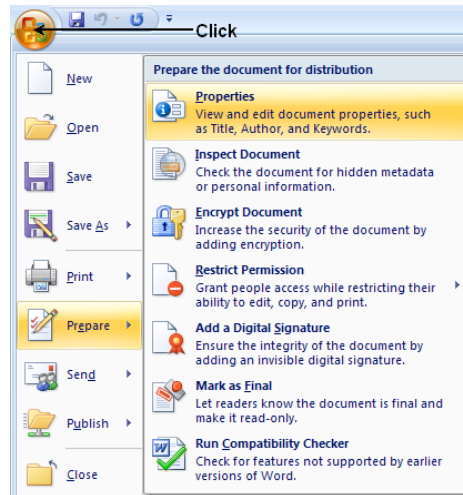
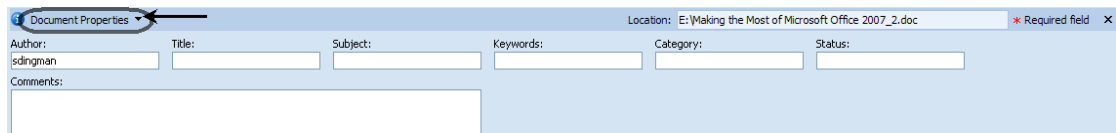


Document Properties: Describes a file. If you manage several files, you can use this to identify each file.

1. In Word 2007, click the **Microsoft Office Button**  , point to **Prepare**, and then click Properties



2. Enter information about your file in the text boxes. To record more information, click Documents Properties—Advance Properties



3. Click on **Summary** tab to display **Document Properties** dialog box. Type information, click **OK**.

