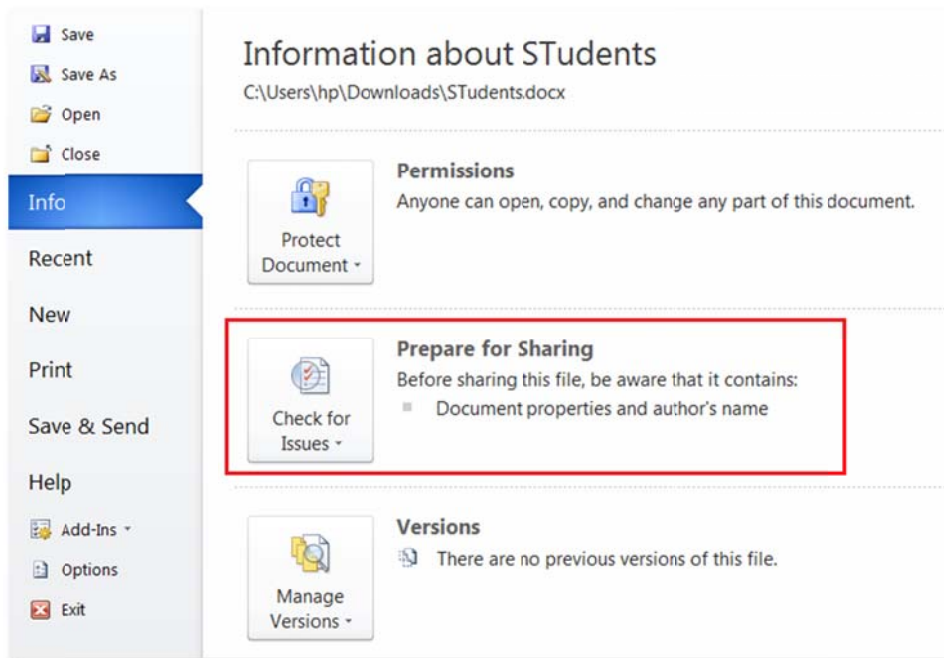


# Remove Personal Information from Microsoft Documents

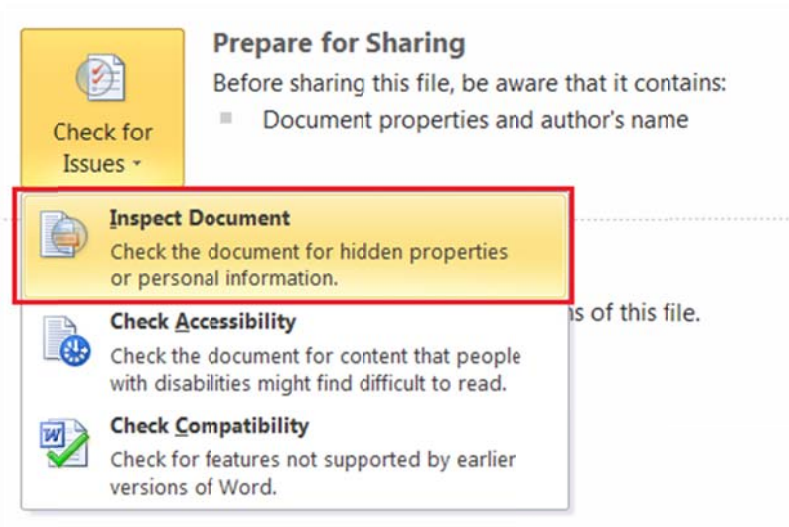
Use the **Document Inspector** to find and remove hidden data and personal information in any Microsoft documents. Do this before you upload your assignment into OASES.

**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.

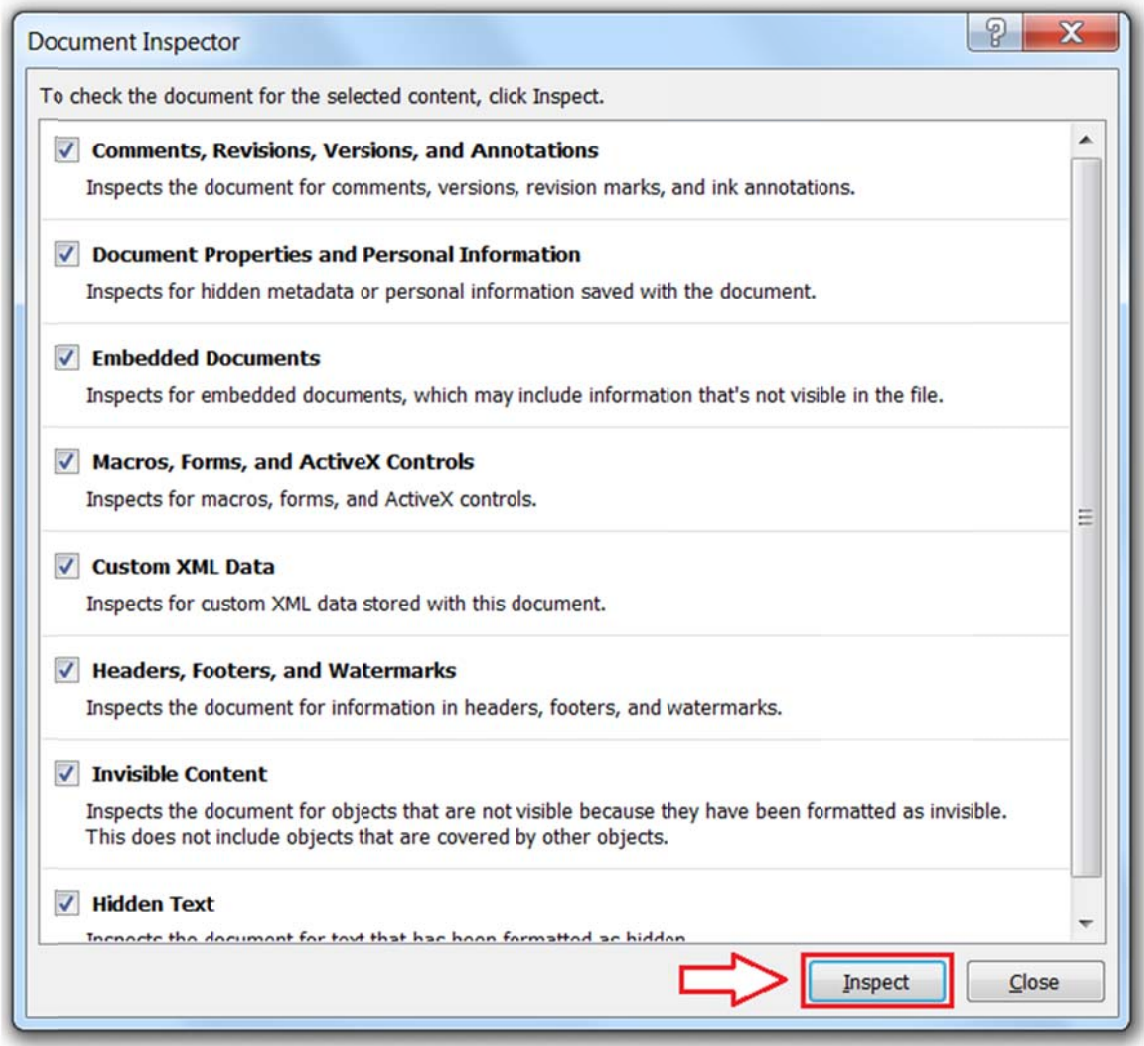
1. In the copy of your original document, click the **File** tab, and then click **Info**.



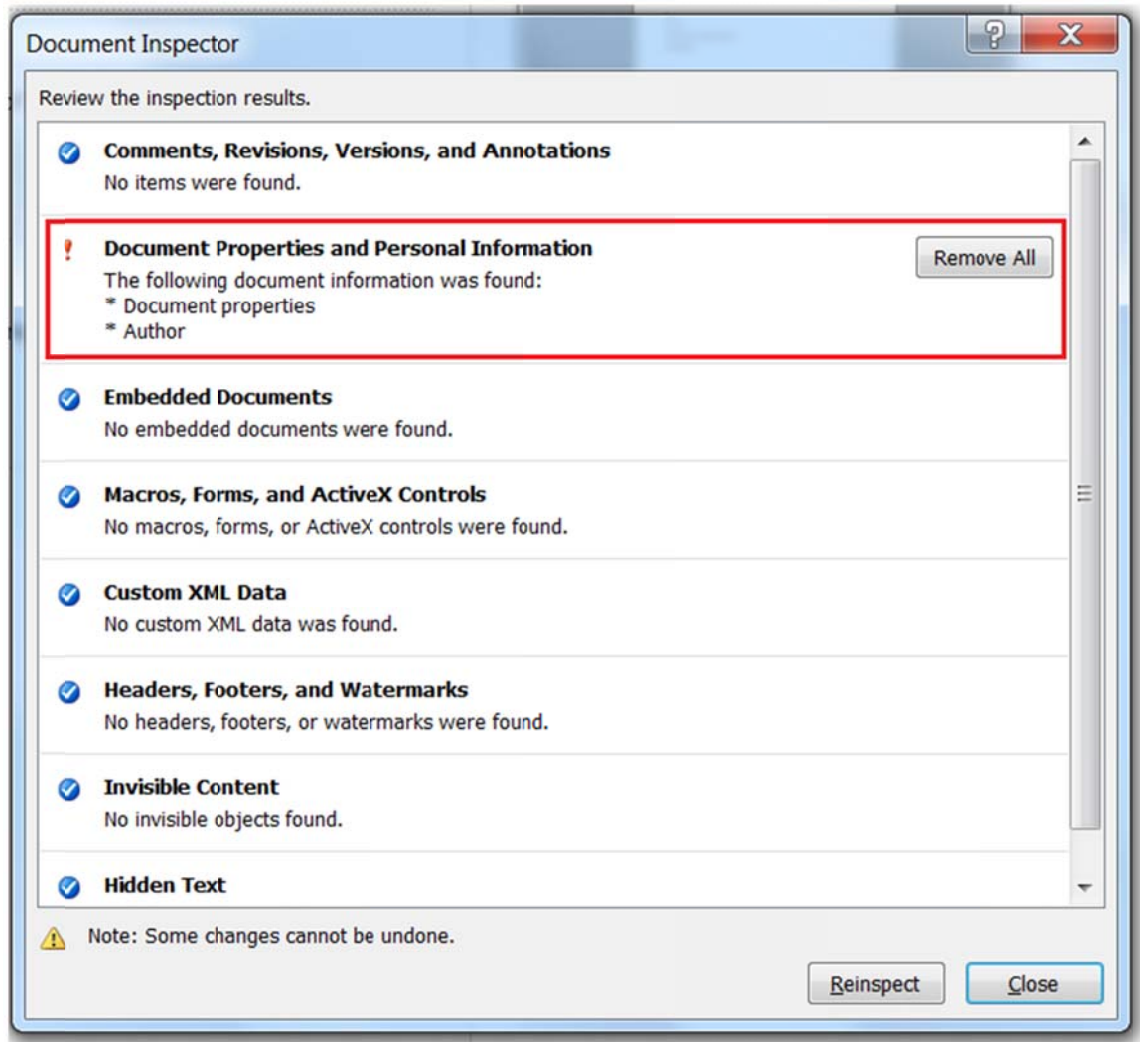
2. Click **Check for Issues**, and then click **Inspect Document**.



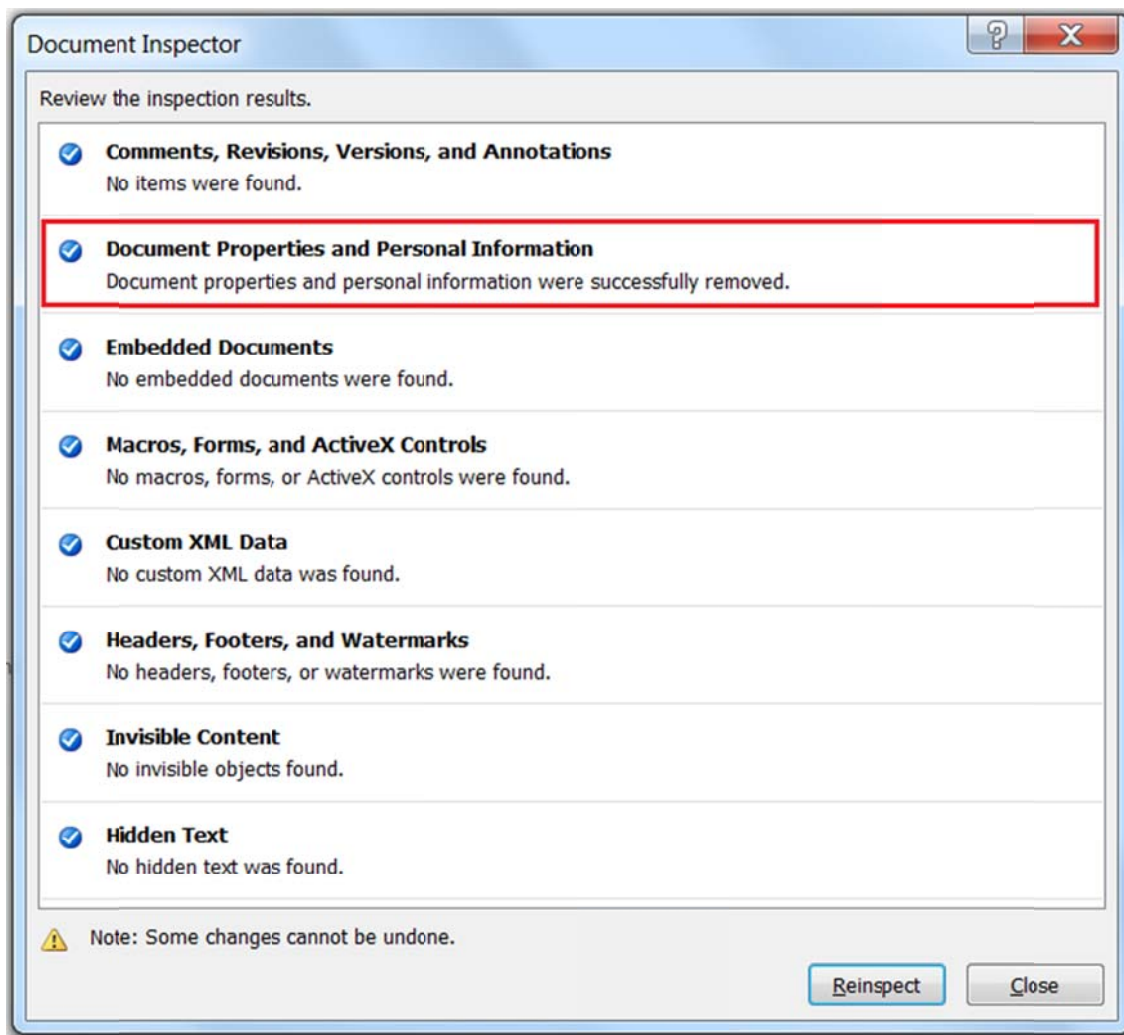
3. In the **Document Inspector** dialog box, select the check boxes to choose the types of hidden content that you want to be inspected.
4. Click **Inspect**.



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.



See also

[Microsoft's Help protect your privacy. Applies to Word for Mac 2011, Excel for Mac2011, More...](#)

# Adobe Documents

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