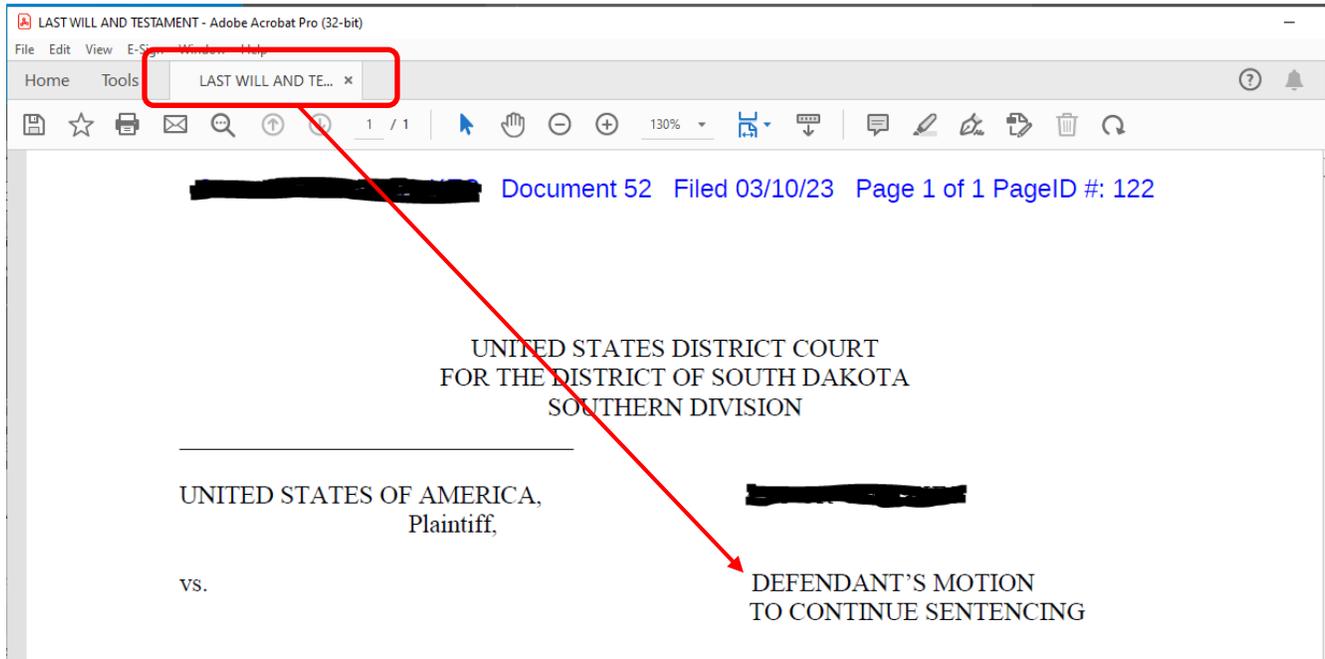


Remove 'Title' PDF Documents

When a file has been converted to Adobe and uploaded to CMECF, we've noticed that some documents contain a 'Title' that is different from the document file name. In the example below, shows a 'Defendant's Motion to Continue Sentencing' but the tab 'Title' is named 'Last Will and Testament'.

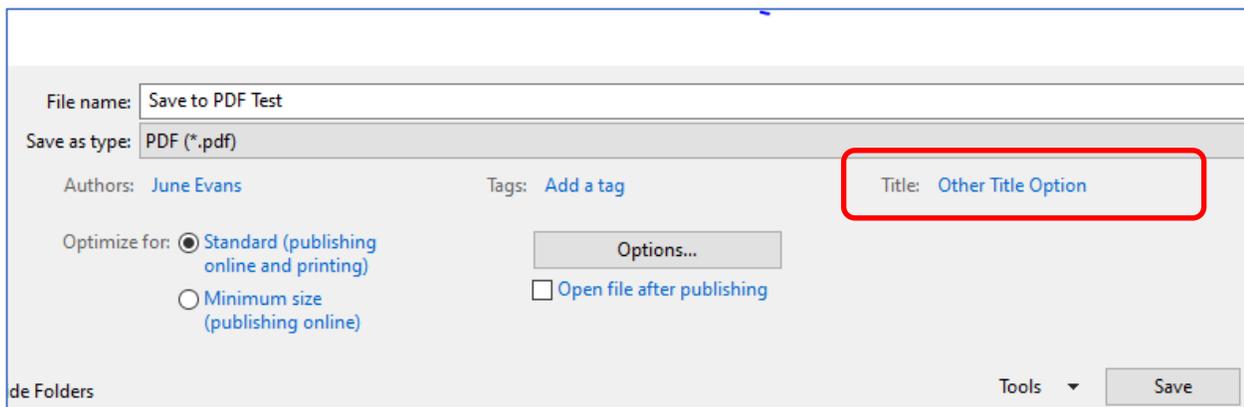
The following procedures will help you to remove the 'Title' from the document.



MS Word

When saving your Word document as a PDF, **DO NOT** fill in the 'Title' field. Leave it blank. (See below circled in red.) This is where Adobe grabs the information for the 'Tab' title.

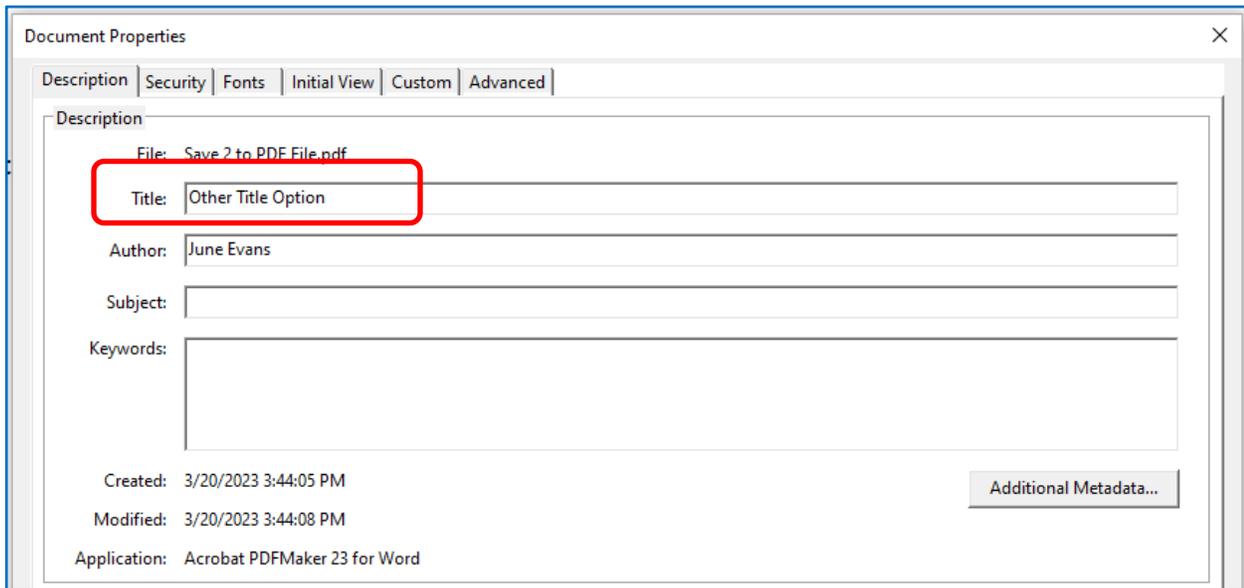
1. Click File
2. Click Save As
3. Type a filename. In the 'Save as Type', click the down arrow and select PDF.
4. In the Title field, if information is listed, simply click in the field and delete it.



Adobe

To remove the tab Title **AFTER** converting to PDF.

1. Click File
2. Click Properties
3. In the Description tab, click in the Title field and delete the information.
4. Click OK. Click Save to save your changes.



The screenshot shows the 'Document Properties' dialog box with the 'Description' tab selected. The 'Title' field is highlighted with a red rectangle and contains the text 'Other Title Option'. Other fields include 'Author: June Evans', 'Subject:', and 'Keywords:'. At the bottom, it shows 'Created: 3/20/2023 3:44:05 PM', 'Modified: 3/20/2023 3:44:08 PM', and 'Application: Acrobat PDFMaker 23 for Word'. There is an 'Additional Metadata...' button on the right side.

Document Properties

Description | Security | Fonts | Initial View | Custom | Advanced

Description

File: Save 2 to PDF File.pdf

Title: Other Title Option

Author: June Evans

Subject:

Keywords:

Created: 3/20/2023 3:44:05 PM

Modified: 3/20/2023 3:44:08 PM

Application: Acrobat PDFMaker 23 for Word

Additional Metadata...