

Find and remove hidden data and personal information with the Document Inspector

You can use the Document Inspector to find and remove hidden data and personal information in Word documents. It is a good idea to use the Document Inspector before you share an electronic copy of your Word document, such as in an e-mail attachment.

Important: We highly recommend that you use the Document Inspector on a copy of your original document, because it is not always possible to restore the data that the Document Inspector removes.

1. Open the Word document that you want to inspect for hidden data and personal information.
2. Click the **File** tab, click **Save As**, and then type a name in the **File name** box to save a copy of your original document.
3. In the copy of your original document, click the **File** tab, and then click **Info**.
4. Click **Check for Issues**, and then click **Inspect Document**.

5. In the **Document Inspector** dialog box, select the check boxes to choose the types of hidden content that you want to be inspected.
6. Click **Inspect**.
7. Review the results of the inspection in the **Document Inspector** dialog box.
8. Click **Remove All** next to the inspection results for the types of hidden content that you want to remove from your document.

Important:

- If you remove hidden content from your document, you might not be able to restore it by clicking **Undo**.
- If you want to remove hidden data and personal information from documents that you save in the OpenDocument Text (.odt) format, you must run the Document Inspector every time that you save the document in that format.

What the Document Inspector finds and removes in Word documents

In Word, the Document Inspector displays several different Inspectors that allow you to find and remove hidden data and personal information that is specific to Word documents. For a list of the different types of hidden data and personal information that the Document Inspector can find and remove from Word documents, review the following table.