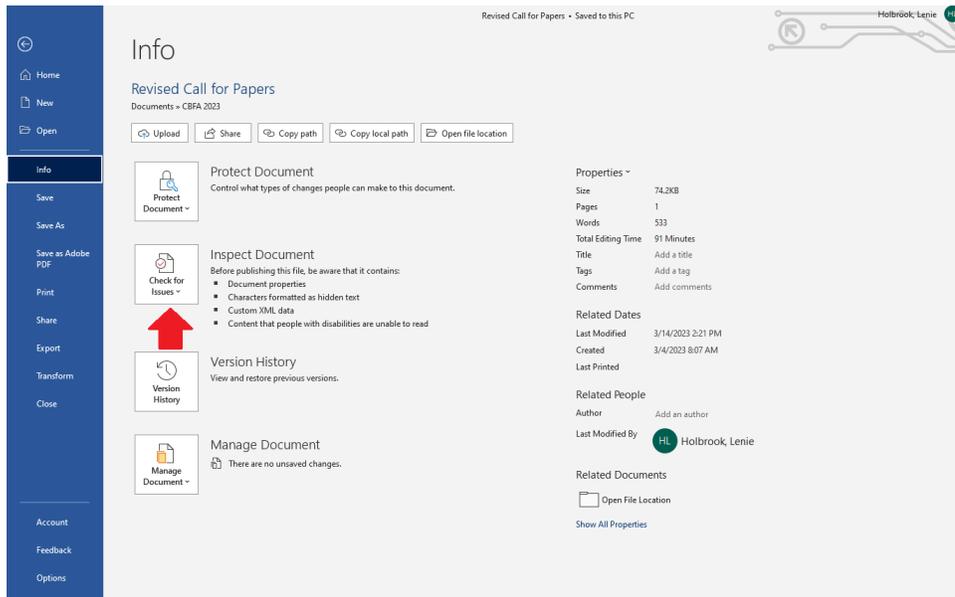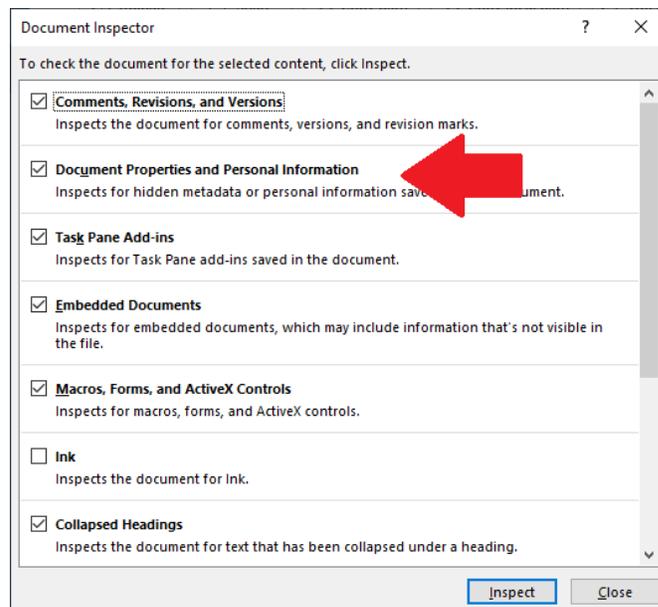# How to Remove Document Properties

On Word menu ribbon, click File. A blue border appears on the left-hand side. Scroll down and click Info. A new set of options appears as follows:


Click Check for Issues (see red arrow). From the drop down menu, click Inspect Document. A new pop-up box appears as follows:

Be sure the box for Document Properties and Personal Information is checked then click Inspect.

If there is no identifying information associated with the document, a green check will appear beside Document Properties and Personal Information. In that case, click Close then click Save in the blue border on the left-hand side of the screen.

If Word detects identifying information, the preceding pop-up box will now have a Remove All button next to Document Properties and Personal Information (see red arrow below). Click on Remove All.
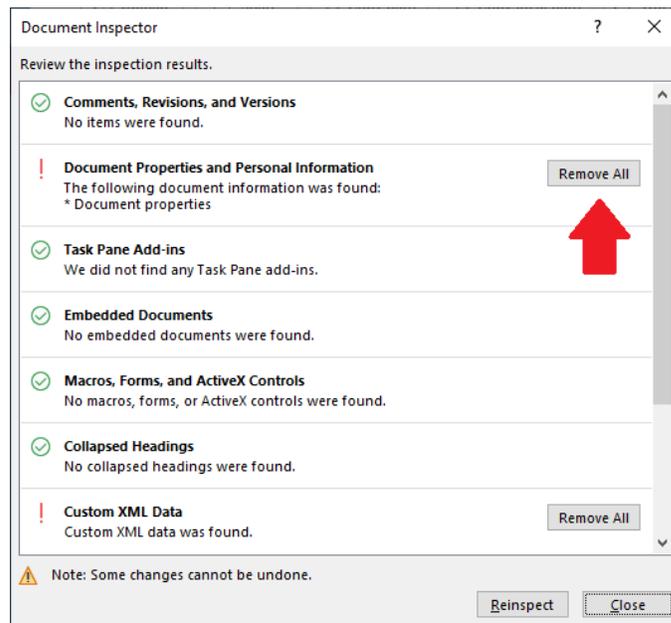
A green check should now appear. If not, click Reinspect. When the green check appears, click Close then click Save in the blue border on the left-hand side of the screen.

Your document has been cleared of identifying properties and is ready for submission.