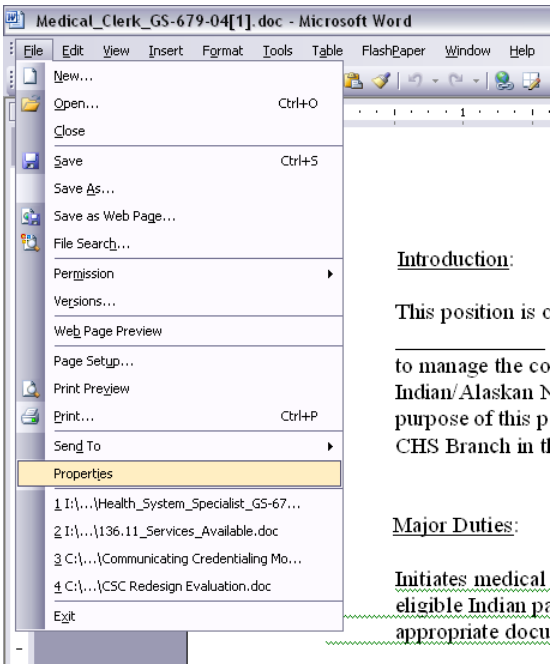
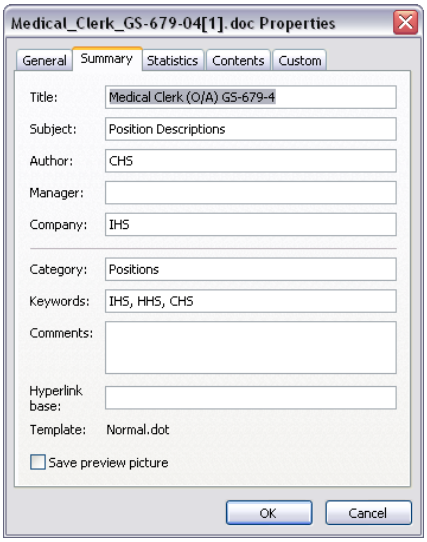
Properly filling out the Document Properties in a Word Document

1. Select **File > Properties**



2. In the Properties window, click on the **SUMMARY** tab, fill in:
   - **Title** (Title of document not the file name)
   - **Subject** (document subject)
   - **Author** (Should be an IHS agency name)
   - **Company** (IHS)
   - **Category** (subject categorization)
   - **Keywords** (basic words you would use if you were searching for the document via Google)

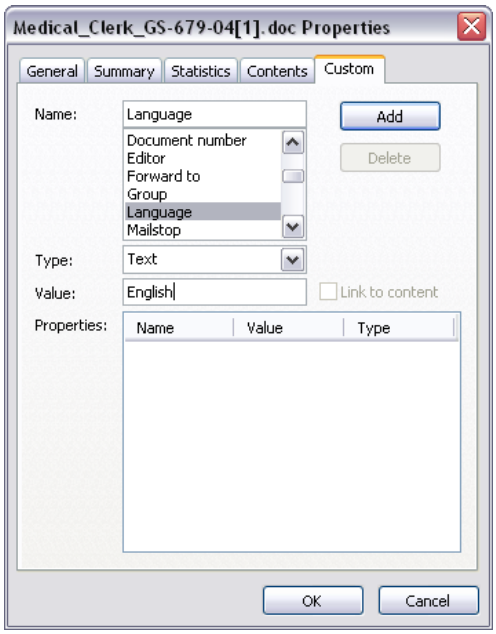
   (don't select OK yet)



3. Then, select the **CUSTOM** tab:
   1. Scroll and select **Language** from the list
   2. Type field should be **Text**
   3. Value field type in **English**

4. Select **ADD**. Language with the correct properties will appear on the list

5. Select **OK**



6. Save document.