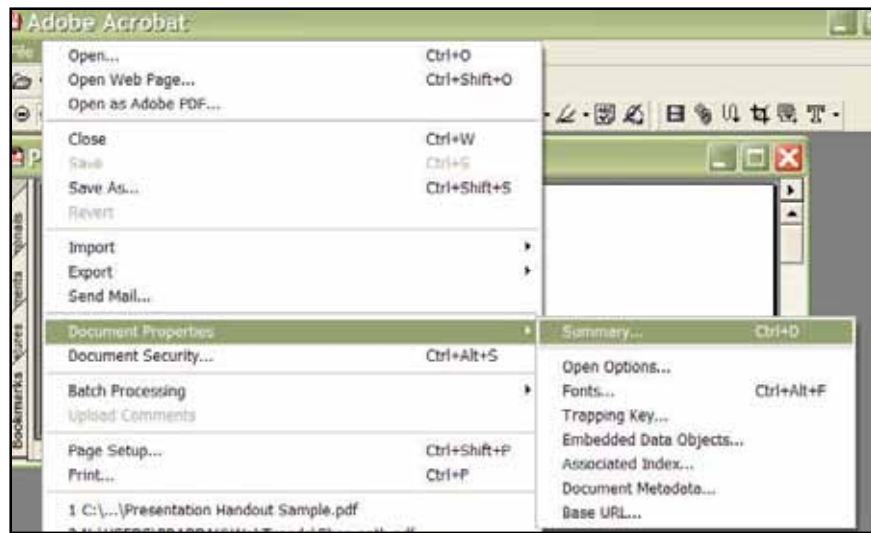


## Entering File Properties Information

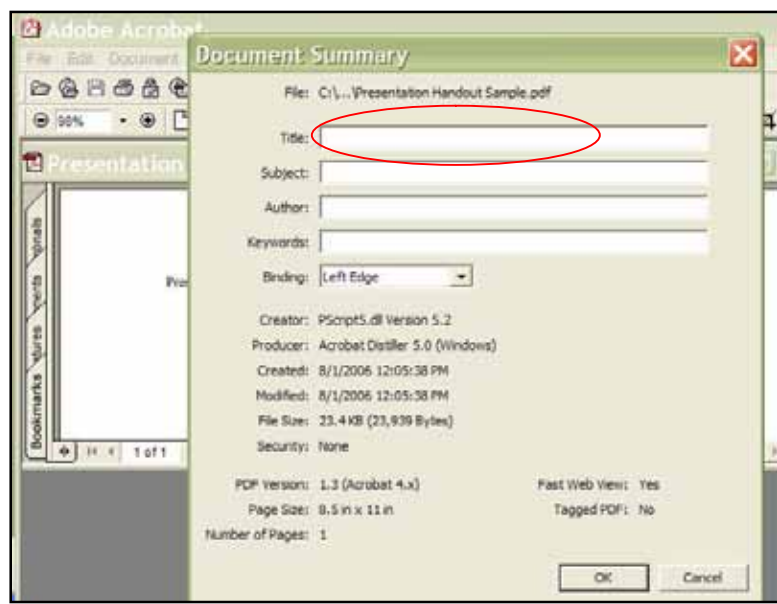
It is important to enter accurate information in the file properties of the final draft of your submitted document. ASHA's Web site search engine uses this information to display results when a search is conducted. Often files contain information by default in file properties of which you might be unaware. Most important is the title - anything in the title in file properties will show up in search results. You should enter the title of your presentation in the title field. To enter file properties:

### Adobe Acrobat (.pdf files)

For .pdf files in Adobe Acrobat, click File, Document Properties, then Summary. In newer versions of Acrobat, simply click File, Properties.



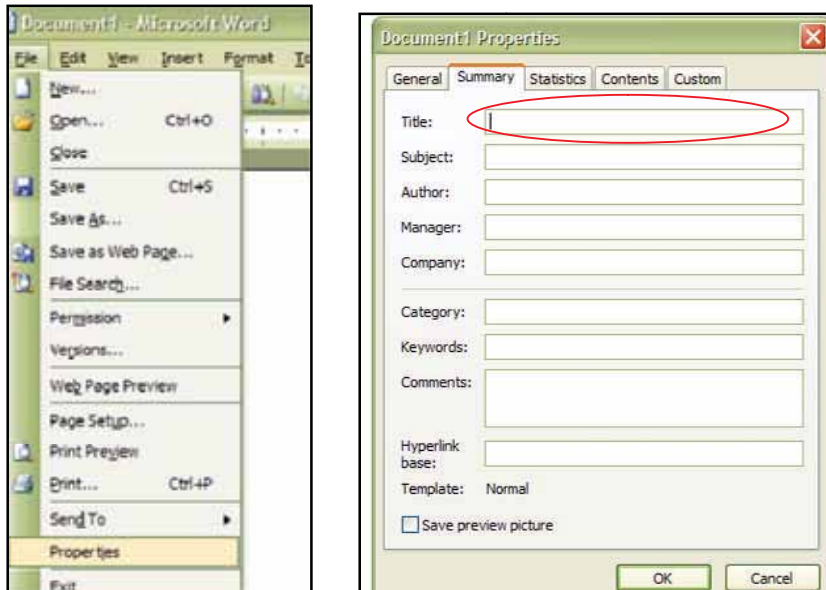
Enter the title in the title box and click OK, then save the file.



## Word and PowerPoint

### 2003

Click File, then Properties. Enter the title in the title box and click OK, then save the file.



### 2007

Click the Office button, Prepare, Properties. Enter the title in the title box, then save the file.

