

Remove hidden data and personal information by inspecting documents, presentations, or workbooks

Excel for Office 365, Word for Office 365, PowerPoint for Office 365, Excel 2019,

When you share an electronic copy of certain Office documents with clients or colleagues, it is a good idea to review the document for hidden data or personal information. You can remove this hidden information before you share the document with other people. The Document Inspector feature in Word, Excel, PowerPoint, or Visio can help you find and remove hidden data and personal information in documents that you plan to share.

Hidden information can include:

- hidden data or personal information that you might not want to share in Word documents
- data Excel adds to a workbook when you collaborate with other people
- hidden data or personal information in a PowerPoint that might be stored in the presentation or its metadata
- document information and file properties in Visio documents

Note: Unless you send your document to Microsoft, Microsoft does not have access to any information from your document.

This article describes the types of information that are typically stored in Office documents so that you can decide what to keep and what to remove in the document or metadata. There is some information that the Document Inspector cannot remove, explained in the tables that accompany more details about Word, Excel, and PowerPoint.

Word **Excel** **PowerPoint** **Visio**

An electronic copy of a Word document that you share with clients or colleagues often contains hidden data or personal information that is stored in the document itself or in the document properties or metadata.

Tip: If you're just looking to not print comments, go to **File > Print**, click **Print All Pages** and uncheck **Print Markup**.

Types of hidden data and personal information

Word documents can contain the following types of hidden data and personal information:

- **Comments, revision marks from tracked changes, versions, and ink annotations** If you've collaborated with other people to create your document, your document might contain items such as revision marks from tracked changes, comments, ink annotations, or versions. This information can enable other people to see the names of people who worked on your document, comments from reviewers, and changes that were made to your document, things that you might not want to share outside of your team.
- **Document properties and personal information** Document properties, or metadata, include details about your document such as author, subject, and title. Document properties also include information that is automatically maintained by Office programs, such as the name of the person who most recently saved a document and the date when a document was created. If you used specific features, your document might also contain additional kinds of personally identifiable information (PII), such as e-mail headers, send-for-review information, routing slips, and template names.
- **Headers, footers, and watermarks** Word documents can contain information in headers and footers. Additionally, you might have added a watermark to your Word document.


- **Hidden text** Word documents can contain text that is formatted as hidden text. If you do not know whether your document contains hidden text, you can use the Document Inspector to search for it.
- **Document server properties** If your document was saved to a location on a document management server, such as a Document Workspace site or a library based on Windows SharePoint Services, the document might contain additional document properties or information related to this server location.
- **Custom XML data** Documents can contain custom XML data that is not visible in the document itself. The Document Inspector can find and remove this XML data.

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.

Note: In Word 2007: Click the **Microsoft Office Button** , 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**.

In Word 2007: In the copy of your original document, click the **Microsoft Office Button** , point to **Prepare**, and then click **Inspect Document**. Skip step 4, and proceed to step 5.

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.

Notes:

- If your organization customized the Document Inspector by adding Inspector modules, you might be able to check your documents for additional types of information.
- If you are using Microsoft Word Starter 2010, not all the features listed for Word are supported in Word Starter. For more information about the features available in Word Starter, see [Word Starter feature support](#).

Inspector name

Finds and removes

Comments, Revisions, Versions, and Annotations

Note: In Word Starter 2010, Document Inspector removes only versions and annotations.

- Comments
- Revision marks from tracked changes
- Document version information
- Ink annotations

Document Properties and Personal Information

- Document properties, including information from the **Summary**, **Statistics**, and **Custom** tabs of the **Document Properties** dialog box
- E-mail headers
- Routing slips
- Send-for-review information
- Document server properties
- Document Management Policy information
- Content type information
- Databinding link information for databound fields (last value will be converted to text)
- User name
- Template name

Inspector name

Finds and removes

Headers, Footers, and Watermarks

- Information in document headers
- Information in document footers
- Watermarks

Hidden Text

Text that is formatted as hidden (a font effect that is available in the **Font** dialog box)

Note: This Inspector cannot detect text that was hidden by other methods (for example, white text on a white background).

Custom XML Data

- Custom XML data that might be stored within a document

Invisible Content

Objects that are not visible, because they have been formatted as invisible.

Note: This Inspector cannot detect objects that are covered by other objects.

We're listening!

This article was last updated on **January 9, 2018**, as a result of your comments. If you found this article helpful, and especially if you didn't, please use the feedback controls below to leave us some constructive suggestions as to how we can make it better.



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NEW Surface Laptop 2	Download Center	Office for students	Enterprise	Windows Dev Center	About Microsoft
NEW Surface Go	Sales & support	Office 365 for schools	Data platform	Developer Network	Company news
Xbox One X	Returns	Office 365 for students & parents	Find a solution provider	TechNet	Privacy at Microsoft
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