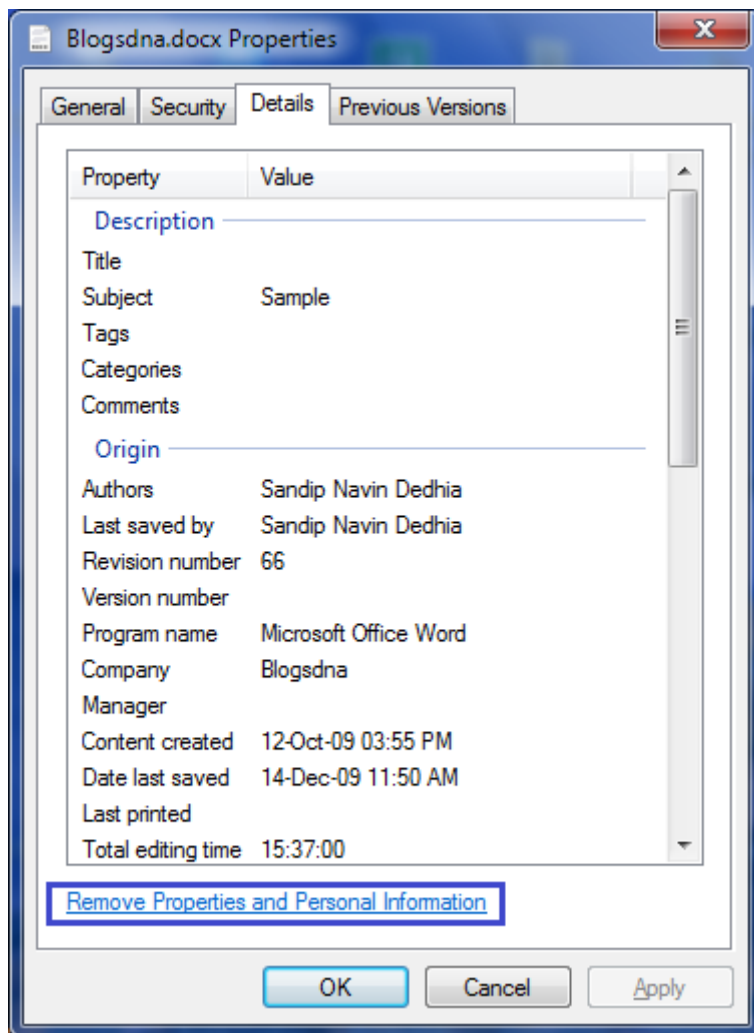


## Remove Metadata from files Windows 7 and Office 2010

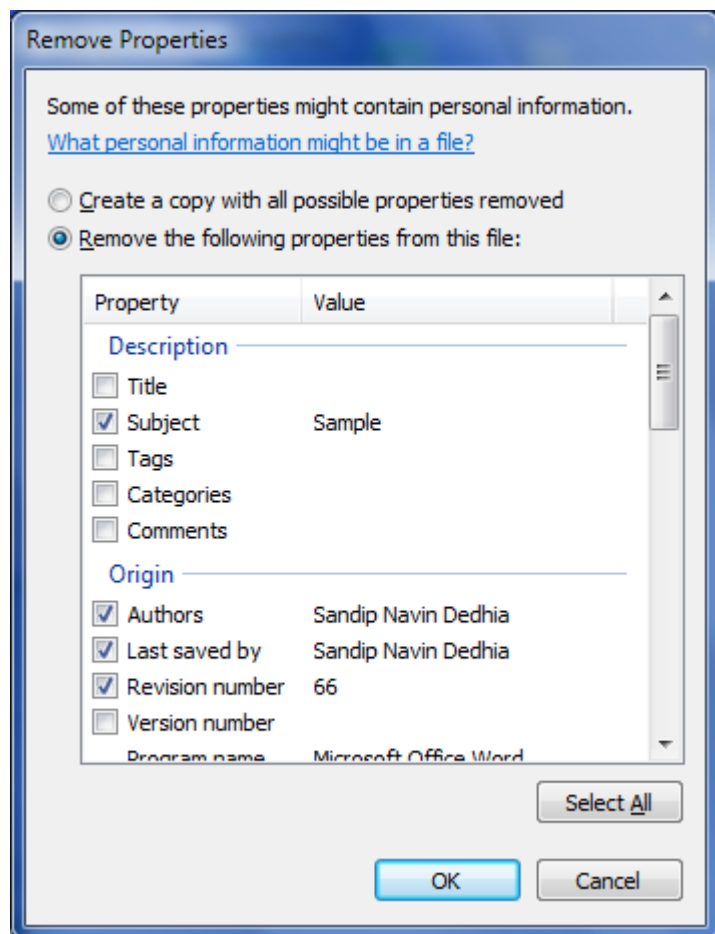
Similarly Microsoft Office documents stores author and company information in **metadata**. You may not want to reveal such details to others. To protect your privacy [windows](#) 7 has built-in feature to **scrub a file of unwanted metadata**.

### To scrub a file of unwanted metadata in Windows 7:

1. Select one or more files in Windows Explorer.
2. Right-click and then click Properties.

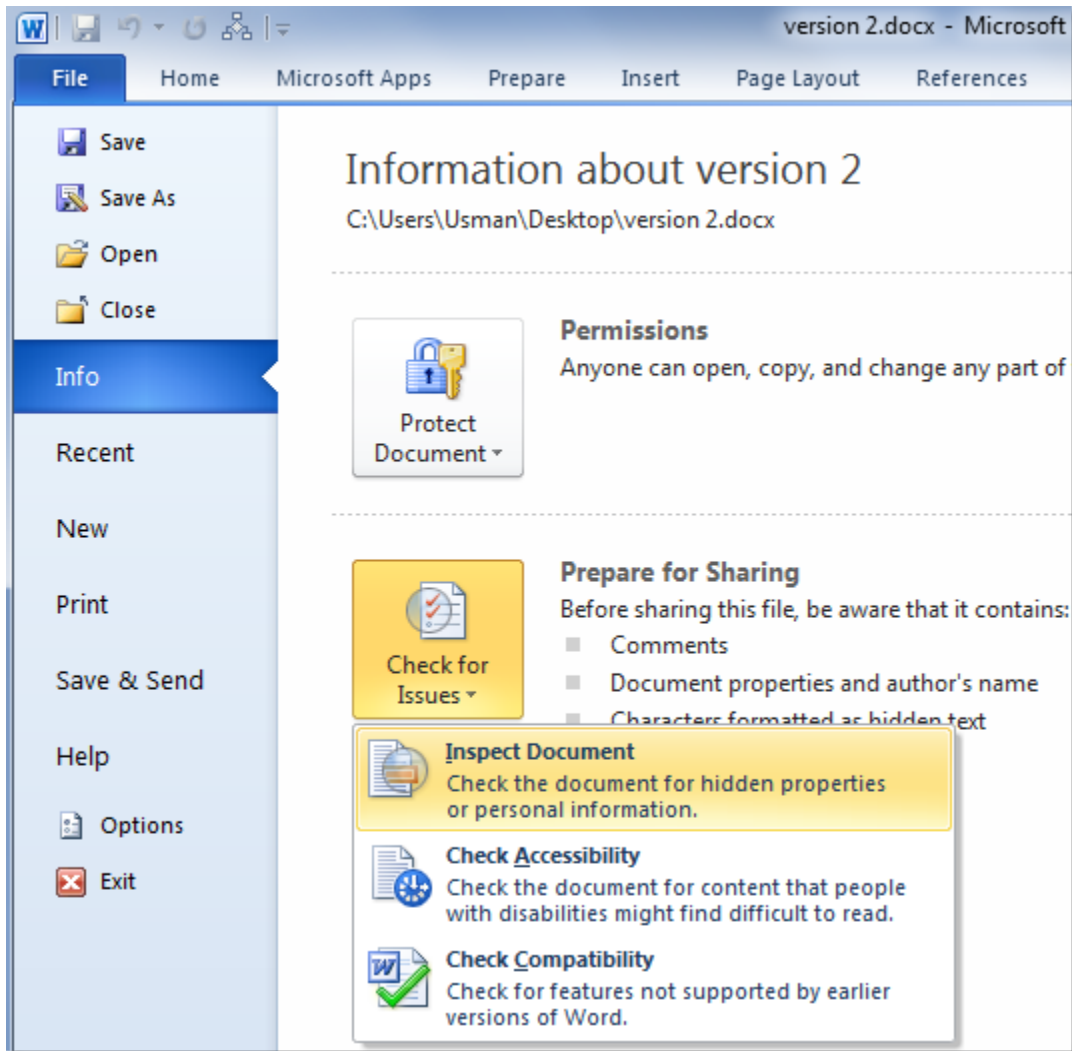


3. Go to the Details tab and click Remove Properties and Personal Information.

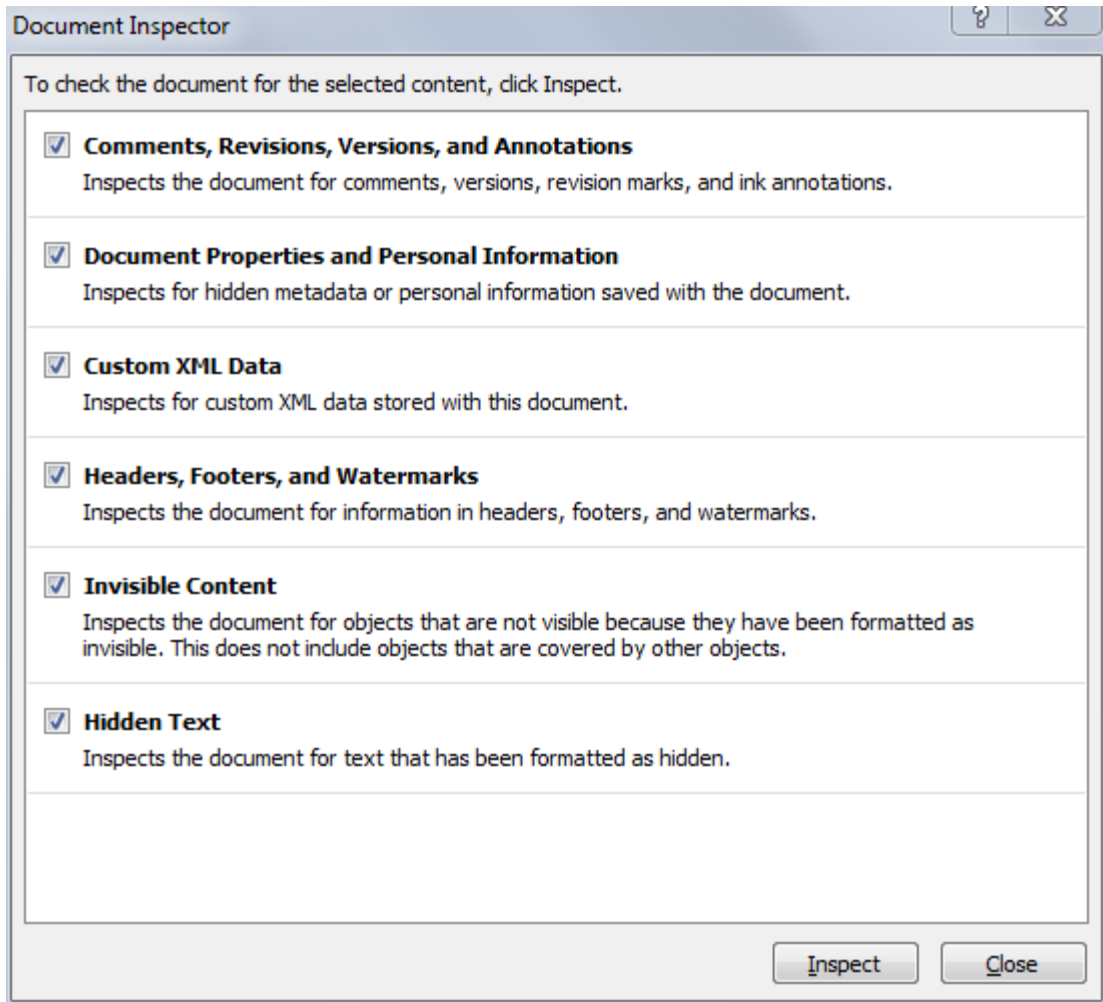


## Office 2010 Metadata Scrubbing.

In Word 2010, simply go to the File tab, then Info, Check for Issues, then Inspect Document.

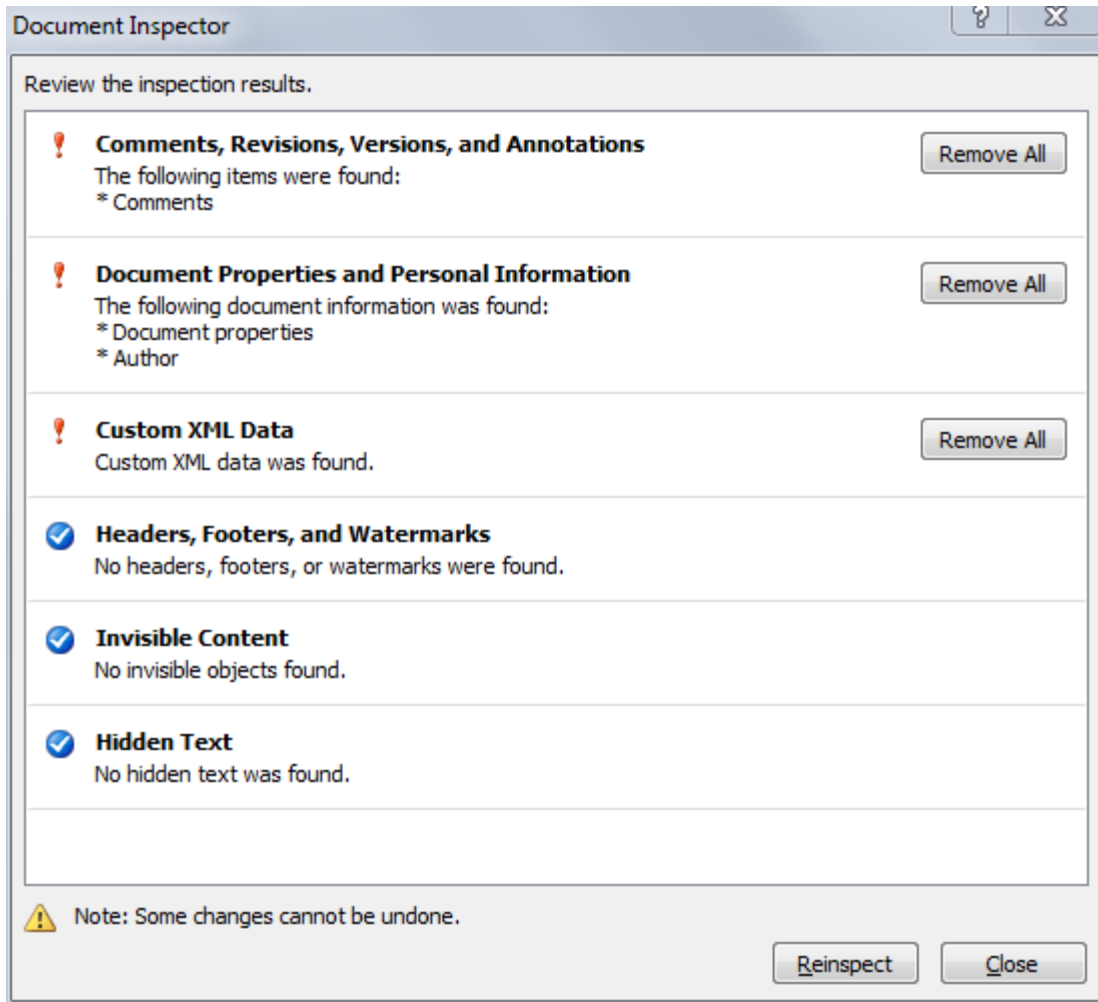


Simply select what you'd like to inspect the document for, then click "Inspect."



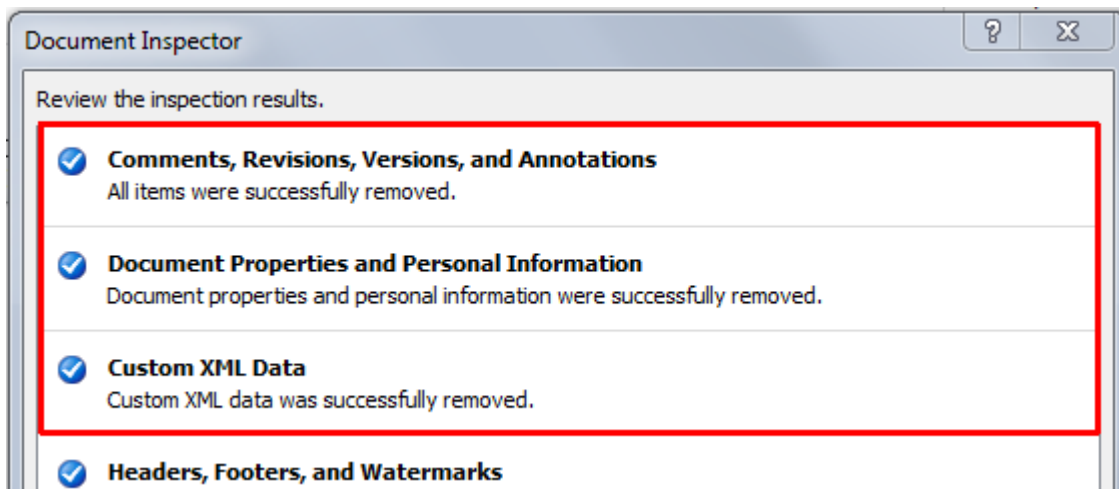
Next

remove any unwanted metadata by selecting “Remove All.”



It will

then notify you that it has been removed.



It's that

easy. By simply upgrading to Windows 7 and using MS Office 2010, you can take care of a lot of your metadata issues. If your law office or organization simply won't do that, try [MetaData](#)

[Assistant](#), [iScrub](#), or [Doc Scrubber](#). The advantage of MetaData Assistant and iScrub is that they scrub email attachments prior to sending them. No matter which tools you use, get er' done!