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Office 2003/XP Add-in: Remove Hidden Data

With this add-in you can permanently remove hidden data and collaboration data, such as change tracking and comments, from Microsoft Word, Microsoft Excel, and Microsoft PowerPoint files.

Quick Info

File Name:	rhdttool.exe
Download Size:	260 KB
Date Published:	7/14/2004
Version:	1.1

Overview

With this add-in you can permanently remove hidden and collaboration data, such as change tracking and comments, from Word 2003/XP, Excel 2003/XP, and PowerPoint 2003/XP files.

When you distribute an Office document electronically, the document might contain information that you do not want to share publicly, such as information you've designated as "hidden" or information that allows you to collaborate on writing and editing the document with others.

The Remove Hidden Data add-in is a tool that you can use to remove personal or hidden data that might not be immediately apparent when you view the document in your Microsoft Office application.

You can run the Remove Hidden Data add-in on individual files from within your Office XP or Office 2003 application. Or, you can run Remove Hidden Data on multiple files at once from the command line. In either case, to run the tool you must have the application installed in which the document was created.

The Offrhdreadme.htm file included with the add-in includes a complete list of all of the types of data that the tool will help to remove. By default, you can locate this file in the \Program Files\Microsoft Office\Remove Hidden Data Tool\1033 directory in the drive where you installed the tool. If you installed the tool to a different directory, you can locate this file in the \1033 directory, a subdirectory of the add-in installation folder.

Notes**Office 2003/XP Add-in Remove Hidden Data English**[Download](#)**Change language**English **Related Resources**

- [Microsoft Office Online](#)
- [Microsoft Office Resource Kit](#)
- [Download SP1 for Office 2003](#)
- [Discover Ways to Work Smarter](#)

- You should run the Remove Hidden Data add-in on files when you are ready to publish them. This is because some of the data that the tool removes is used by Office for collaboration features, such as Track Changes, Comments, and Send for Review.
- You should always save to a new file name, rather than overwrite the original file with the new document, in order to preserve a copy of the document containing the original data.
- The Remove Hidden Data add-in does not work with Information Rights Management-protected or digitally-signed files.

System Requirements

- **Supported Operating Systems:** Windows 2000 Service Pack 4, Windows Service Pack 1

Note: The Remove Hidden Data add-in has not been tested on Microsoft Windows Also, the add-in cannot be installed on Windows 98 or Windows Millennium Edition.

- **This download works with the following Office applications:**
 - Microsoft Office Excel 2003
 - Microsoft Office PowerPoint 2003
 - Microsoft Office Word 2003
 - Microsoft Excel 2002
 - Microsoft PowerPoint 2002
 - Microsoft Word 2002

Instructions

To install this download:

1. Download the file by clicking the **Download** button (above) and saving the your hard disk.
2. Double-click the **rhdttool.exe** program file on your hard disk to start the set program.
3. Follow the instructions on the screen to complete the installation.

Instructions for use:

After you install the Remove Hidden Data add-in, open the document you want to then, on the **File** menu, click **Remove Hidden Data**.

Note: If you do not see the **Remove Hidden Data** command on the **File** menu, click the following:

1. On the **Tools** menu, point to **Options**, and then click the **Security** tab.
2. Under **Macro Security**, click **Macro Security**.
3. Click the **Trusted Publishers** tab.
4. Select the **Trust all installed add-ins and templates** check box, and then **OK** twice.

Alternatively, after you've installed the Remove Hidden Data add-in, you can run it a command line prompt. For complete instructions see the Offrhdreadme.htm file, located in the add-in installation folder.

To remove this download:

To remove the download file itself, delete the file **rhdttool.exe**.

1. On the **Start** menu, point to **Settings** and then click **Control Panel**.
2. Double-click **Add/Remove Programs**.
3. In the list of currently installed programs, select **Remove Hidden Data tool** then click **Remove** or **Add/Remove**. If a dialog box appears, follow the instructions to remove the program.
4. Click **Yes** or **OK** to confirm that you want to remove the program.

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