

Microsoft Word 2003 — Removing Hidden data

Automatically Remove Personal Information When You Save

1. On the **Tools** menu, click **Options**.
2. On the **Security** tab, click to select the **Remove personal information from this file on save** check box under **Privacy options**, and then click **OK**.

Manually Remove your name from documents

Click **Options** on the **Tools** menu. Select the **User Information** tab. You should see the following edit boxes:

Name

Initials

Mailing Address

If you do not want any of this information to appear in your documents, delete the information in each box and click **OK** to accept the changes.

Remove Personal Summary Information

You can clear summary information from an existing document. To do so, follow these steps:

1. On the **File** menu, click **Properties**.
2. On the **Summary** tab, clear the **Author**, **Manager**, **Company**, and any other edit boxes that you do not want to distribute.
3. On the **Custom** tab, delete any properties that contain information you do not want to distribute.
4. When you are done, click **OK**. Click **Save** on the **File** menu. Then click **Close** on the **File** menu.

After you have completed these steps, the document should not contain summary properties.

Disable FastSave

The FastSave feature speeds up the process of saving a document by saving only the changes that are made to a document. Because of the design of the FastSave feature, text that you delete from a document may remain in the document, even after you save the document. To disable FastSave, follow these steps:

1. On the **Tools** menu, click **Options**.
2. Select the **Save** tab.
3. Clear the "**Allow fast saves**" check box. Click **OK**.

Turn off the Track Changes

To figure out if track changes is on look at the status bar (bottom bar in the document) If **TRK** is black, Word is tracking changes, if it's grayed out then track changes is off. You can turn track changes on and off by double-clicking the **TRK** text in the status bar.

There are various ways to hide revisions or comments within Word—but all the revisions that were made while the Track Changes feature was turned on and all the comments that

were inserted remain part of the document until they are accepted or rejected (or, in the case of comments, deleted).

To accept or reject changes:

1. On the **View** menu, point to **Toolbars**, and then click **Reviewing**.
2. On the **Reviewing** toolbar, click **Show**, and then make sure that a check mark appears next to each of the following items:

Comments

Ink Annotations (Word 2003 only)

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, click the item to select it.

1. On the **Reviewing** toolbar, click **Next** to advance from one revision or comment to the next.
2. On the **Reviewing** toolbar, click **Accept Change** or **Reject Change/Delete Comment** for each revision or comment.
3. Repeat steps 3 and 4 until all the revisions in the document have been accepted or rejected and all the comments have been deleted.

To accept or reject all changes:

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

If you know that you want to reject all the changes, click the arrow next to **Reject Change/Delete Comment**, and then click **Reject All Changes in Document**.

To remove all comments, you must delete them. Click the arrow next to **Reject Change/Delete Comment**, and then click **Delete All Comments in Document**.

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