



Sanitization—Remove hidden data from PDF files with Adobe Acrobat XI

With a single click, find and delete all hidden data in a PDF file, including text, metadata, annotations, form fields, attachments, and bookmarks.

- 1. At the top right in Acrobat, click the Tools pane. Open the Protection panel.
- 2. The sanitation tools are listed under the heading Hidden Information.
 - To permanently remove items such as metadata, comments, and file attachments, select Sanitize Document. Click OK.
 - To have more control over what is removed, select Remove Hidden Information.
- 3. Type a name for your file, and click Save.

Tip: To learn more about removing confidential data from PDF files, see **Redaction—Remove visible data from PDF** files with Acrobat XI.

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