To add or replace document properties data

To make the final reports 508 compliant, it will be necessary to embed information into the document properties. Specifically, this will require entering the following information (1) Title, (2) Subject, and (3) Keywords into the document properties. Please follow the instructions below to access the document properties for the final report templates.

***For Word 2013***

Click on Properties icon (see screen shot)



Or

File tab, Properties (right column), Show Document Panel.



(For earlier versions of Word, document properties can be found on the File pull down menu.)