

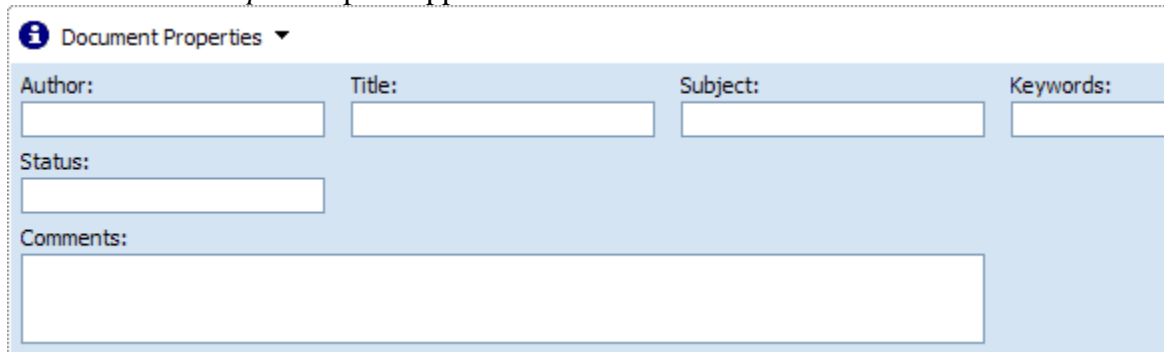
Working with File Properties

You can customize important document information with file properties, which can display a filename, title, author, searchable keywords, and more. These properties help reference the document, making it easily understandable.

Editing File Properties

File properties set a static location for important information about your document and can be edited. You can also edit file properties through Windows Explorer. For more information, refer to Viewing File Properties.

1. From the **OFFICE BUTTON** , select **Prepare » Properties** .
The *Document Properties* pane appears below the *Ribbon*.



Document Properties ▼

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Author: | Title: | Subject: | Keywords: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Status: | | | |
| <input type="text"/> | | | |
| Comments: | <input type="text"/> | | |


2. From the *Document Properties* pull-down list, select **Advanced Properties...**
The *Document Properties* dialog box appears.

3. Select the *Summary* tab

The *Properties* dialog box refreshes to display the *Summary* options.



The image shows a screenshot of the 'Notes.doc Properties' dialog box, specifically the 'Summary' tab. The dialog box has a title bar with a question mark and a close button. Below the title bar are five tabs: 'General', 'Summary', 'Statistics', 'Contents', and 'Custom'. The 'Summary' tab is selected. The main area contains several text input fields: 'Title:' with the text 'Document', 'Subject:', 'Author:' with the text 'User', 'Manager:', 'Company:', 'Category:', 'Keywords:', 'Comments:', and 'Hyperlink base:'. Below these fields is a 'Template:' label with the text 'Normal.dotm'. At the bottom left, there is a checkbox labeled 'Save preview picture' which is currently unchecked. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

4. In the fields provided, type the appropriate information relating to your document
5. To save your changes and return to your document, click **OK**
To return to your document without saving, click **CANCEL**
6. Click **CLOSE** 

Viewing File Properties

You can also view a document's file properties from Windows Explorer.

1. In Windows Explorer, find the file whose file properties you want to view
2. Right click the file » select *Properties*
The (*File name*) *Properties* dialog box appears.

3. Select the *Summary* tab
The dialog box refreshes to display editable file properties.

Company Picnic.docx Properties

General Security Summary

Title: Office Memo

Subject: You're invited to the 3rd Annual Company Picnic

Author: Mary G

Category: meetings & events

Keywords: employees, memo, picnic,

Comments: Reminder: Get the caterer's quote ASAP.

Advanced >>


OK Cancel Apply

4. OPTIONAL: To view more options, click **ADVANCED >>**
The *Summary* tab refreshes to display advanced options.
NOTE: To return to the *Summary* tab's initial display, click **SIMPLE >>**
5. OPTIONAL: To edit file properties from the (*File name*) *Properties* dialog box
 - a. Click the text box you want to edit
 - b. Make the changes
 - c. To save your changes, click **APPLY**
To save your changes and close the (*File name*) *Properties* dialog box, click **OK**
To close the (*File name*) *Properties* without saving, click **CANCEL**

Printing File Properties


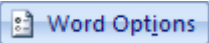
You can print file properties separate from the document or along with the document itself.


Printing File Properties: Without the Document

1. In the top left corner of the Word window, click the **OFFICE BUTTON**  » select *Print*
The *Print* dialog box appears.
2. From the *Print what* pull-down list, select *Document properties*

3. Click **OK**
The file properties are printed.

Printing File Properties: With the Document

1. In the top left corner of the Word window, click the **OFFICE BUTTON**  » select **Word Options** 
The *Word Options* dialog box appears.
2. From the *Categories* list, select **Display**
3. In the *Printing Options* section, select **Print document properties**.
WARNING: Word will continue to print document properties unless the *Print document properties* box is unchecked. If this is undesirable, deselect the option after printing.
4. Click **OK**

5. In the top left corner of the Word window, click the **OFFICE BUTTON**  » select **PRINT**
The *Print* dialog box appears.
6. Click **OK**
The document is printed with its file properties.

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