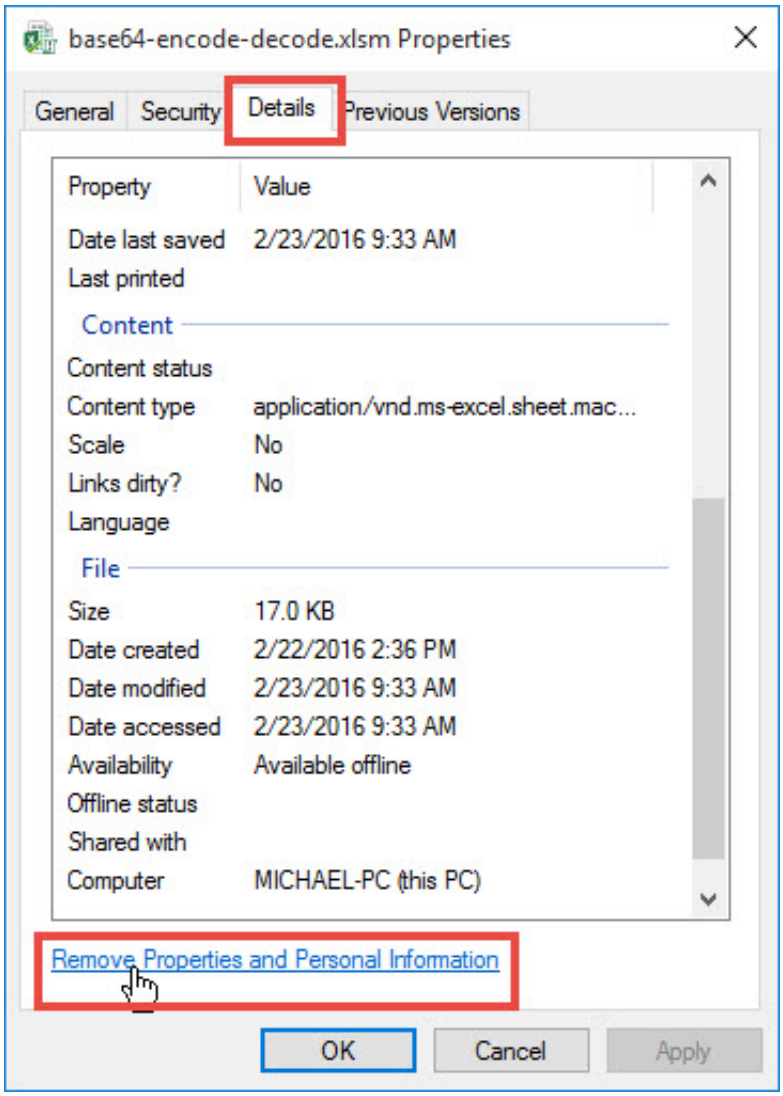
Click 'Inspect Document ' • Click 'Inspect ' The Document Inspector will scan your file for personal information.




Gracenote client app for mac The document properties are largely just information Office automatically generates and maintains each time you work with a document.. I mentioned to the representative that I found it odd that I could still access Excel and Power Point, but Word would not work.

• From the “Word Preferences” dialog box, select “User Information” under the “Personal Settings” heading.. ” To the right of “Document Properties and Personal Information” is a button labeled “Remove All.. To open the Document Inspector, click File > Info > Check for Issues > Inspect Document.. Now click “Close” then save your document Mac users—Word 2011 • With the document open, select “Word” in the Word menu at the top of the screen and click “Preferences” in the drop down menu.. Provide a name for the template, such as 'Monthly Status' Apply a tag if desired.. Click Remove All to remove the item of your choice, for example all comments, revisions, versions and annotations.. The Word Document Inspection window shown below opens up Click Inspect to identify hidden content.. Here's what to do Outlook for Office 365 for Mac Outlook 2016 for Mac Outlook 2019 for Mac More.. • Word examines the document, and then displays the results in a list The second item in the list is “Document Properties and Personal Information.. • Delete all the personal information that is displayed, click “OK”, then save your document.

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