

Figure 165: Signature line example

Removing personal data

You may wish to ensure that personal data, versions, comments, hidden information, or recorded changes are removed from files before you send them to other people or create PDFs from them.

In **Tools > Options > LibreOffice > Security**, click the **Options** button to display a dialog (Figure 166) where you can set LibreOffice to warn you when files contain certain information and/or automatically remove personal information on saving.

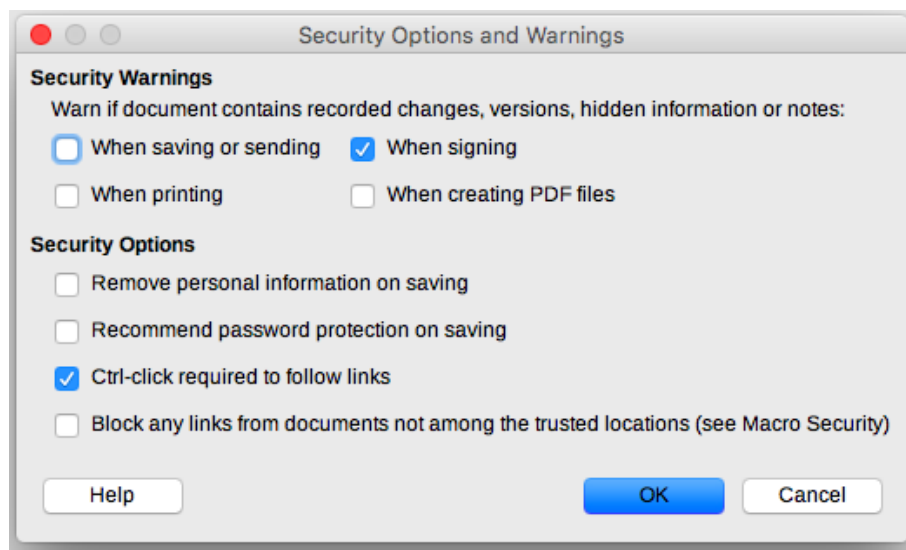


Figure 166: Set security warnings and options

To remove personal and some other data from a file, go to **File > Properties**. On the General tab, uncheck **Apply user data** and click the **Reset Properties** button. This removes any names in the created and modified fields, deletes the modification and printing dates, and resets the editing time to zero, the creation date to the current date and time, and the version number to 1.

To remove version information, either (a) go to **File > Versions**, select the versions from the list and click **Delete**, or (b) use **Save As** and save the file with a different name.

Redaction

You can redact documents to remove or hide sensitive information, to allow the selective disclosure of information in a document while keeping other parts of the document secret. For example, when a document is subpoenaed in a court case, information not specifically relevant to the case at hand is often redacted.

To redact a document:

- 1) Open the document in Writer.
- 2) Click **Tools > Redact** on the Menu bar, and wait for the document to be prepared for redaction and transferred to Draw. The Redaction toolbar (Figure 167) opens.