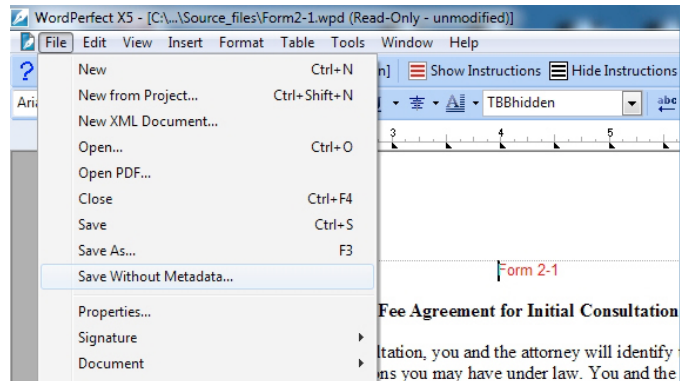


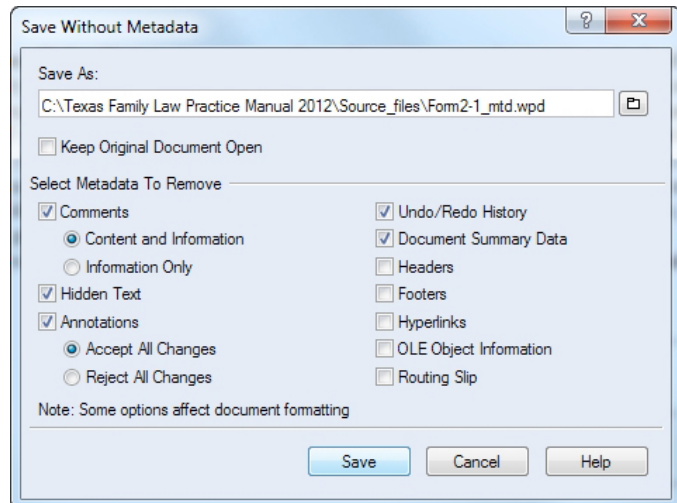
Preparing WordPerfect Forms for E-Filing

To remove comments, hidden text, and other metadata before filing or sharing a document electronically, using WordPerfect version X3 or later, launch the ASave Without Metadata@ tool.

1. In the WordPerfect menu, select File | Save Without Metadata (Alt + F + M).



2. In the Save Without Metadata window that opens, select the categories desired by checking the appropriate boxes (be certain to check the Hidden Text box to ensure that any remaining red, hidden instructional text in the document will also be removed).
3. Click the Save button.



CAVEAT: Although the above steps should remove basic metadata and the form instructions from the WordPerfect forms, electronic files contain all manner of metadata. It's wise to familiarize yourself with the types of data stored by any software you use in the types of files you plan to share and reasonable measures available to remove that data before sharing.