# REMOVE HIDDEN DATA IN MICROSOFT WORD

Avoid unintentionally distributing hidden information, such as the document author and names that are associated with comments or tracked changes, by removing hidden data. All the revisions that were made to a document while the Track Changes feature was turned on remain part of a Word document until they are accepted or rejected. All comments that were inserted remain in the document until deleted. To show all changes and comments, click the **Review** tab on the ribbon, and click **All Markup** on the *Tracking* group.
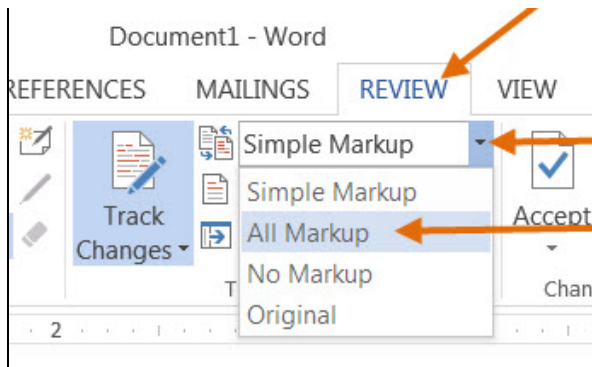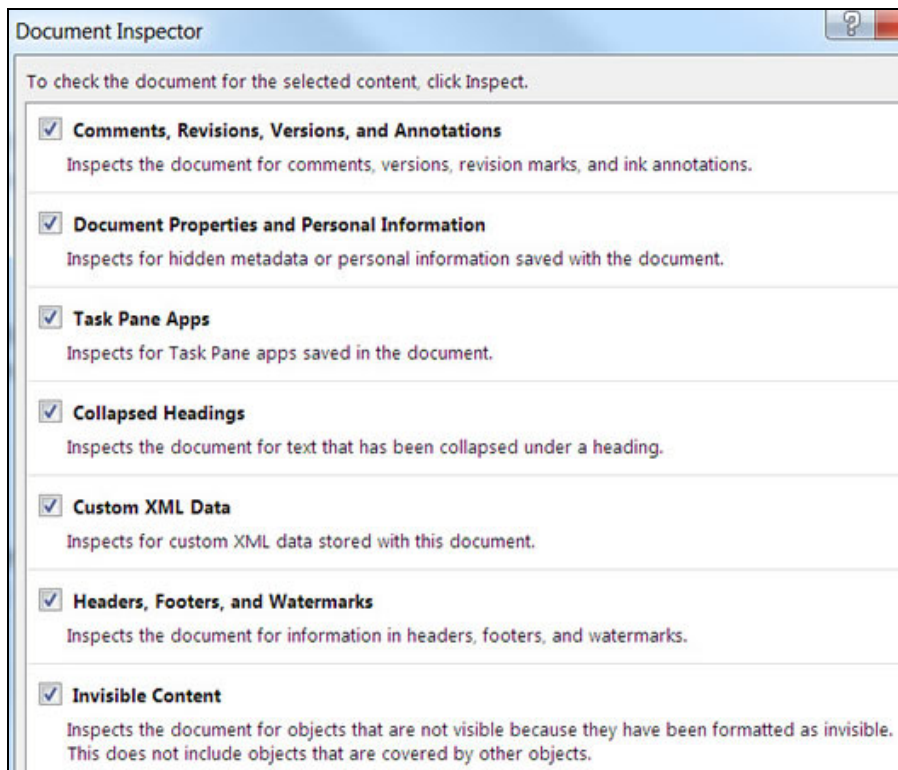

Use the Document Inspector to remove hidden data

- To open the Document Inspector, click **File** > **Info** > **Check for Issues** > **Inspect Document**.
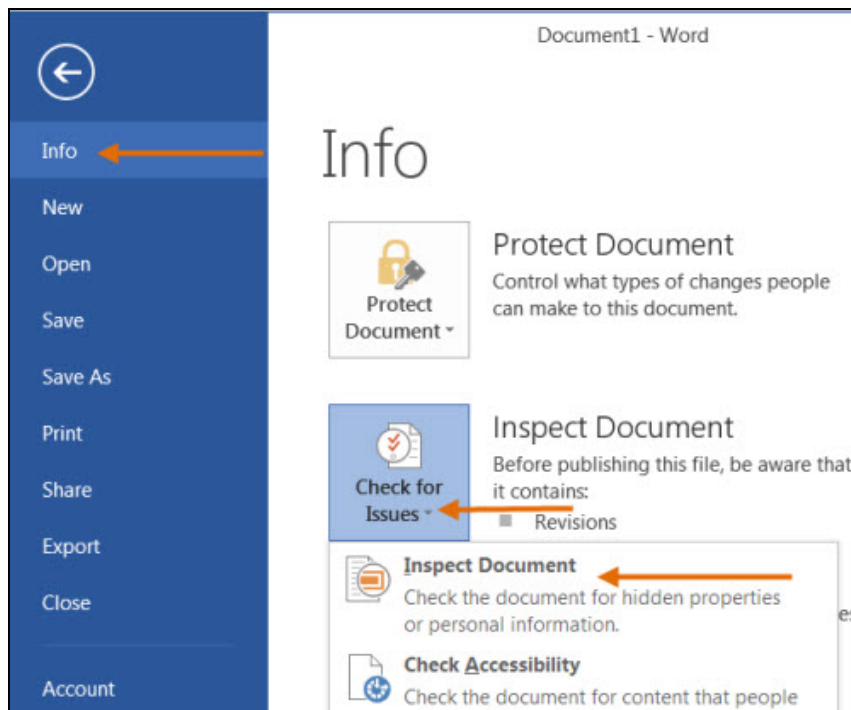
- The Word Document Inspection window shown below opens up.

- Click **Inspect** to identify hidden content.

- Click **Remove All** to remove the item of your choice, for example all comments, revisions, versions and annotations.

- After you have completed these steps, save the document, and it will no longer contain the items you have removed.

Edit Document Properties, Personal Information and other document data

To selectively edit document data, click the **File** tab > **Info.** Properties show in a pane on the right. Click **Show All Properties.** To add or change properties, hover your pointer over the property you want to update, for example Author, and enter the information. Click the **File** tab to return to your document and changes you made will be saved automatically.

Hide revisions or comments

Remove all revisions or comments as outlined above.

Remove Tracked Changes manually or selectively

If you turn on **Track Changes**, Word will save all changes and comments made.

- Click the **Review** tab on the Ribbon.
- Click the down arrow on **Track Changes** > **Track Changes** to turn it on or off. *Track Changes: On* or *Track Changes: Off* will display on the status bar (bottom bar in the document.) If this is not showing, right-click the status bar, and check *Track Changes*.

The tracked changes in a document remain even after you have turned off *Track Changes*. To remove all tracked changes from a document, be sure that all changes are showing, and then do the following:

- Click the **Review** tab on the ribbon. Click the **Accept** down arrow in the *Changes* Group
- To accept all changes, click **Accept All Changes in Document**. To reject all the changes, click the **Reject** down arrow > **Reject All Changes in Document**.
- To selectively accept or reject changes, click **Accept and Move to Next** or **Reject and Move to Next**. Click **Next** to move to the next tracked change. Repeat this until all the revisions in the document have been accepted or rejected.

Edit Comments or Remove them selectively

- Click the **Review** tab and click **Next** on the **Comments** group to advance from one comment to the next.
- To remove a comment, you must delete it. Click the **Review** tab >**Delete** to delete the comment that is highlighted, or click on the **Delete** down arrow, and click **Delete** or **Delete All Comments** in Document.