

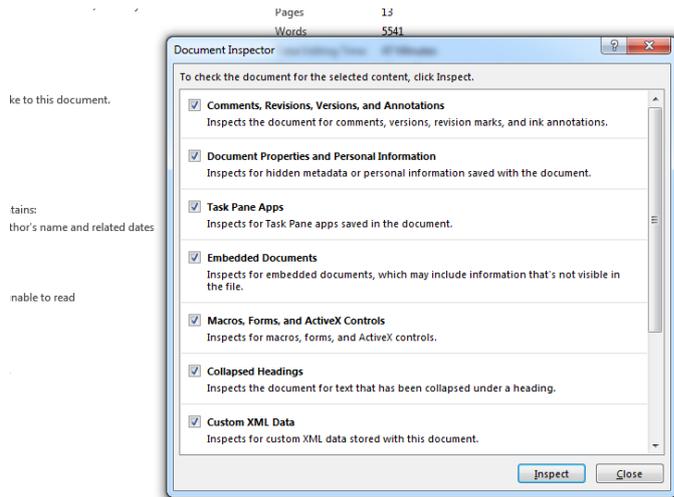
Removing unwanted hidden headers and footers from RTW Act standard letter templates.

Microsoft Word 2010 & 2013

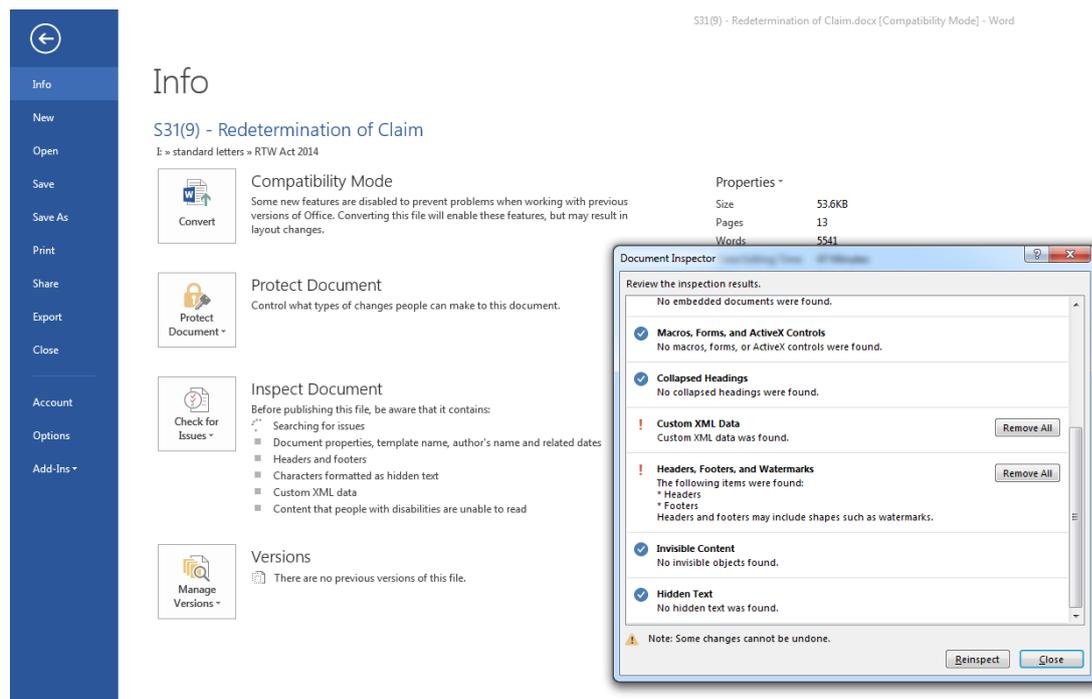
1. Open the letter template to be cleaned, then go to the File tab
2. Under 'Info' select 'Inspect Document'

The screenshot shows the Microsoft Word File tab (Info) for a document titled "S31(9) - Redetermination of Claim". The left-hand navigation pane includes options like Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, Options, and Add-Ins. The main area displays the document's path: "I » standard letters » RTW Act 2014". Three main options are visible: "Compatibility Mode" (with a "Convert" button), "Protect Document" (with a "Protect Document" button), and "Inspect Document" (with a "Check for Issues" button). A tooltip is open over the "Inspect Document" button, listing three checks: "Inspect Document" (checking for hidden properties or personal information), "Check Accessibility" (checking for content difficult to read for people with disabilities), and "Check Compatibility" (checking for features not supported by earlier versions of Word).

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



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'.



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.