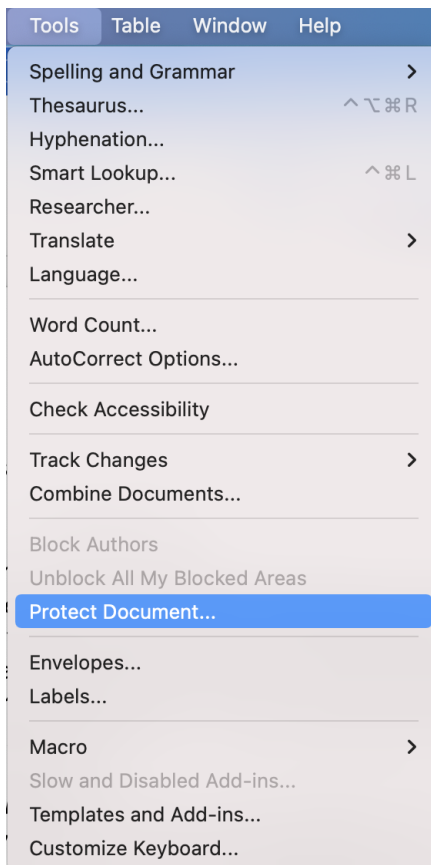
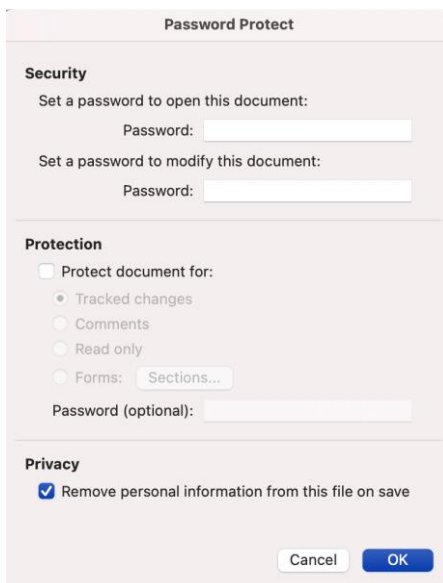


1. Open the file you would like to remove metadata from
2. Click the “Tools” menu and select the “Protect Document” option



3. In the “Protect Document” window check the box next to “Remove personal information from this file on save



4. Finish working on your document and then save
5. Once you have saved the file and this setting has been activated the file will no longer have any identifiable information associated with it