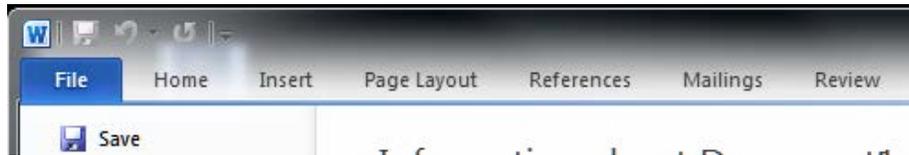
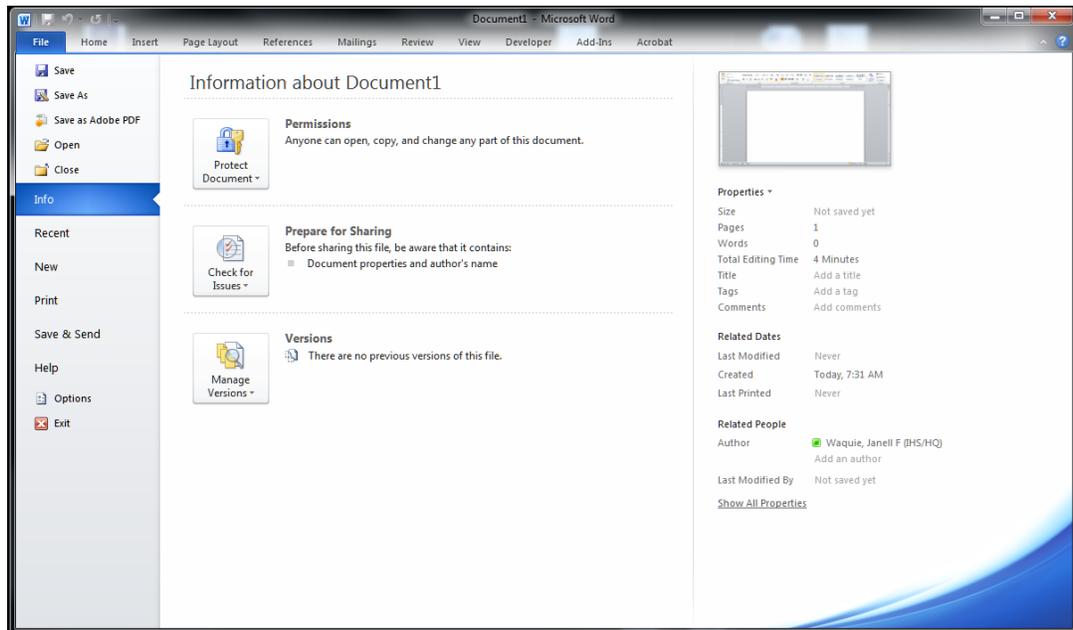


## Properly Filling Out the Document Properties in Word 2010

### 1. Select the **File** Tab



### 2. Select **Info** on the left

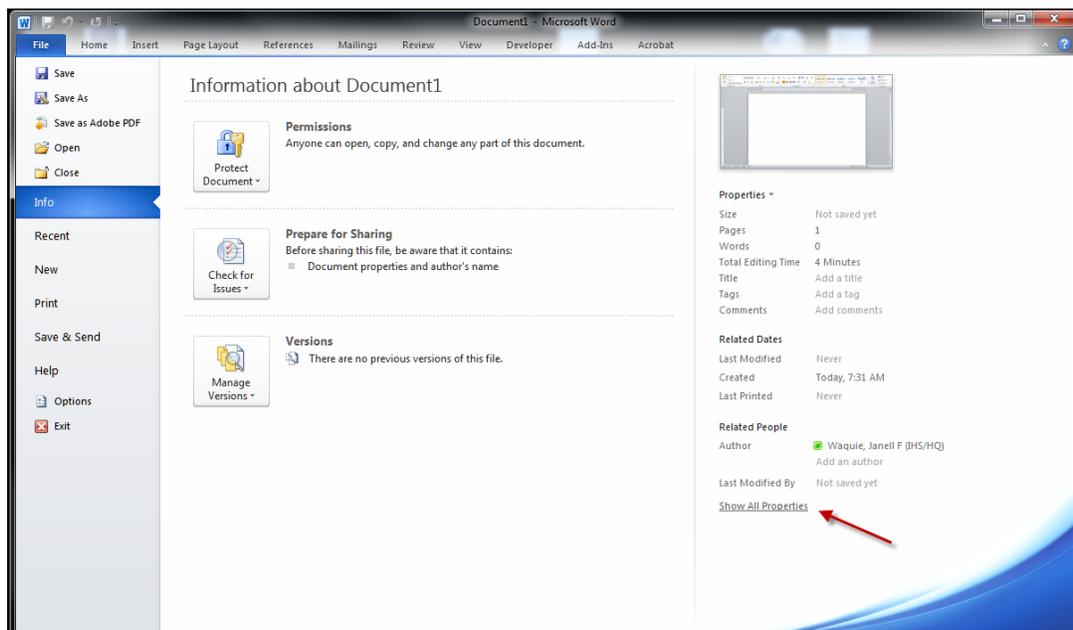


Properties	
Size	Not saved yet
Pages	1
Words	0
Total Editing Time	4 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates	
Last Modified	Never
Created	Today, 7:31 AM
Last Printed	Never

Related People	
Author	Waquie, Janell F (JHS/HQ) Add an author
Last Modified By	Not saved yet

### 3. On the right, in the Properties pane, click on **Show All Properties** at the bottom of the page.



Properties	
Size	Not saved yet
Pages	1
Words	0
Total Editing Time	4 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates	
Last Modified	Never
Created	Today, 7:31 AM
Last Printed	Never

Related People	
Author	Waquie, Janell F (JHS/HQ) Add an author
Last Modified By	Not saved yet

[Show All Properties](#)

4. In the **Properties** pane, fill out the following fields:

- **Title** – The title of the document, not the filename
- **Tags** – Basic words that you would use during a search for the document
- **Subject** – Brief summary of the subject, similar to the subject of a memo
- **Author** – Your IHS Area, Agency, Office, or Division



Properties ▾	
Size	Not saved yet
Pages	1
Words	0
Total Editing Time	4 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments
Template	Normal
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	Specify the company
Related Dates	
Last Modified	Never
Created	Today, 7:31 AM
Last Printed	Never
Related People	
Manager	Specify the manager
Author	<input checked="" type="checkbox"/> IHS/Web Services Add an author
Last Modified By	Not saved yet
<a href="#">Show Fewer Properties</a>	

To totally make your Word document Section 508 compliant, ensure:

- All images/graphics in the document are alt tagged.
- Table header rows repeat, if the table spans across more than one page.
- Hyperlinks are active and absolute urls are displayed. In other words, http:// should appear at the beginning of a url and not begin with www.
- Automatic bullet lists are used. Special wingding bullets are prohibited.
- Watermarks are not used.
- Floating text boxes or floating graphics are not used.
- Color alone is not used for emphasis. Example: All text in red have been added. The disabled reader will not know what is in red.

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