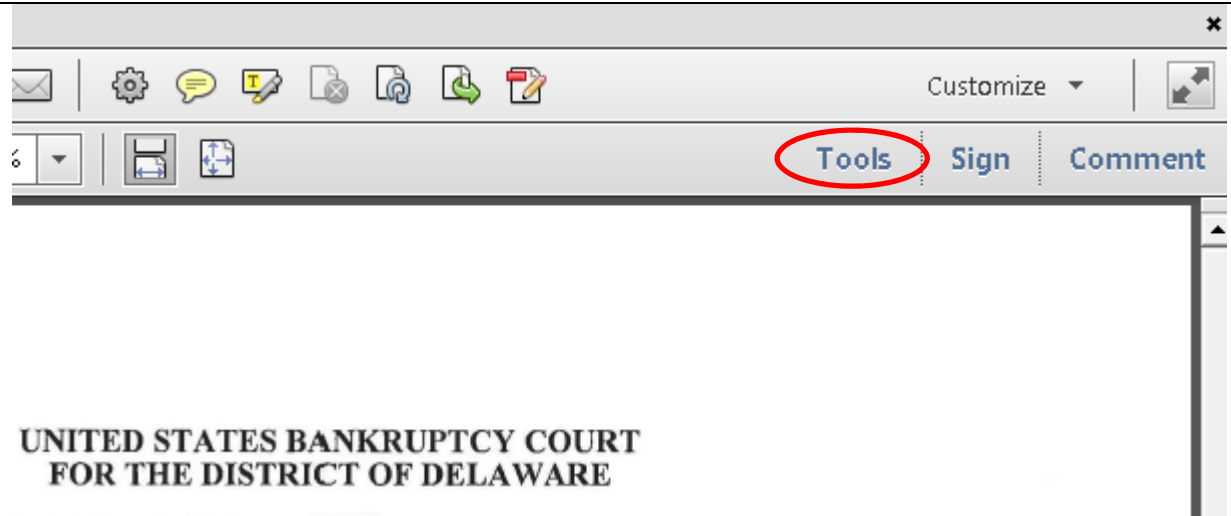





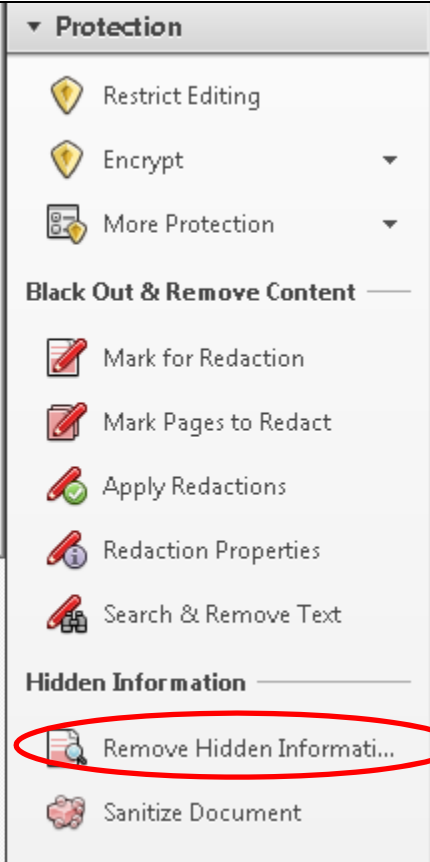
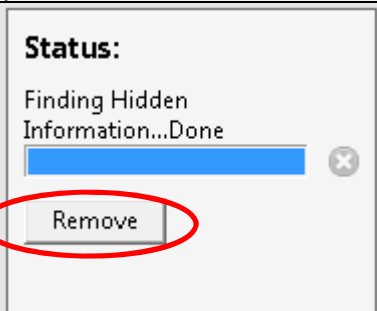
United States Bankruptcy Court
District of Delaware

Removing Metadata from PDF documents

Enabling a Header on CM/ECF Documents

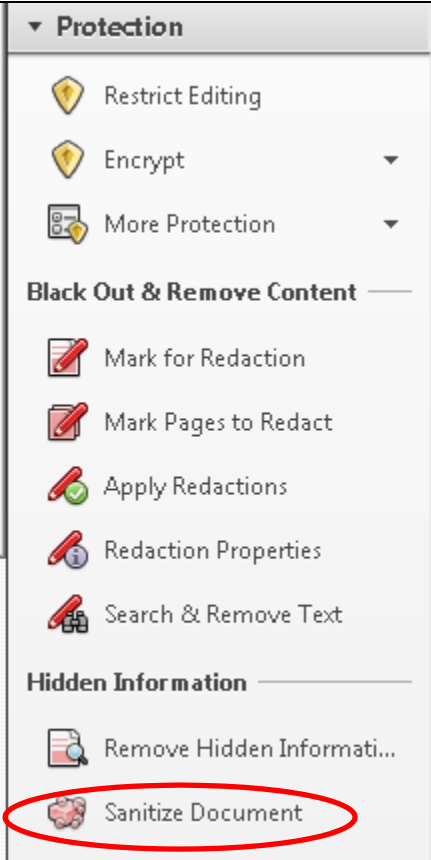
<p>1. Open the document in Adobe Acrobat, and click Tools at the top right</p>	 <p>The screenshot shows the Adobe Acrobat interface. The top toolbar contains several icons. The 'Tools' button is circled in red. Below the toolbar, the text 'UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF DELAWARE' is visible.</p>
<p>2. From Tools menu, select Protection</p>	 <p>The screenshot shows the 'Tools' menu open. The 'Protection' option is circled in red. Other options in the menu include Content Editing, Pages, Interactive Objects, Forms, Action Wizard, Text Recognition, and Analyze.</p>

Enabling a Header on CM/ECF Documents

<p>3. From the Protection menu, select Remove Hidden Information</p>	 <p>The screenshot shows the 'Protection' menu in a software application. The menu items are: Restrict Editing, Encrypt, More Protection, Black Out & Remove Content, Mark for Redaction, Mark Pages to Redact, Apply Redactions, Redaction Properties, Search & Remove Text, Hidden Information, Remove Hidden Information... (circled in red), and Sanitize Document.</p>
<p>4. Once the information is removed, click the Remove button</p>	 <p>The screenshot shows a 'Status' dialog box with the text 'Finding Hidden Information...Done' and a progress bar. The 'Remove' button is circled in red.</p>

Enabling a Header on CM/ECF Documents

5. From the Protection menu, select **Sanitize Document**



Enabling a Header on CM/ECF Documents

6. Rename the document, and click **Save**

The metadata has now been removed, select the newly named document when uploading order.

