

How to remove personal information from a Word document

Microsoft Word stores additional information such as name, file history, comments, and even where the document is saved. To ensure that personal information in Word documents is not exposed, follow the instructions below.

When you send someone a Word document, there's more to it than meets the eye. Microsoft Word stores additional information like the name, file history, comments, and even where the document is saved. This hidden data is called metadata, and it persists unless you manually delete it. To make sure your personal information isn't exposed in your Word document, follow these steps.

Use Document Inspector to remove hidden data

This is the fastest way to find and remove information like author name, previous edits, comments, and other metadata.

1. Word 2019: Check and protect documents

How to delete metadata in Word

Some document properties may still be stored even when you use the Document Inspector tool.

In the Word document , **click File** , go to Info, find **the Properties group** , click **Show All Properties** to see all the properties of the document.

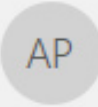

Properties ▾

Size	12.3KB
Pages	1
Words	58
Total Editing Time	1 Minute
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	10/31/2024 2:17 PM
Created	10/31/2024 12:10 PM
Last Printed	

Related People

Author	 Angel Park
	Add an author
Last Modified By	 Angel Park

Related Documents

 Open File Location

[Show All Properties](#)

Now **delete all personal information that can be deleted** in this interface.



Properties ▾

Size	12.3KB
Pages	1
Words	58
Total Editing Time	1 Minute
Title	Add a title
Tags	<input type="text"/>
Comments	Add comments
Template	Normal.dotm
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	Specify the company


Related Dates

Last Modified	10/31/2024 2:17 PM
Created	10/31/2024 12:10 PM
Last Printed	

Related People

Manager	Specify the manager
Author	 Angel Park
	Add an author
Last Modified By	 Angel Park

Related Documents

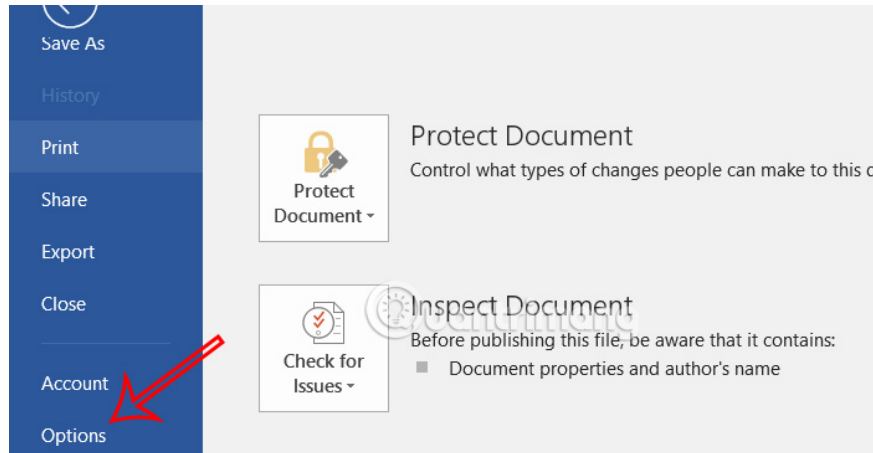
 Open File Location

[Show Fewer Properties](#)

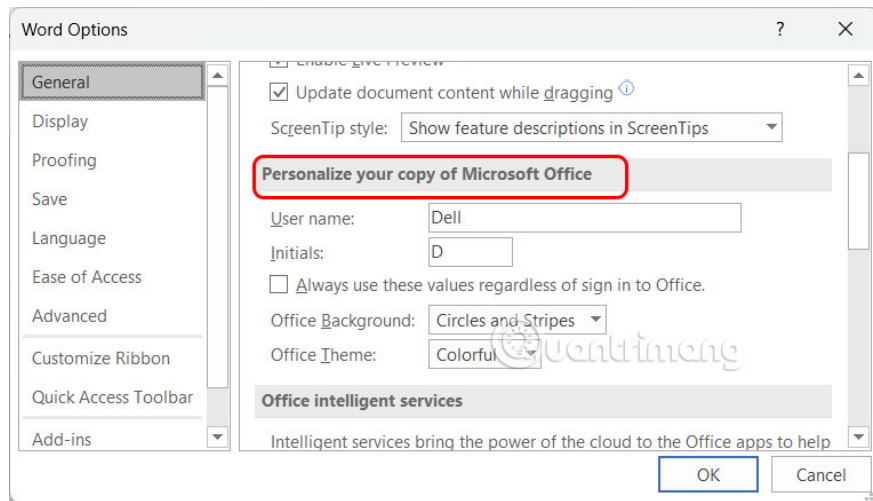
Stop adding metadata to Word

If you want Word to stop adding metadata information in the first place, you need to change the default user information.

Click **File and select Options** in the interface.



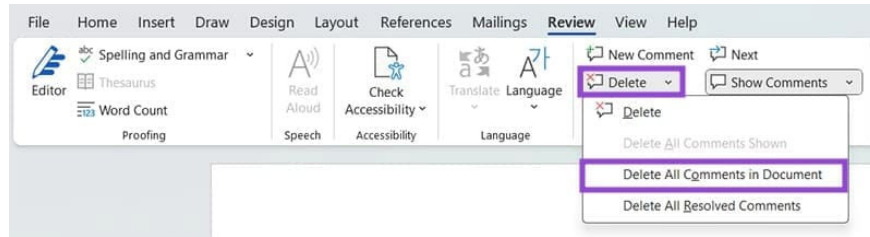
Then in the General section, look to the side and find **Personalize your copy of Microsoft Office**, delete or replace the abbreviation displayed in this interface.



Delete notes in Word before sending

If the Word document contains your notes, we should delete the content before sending to ensure your personal information.

Click on the Review tab at the top, if you see a check mark, click Accept > Accept All Changes. Then select Delete > Delete All Comments in Document.



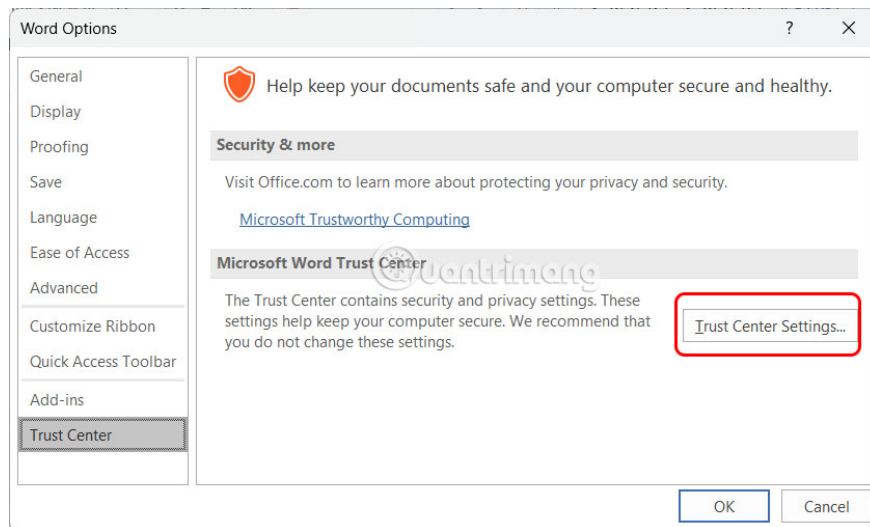
This will delete anything related to your name, like suggestions, edits, or notes.

Save a copy of Word without personal information

You can also have Word automatically delete personal data each time you save.

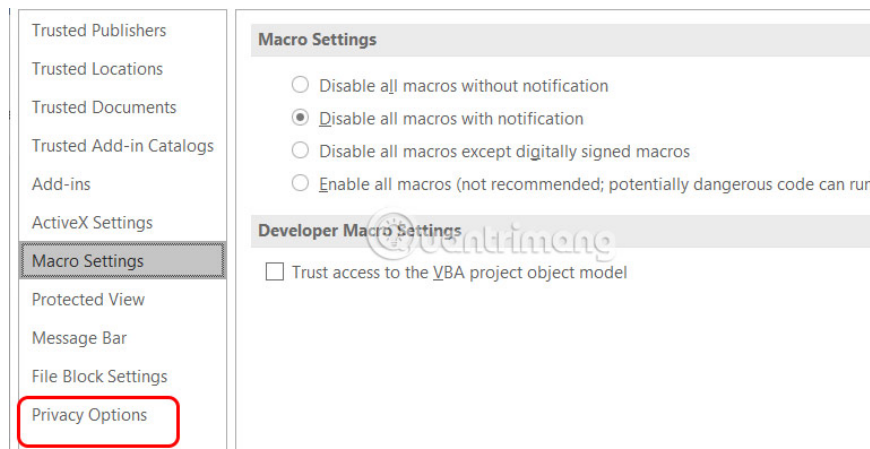
Step 1:

Click on **Options** then click on **Trust Center**, look to the side and click on the **Trust Center Settings** button.

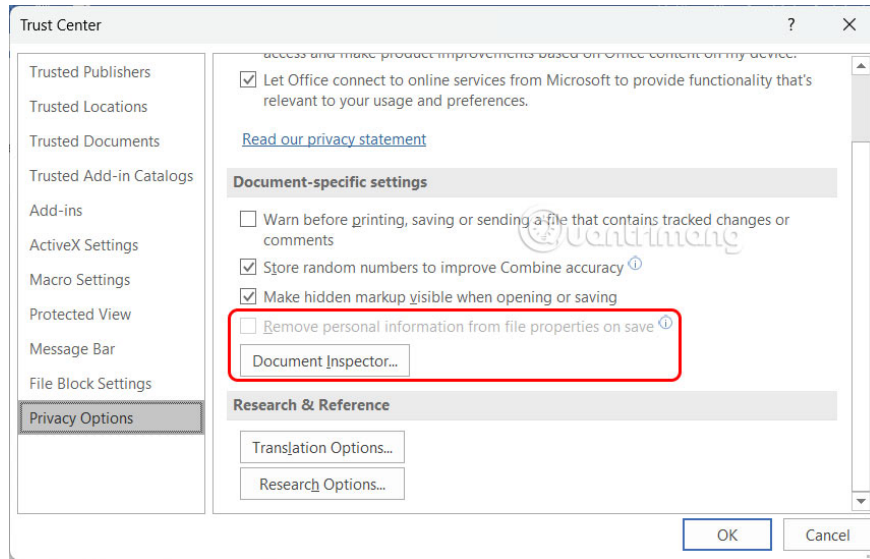


Step 2:

Next, click on **Privacy Options** to set up privacy mode.



Look to the right and **select Remove personal information from file properties on save** .



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