SLO 1.8

Customizing Document Properties

Document properties are details about a document. These details are not visible in the text of the document but are included as hidden information within the document. Document properties include fields such as *Title*, *Author*, *Comments*, *Subject*, *Company*, *Created*, and *Last Modified*. Several document properties are automatically generated, such as *Words*, *Total Editing Time*, and *Last Modified*, whereas other document property details are edited individually.

Document Properties

Document properties are viewed and edited in the *Info* area on the *Backstage* view. Document properties are saved within the document and can be viewed by others.

HOW TO: Add Document Properties

1. Click the **File** tab to display the *Backstage* view.
2. Click **Info** on the left to display the *Info* area in the *Backstage* view.
3. Review the document properties on the right side of the Info area (**Figure 1-75**).
   - Document property field names are listed on the left, and the information in these fields displays on the right.
4. Click a field and type information to edit the document property.
   - Several properties cannot be changed because they are automatically generated by Word.
5. Click the **Show All/Fewer Properties** link at the bottom of the list of properties to display more or fewer document property fields.
6. Click the **Back** arrow in the upper-left corner of the *Backstage* view to return to the document when you finish entering and reviewing document properties.
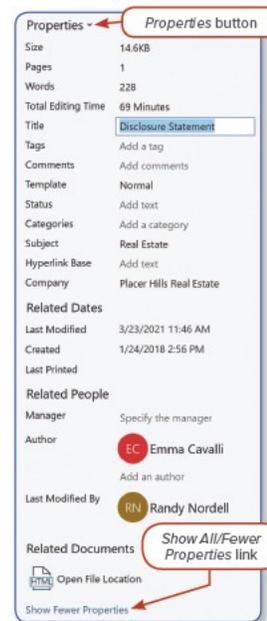
ANOTHER WAY

Click the **Properties** button [*View* tab, *SharePoint* group] to display the *Info* area on the *Backstage* view.

Figure 1-75 Document properties on the *Backstage* view

Advanced Properties

In addition to viewing and editing the document properties on the *Backstage* view, you can also display document properties in the *Properties dialog box* (**Figure 1-76**). In the *Info* area on the *Backstage* view, click the **Properties** button (see **Figure 1-75**) and select **Advanced Properties** to open the *Properties* dialog box.

Figure 1-76 *Properties* dialog box

Use the *Summary* tab to modify the document properties. The title of the *Properties* dialog box is contextual. The file name displays before *Properties* in the title bar of the dialog box.

Print Document Properties

You can print document properties using the *Backstage* view. When you print document properties, only a page listing the document properties prints, not the document itself.

HOW TO: Print Document Properties

1. Click the **File** tab to open the *Backstage* view.
2. Select **Print** on the left.
3. Click **Print All Pages** and select **Document Info** from the drop-down list (**Figure 1-77**).
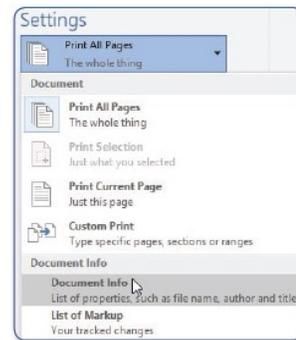4. Click the **Print** button to print the document properties.

Figure 1-77 Print document properties