Removing unwanted hidden headers and footers from RTW Act standard letter templates.

Microsoft Word 2010 & 2013

- 1. Open the letter template to be cleaned, then go to the File tab
- 2. Under 'Info' select 'Inspect Document'



3. This will open a dialog box 'Document Inspector'

· · ·	Pages 13 Words 5541
(Document Inspector
	To check the document for the selected content, click Inspect.
ke to this document.	Comments, Revisions, Versions, and Annotations Inspects the document for comments, versions, revision marks, and ink annotations.
	Document Properties and Personal Information Inspects for hidden metadata or personal information saved with the document.
tains: thor's name and related dates	Inspects for Task Pane apps saved in the document. E
nable to read	Embedded Documents Inspects for embedded documents, which may include information that's not visible in the file.
	V Macros, Forms, and ActiveX Controls Inspects for macros, forms, and ActiveX controls.
	Collapsed Headings Inspects the document for text that has been collapsed under a heading.
	✓ Custom XML Data Inspects for custom XML data stored with this document.
	inspect Close

- 4. Press 'Inspect'
- 5. After a few seconds the dialog box will display an exclamation mark next to 'Headers, Footers and Watermarks' with a 'Remove all' button. Press 'Remove all'.

¢	531(9) - Redetermination of Claim.docx [Compatibility Mode] - Word
Info	Info
New	S31(9) - Redetermination of Claim
Open	E » standard letters » RTW Act 2014
Save	Compatibility Mode Properties * Some new features are disabled to prevent problems when working with previous Size \$32.6KB
Save As	Convert versions of Office. Converting this file will enable these features, but may result in Pages 13
Print	Document Inspector
Share	Protect Document Review the inspection results.
Export	Protect Potect P
Close	No macros, forms, or ActiveX controls were found.
Account	Inspect Document Collapsed Headings Before publishing this file, be aware that it contains: No collapsed headings were found.
Options	Issues * Document properties, template name, author's name and related dates Custom XML Data Custom XML data was found.
Add-Ins +	Headers and footers Headers formatted as hidden text Custom XML data Custom XML data Content that people with disabilities are unable to read Headers and footers may include shapes such as watermarks. E
	Versions There are no previous versions of this file.
	Versions * No hidden text was found.
	Note: Some changes cannot be undone.

Note: If the Document Inspector does not display an exclamation mark next to 'Headers, Footers and Watermarks' with a 'Remove all' button, it means there is no hidden text and no further action needs to be taken.

6. Return to the template by clicking on the arrow at top left, then save the changes before closing.