

## Warning

Attachments may contain information regarding the originator's identity, including any information that may appear on a file's *Properties* on Windows and *Get Info* on Macintosh. This means that the Author may be able to retrieve your identity by looking at the properties of a document. There are a couple of ways of avoiding this such as:

### 1. 'Clean' Your Word File

You can clean up your Word file before uploading it as an Attachment. Microsoft has a tool that can help you with this and it can be downloaded from:

<http://www.microsoft.com/downloads/details.aspx?familyid=144e54ed-d43e-42ca-bc7b-5446d34e5360&displaylang=en>

### 2. 'Clean' Your PDF file

Similarly, you can clean a pdf file, with a free tool available from

[http://www.freedownloadscenter.com/Multimedia\\_and\\_Graphics/Graphics\\_Cataloging\\_Tools/PDF\\_Info\\_Download.html](http://www.freedownloadscenter.com/Multimedia_and_Graphics/Graphics_Cataloging_Tools/PDF_Info_Download.html)

### 3. Create a PDF

You can convert the files you want to upload to a PDF file. This requires Adobe Acrobat Professional and it is important that Acrobat is configured in such a way that it does not convert the Word document properties and information. In Word 2003 and Adobe Acrobat 6.0, this can be set as follows:

- Choose *Change Conversion Settings* from the Adobe PDF menu in Word (figure 4A)

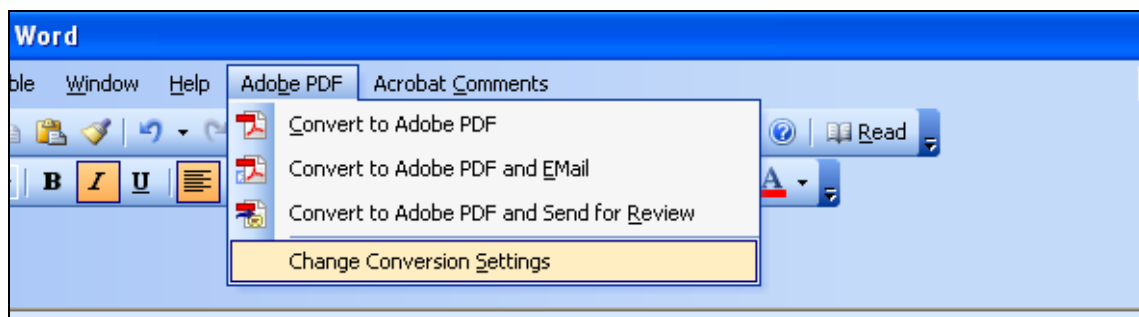
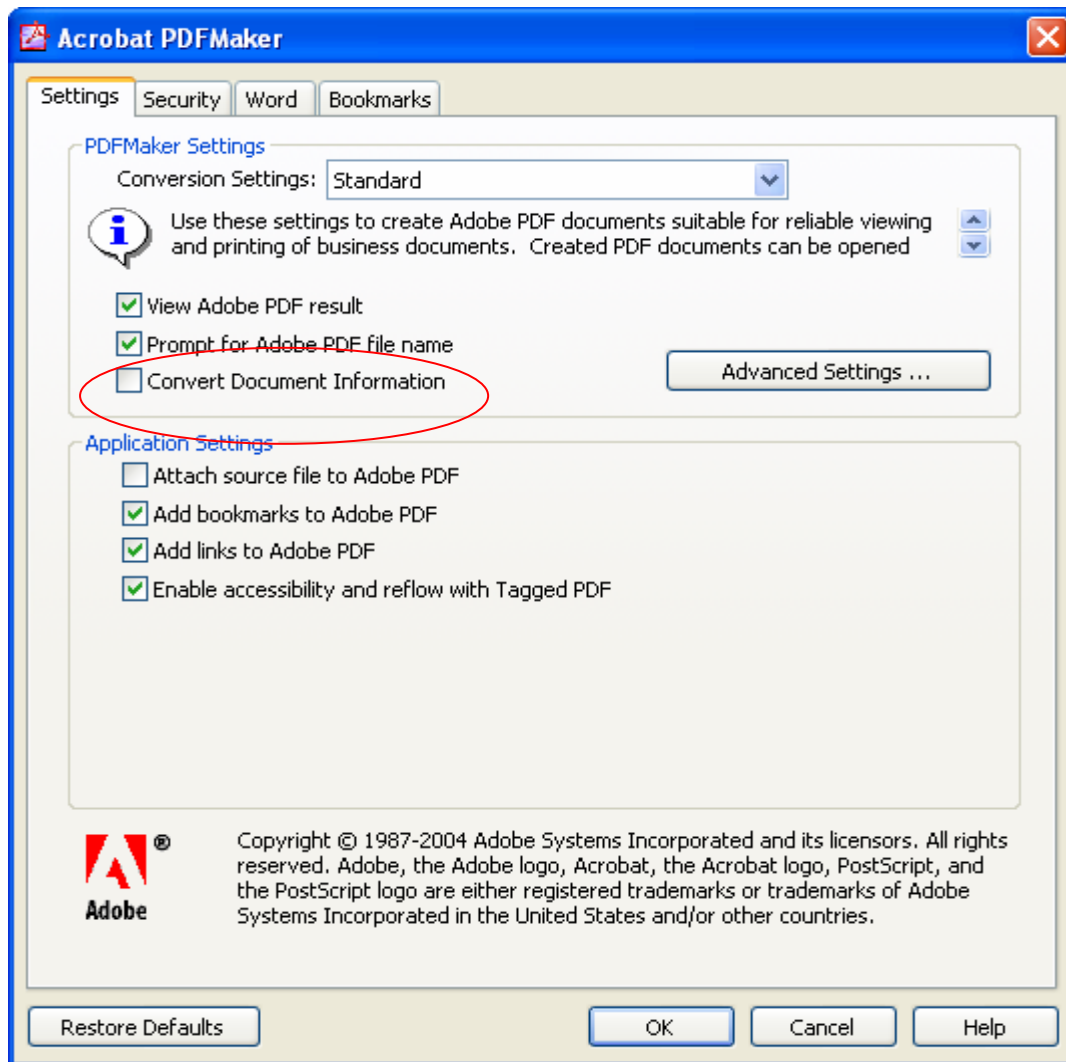


Figure 4A

- On the *Settings* tab, make sure the checkbox beside *Convert Document Information* option is unchecked (Figure 4B).



**Figure 4B**

4. Click *OK* to save your settings and return to the Word document.