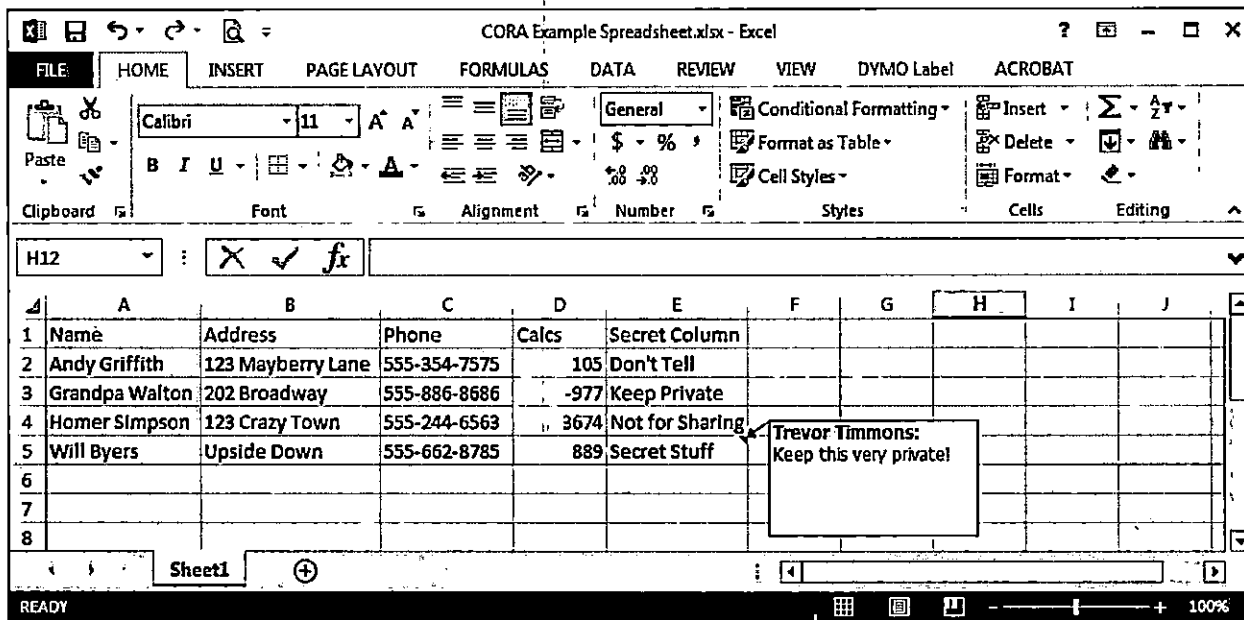


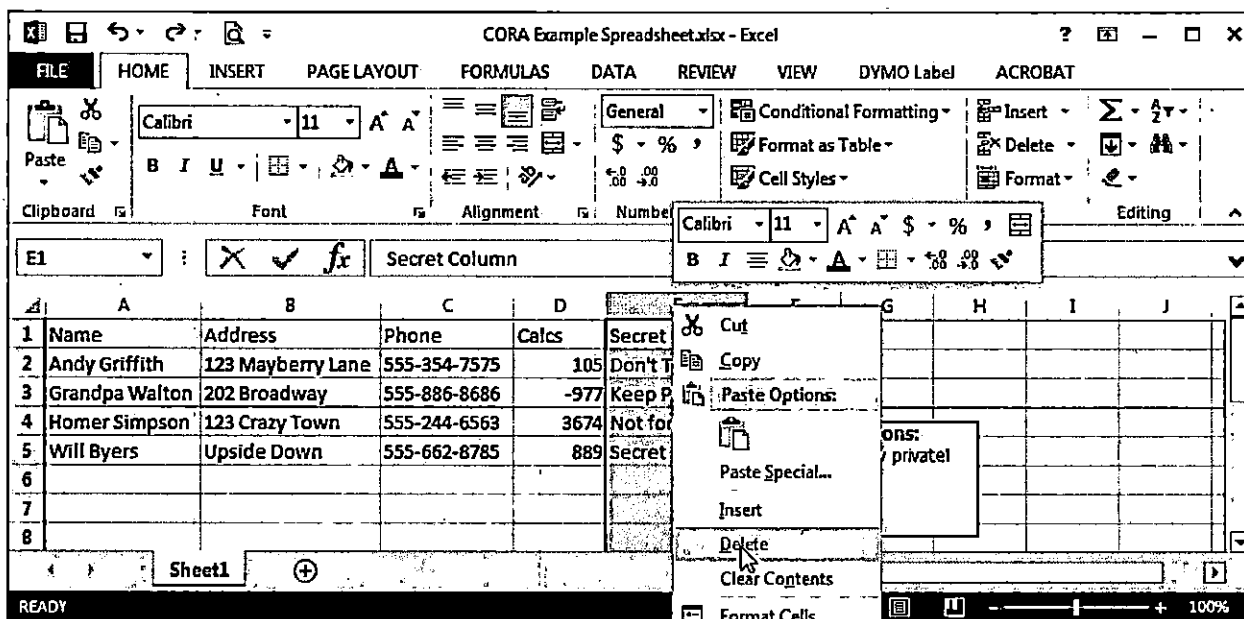
Microsoft Excel:

First, here is an example spreadsheet:

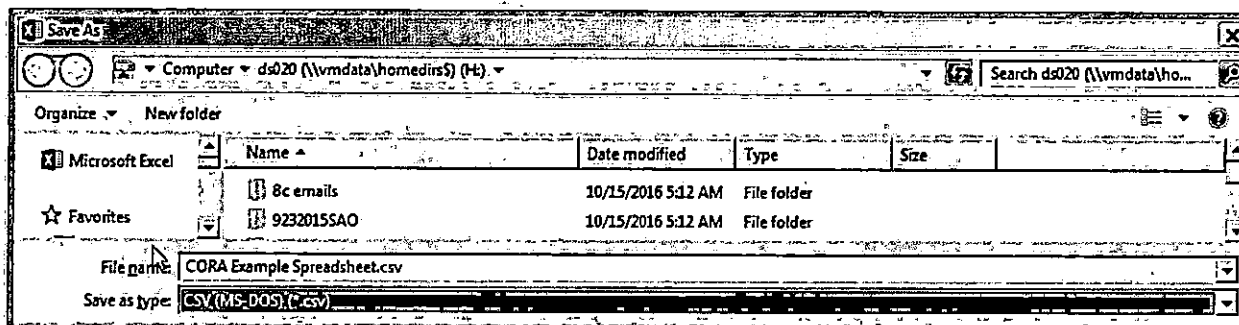


Column D contains formulas, Column E contains sensitive information, and a comment exists in the sheet. One potential way of sharing this information while removing the sensitive information involves two steps: (1) remove the column with sensitive information and (2) save the result as a CSV (comma-separated values) file.

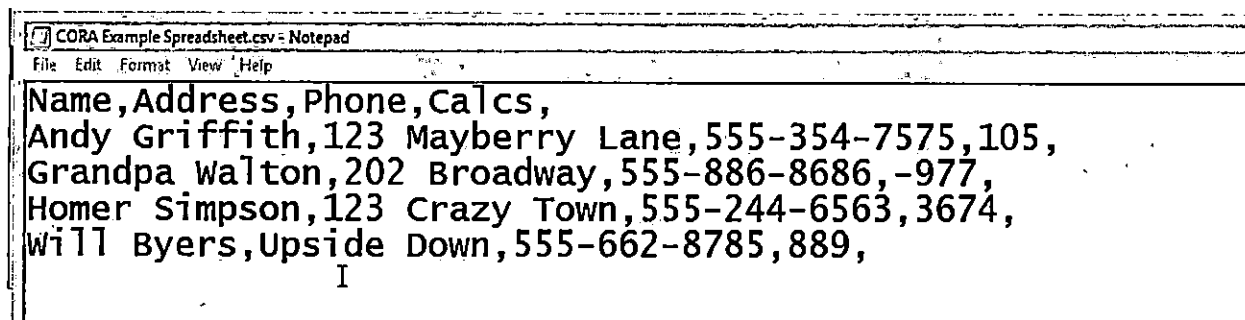
Step 1: Remove the sensitive column by selecting the column and choosing "Delete":



Step 2: Save the file as a CSV file:



Now, open the file in an editor such as Notepad to view the CSV file:

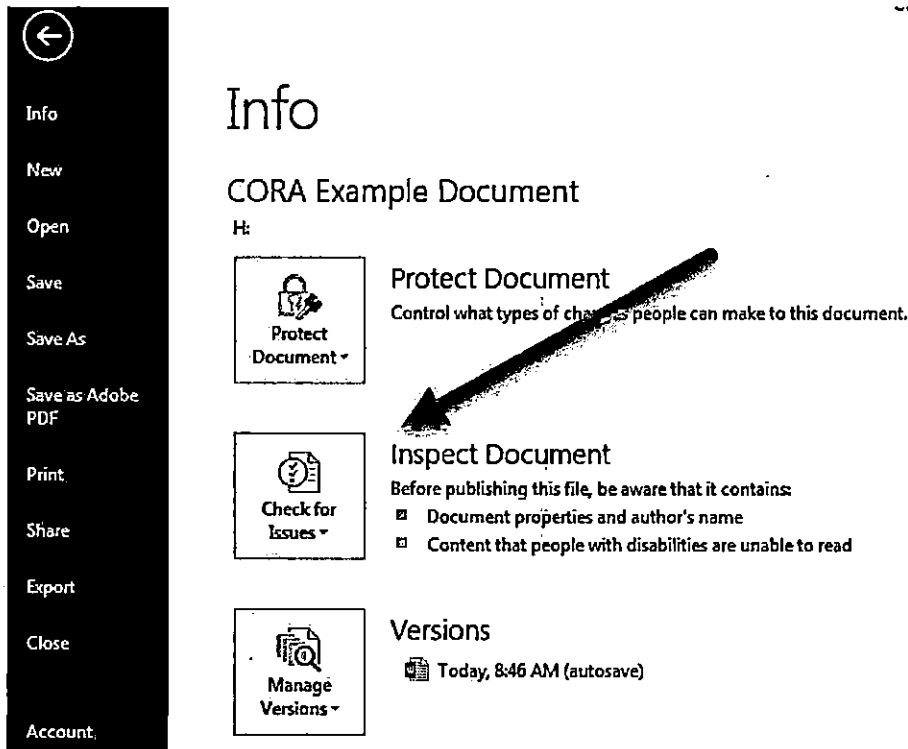


No calculations, the column with sensitive information is not included, and the comment is removed.

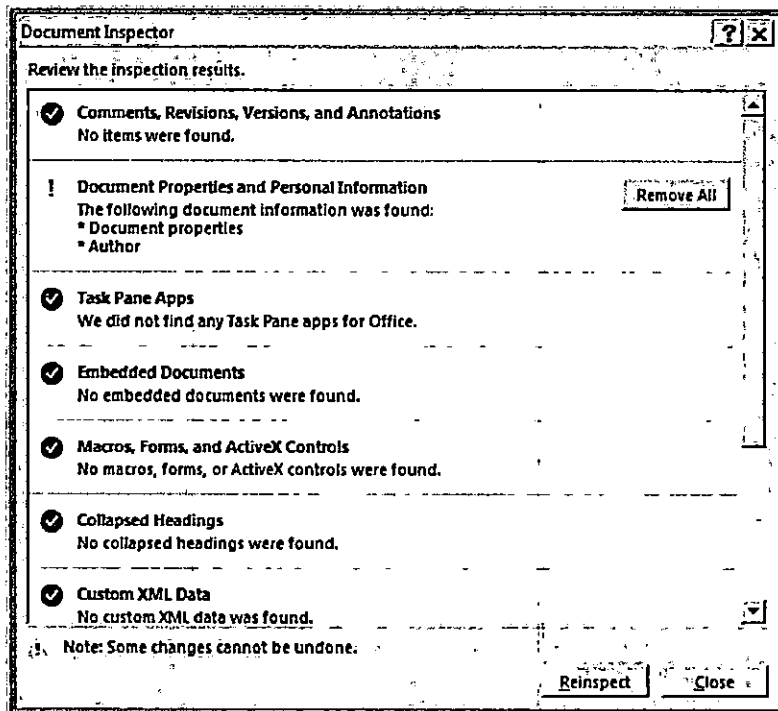
Similar functionality exists in other common software to identify and remove potentially-sensitive information.

Microsoft Word:

Use the "Inspect Document" command under "File", "Info" to identify and remove information such as comments, macros, and other document properties:



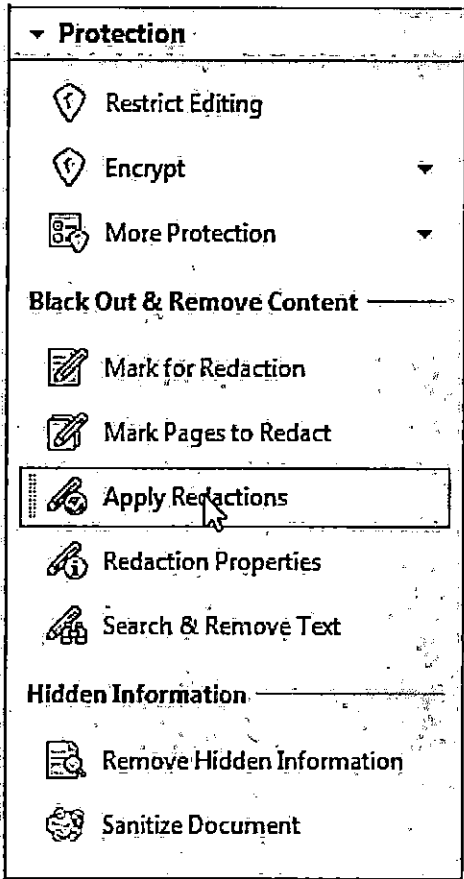
It will identify and allow the user to remove potentially sensitive information:



Adobe Acrobat:

It has built-in tools to identify and remove potentially sensitive information:

Under "Tools", "Protection":



Adobe's "Sanitize Document" command takes several actions to prepare documents for publication:

Sanitize Document



Sanitize Document removes hidden data and metadata from your document so that sensitive information is not inadvertently passed along when you publish your PDF. Sanitize Document will remove:

- * Metadata
- * Embedded content and attached files
- * Scripts
- * Hidden layers
- * Embedded search indexes
- * Stored form data
- * Review and comment data
- * Hidden data from previous document saves
- * Obscured text and images
- * Comments hidden within the body of the PDF file
- * Unreferenced data
- * Links, actions and javascripts
- * Overlapping objects

Press OK to begin the sanitization process by selecting a location to save your sanitized document.

Do not show this message again

OK

Cancel