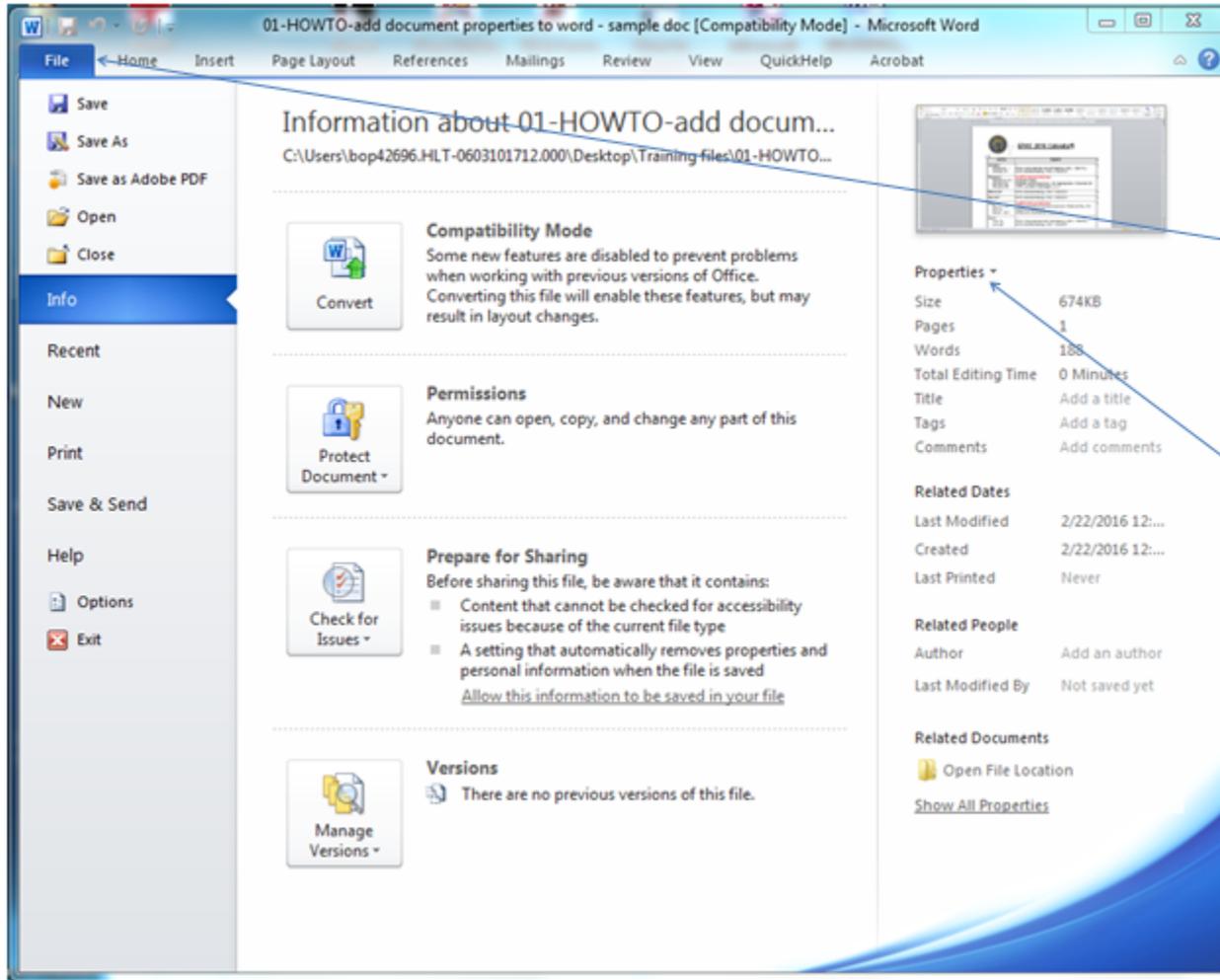


# 01-HOWTO-Add Document Properties to Word Document

This document file provides step-by-step instructions on how to Add Document Properties to Word Document. Please see the attached file for an exercise if needed.

Note: the information in these files has been altered and/or deleted from the original file to illustrate key learning concepts. Please let me know if anything is not working.

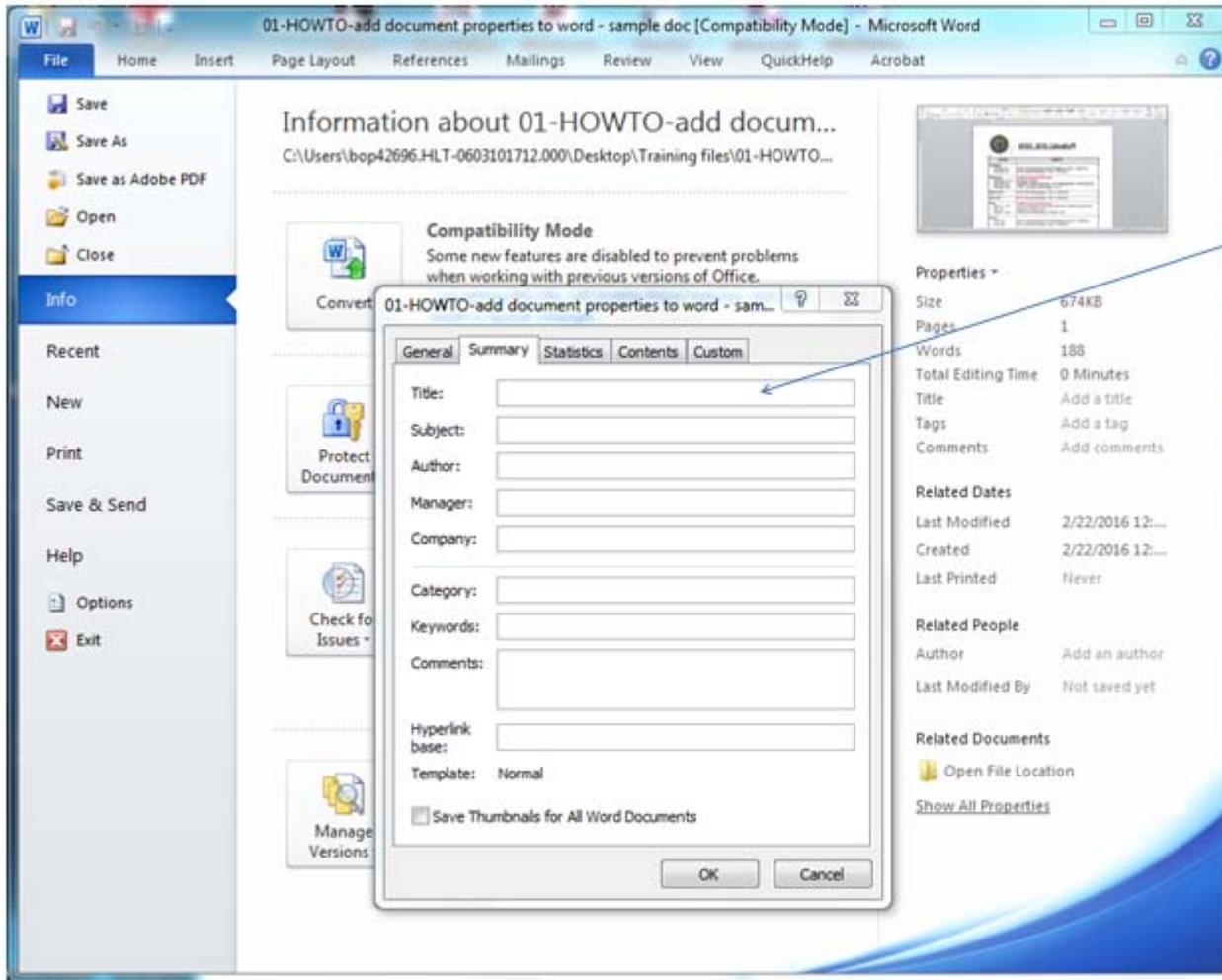
Screen shot 1



Select from the **File** Menu → **Info**.

Click here and then select **Advanced Properties**.

Screen shot 2



Fill out the information.