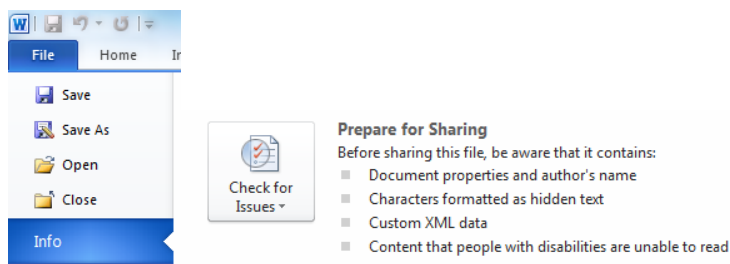


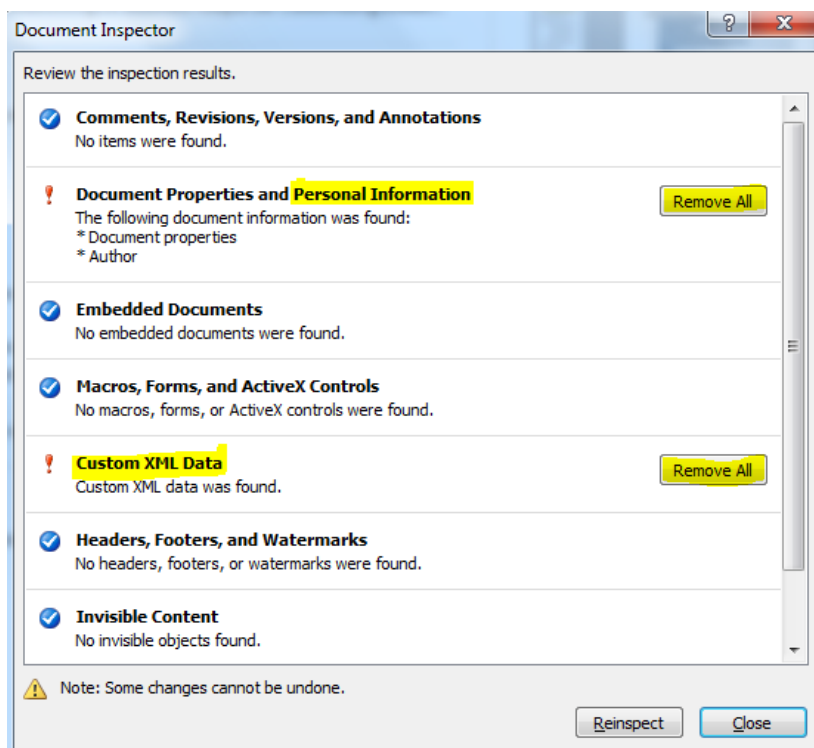
REMOVE HIDDEN DATA / PERSONAL INFORMATION IN OFFICE DOCUMENTS

Before uploading a Microsoft Office document (Word, Excel) or converting it to a PDF, which you upload, we recommend to **review the document for hidden data or personal information** that might be stored in the document itself or in the document properties (metadata) and delete this information by using the **Document Inspector**.

- ✓ **Open** the document and **save a copy** of your original document. This is important because it is not always possible to restore the data that the Document Inspector removes by clicking **Undo**.
- ✓ In the copy of your original document, click the **File** tab, and then click **Info**.
- ✓ Click **Check for Issues**, and then click **Inspect Document**.



- ✓ In the **Document Inspector** dialog box, select the check boxes to choose the types of hidden content that you want to be inspected. Then click **Inspect**.
- ✓ 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.



Source and further information: <https://support.office.com/en-us/article/Remove-hidden-data-and-personal-information-by-inspecting-documents-356b7b5d-77af-44fe-a07f-9aa4d085966f>

REMOVE HIDDEN DATA / PERSONAL INFORMATION IN PDF DOCUMENTS

PDF documents may also contain hidden data, which you can remove before uploading. If you **convert a Word document into a PDF**, make sure to **follow the instructions above**, so that hidden data and personal information is not transferred into the PDF document.

If you would like to remove hidden data from other PDFs, you need the **Adobe Acrobat Pro version**.

- ✓ At the top right in Acrobat, click the **Tools** pane. Open the **Protection panel**.
- ✓ The sanitation tools are listed under the heading **Hidden Information**.
- ✓ To permanently remove items such as metadata, comments, and file attachments, select **Sanitize Document**. Click OK.
- ✓ To have more control over what is removed, select **Remove Hidden Information**.
- ✓ Type a name for your file, and **click Save**.

Source and further information: <https://acrobatusers.com/tutorials/remove-hidden-data-from-pdf-files-with-sanitization>