



Welcome to the Competition Platform. This guide will help you understand how to create anonymous PDF files.



If you require assistance for other formats required for the Competition, check to see if there is a specific guide, or contact your IT team.



If you have difficulty understanding how to carry out the operations described in this guide, we suggest you contact your regular IT team.



Did you know that the PDF files you create could contain information about who created them? It is important to cancel this information to avoid being excluded from the Competition.



This information can be inherited from software or computer settings, meaning that it could be there without you knowing about it.



Right click with your mouse on a file and select "properties" and then "details" to verify this information.



This guide will help you eliminate any personal information from PDF file.



ATTENTION!!! This procedure will not modify the content of files, but only the information about the file. All editable content remains under your supervision.



Se hai dei dubbi, è sempre meglio far controllare i file da un esperto, estraneo alle procedure del concorso.



To erase personal information, we suggest to use **PDF Metadata Editor**. This guide is for mac OS High Sierra 10.13 or later.



Good luck from the technical assistance team!

Downloading and Installing PDF Metadata Editor

Go to the website <http://broken-by.me/pdf-metadata-editor/>. Download **PDF Metadata Editor** by clicking on **DOWNLOAD "MAC OS X APP"** and wait for the file to finish downloading.

Download

Installer for Windows and Linux. You need to have Java already installed to run it.

Download "Windows & Linux Jar Installer"
PdfMetadataEditor-2.2.2-installer.jar – Downloaded 55912 times – 9 MB

Mac OS X application.

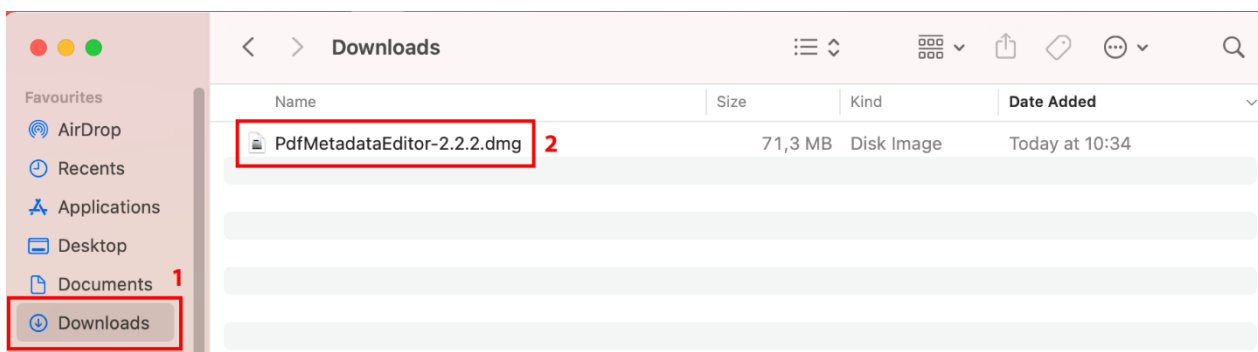


Download "Mac Os X App"
PdfMetadataEditor-2.2.2.dmg – Downloaded 52542 times – 68 MB

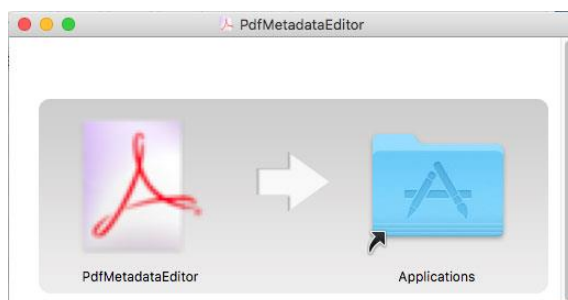
Open the **FINDER**



Click on **DOWNLOAD** (1) and successively double click on **the recently downloaded file** (2).



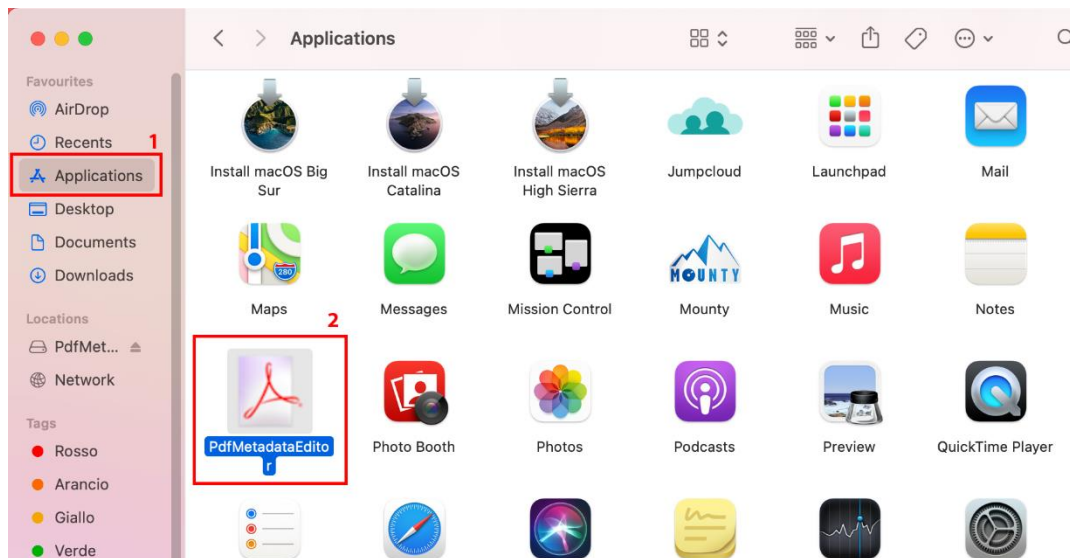
Left click on **icon PDFelement** (1) and drag it above the **APPLICATIONS** folder (2). Wait for this operation of finish.



Open the **FINDER**



Click on **APPLICATION** (1) and successively on **PDF METADATA EDITOR** (2) to open the program.



Confirm that you wish to open the program you have just installed by selecting **OPEN**. Installation is now complete.



How to create anonymous PDF files

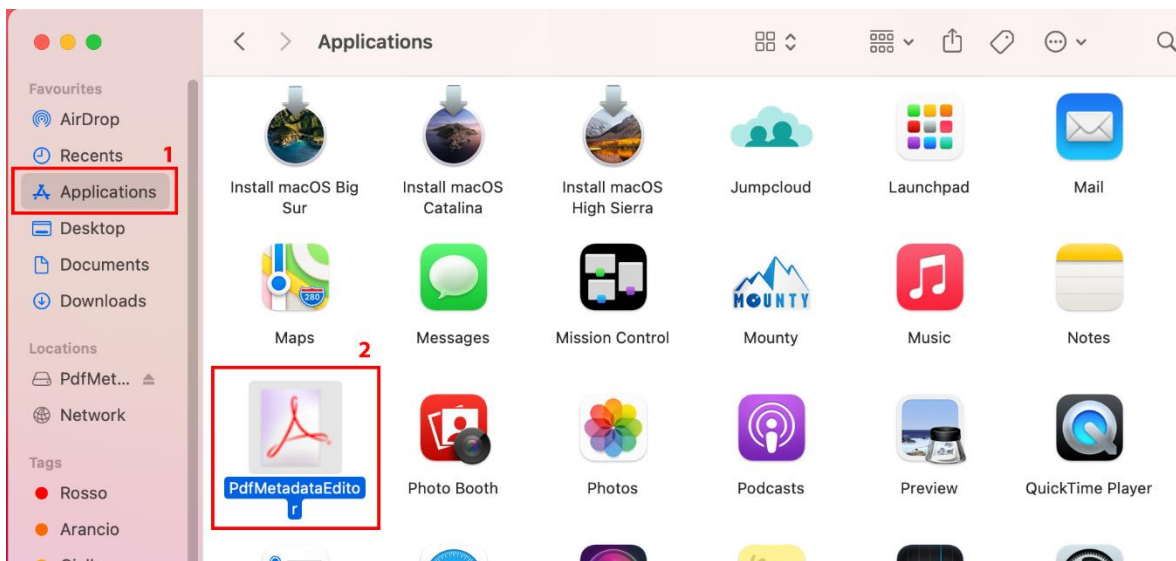
Run the program **PDFelement**



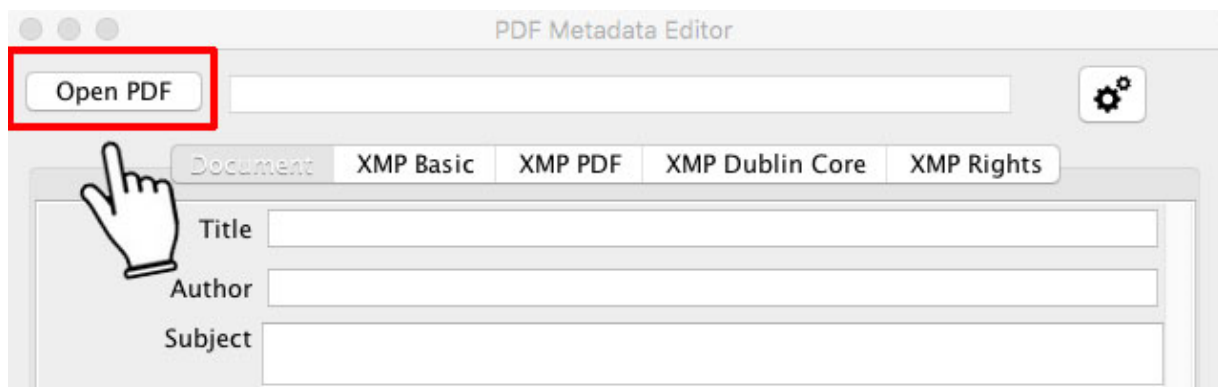
Open the **FINDER**



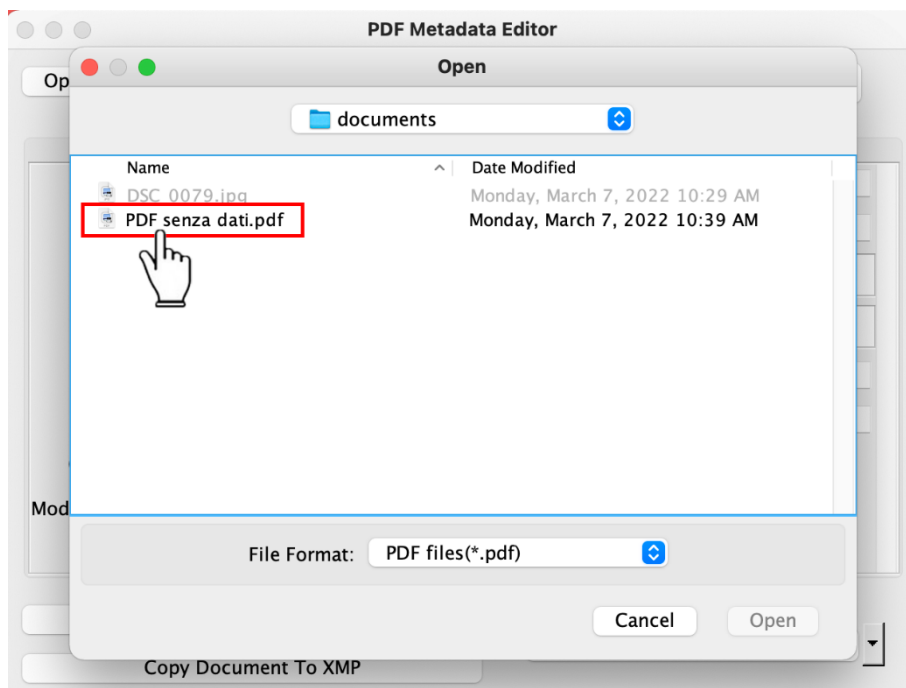
Click on **APPLICATION** (1) and successively on **PDF METADATA EDITOR** (2) to open the program.



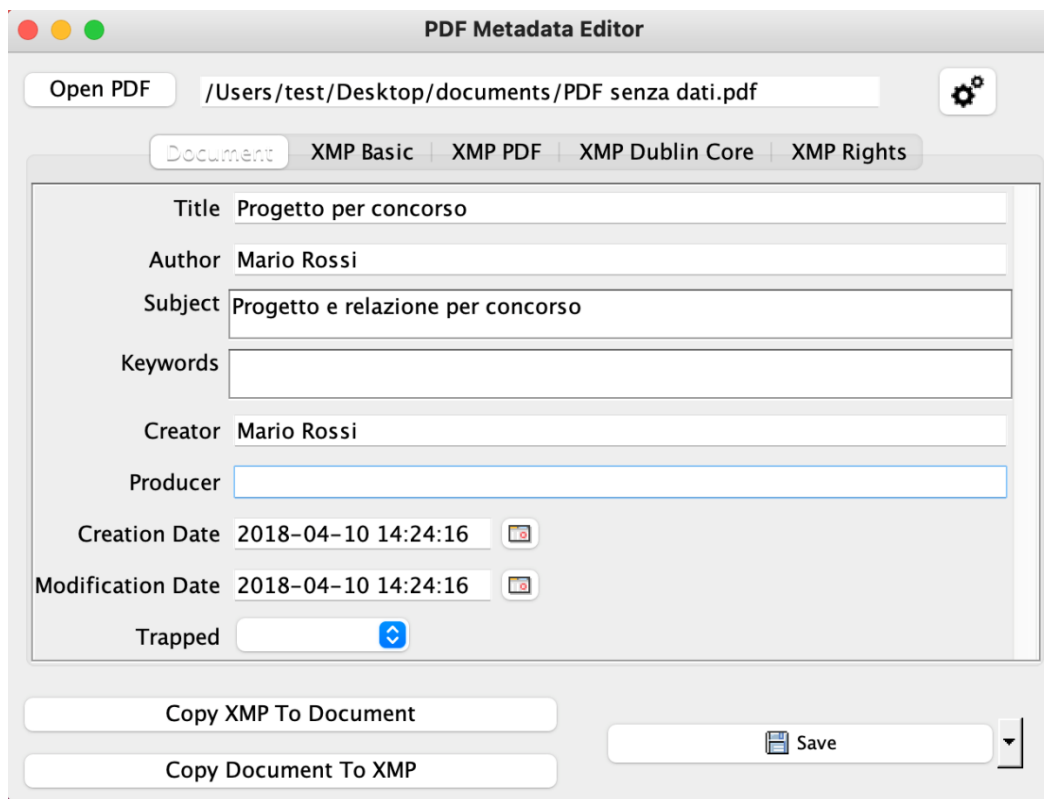
To open the PDF you wish to render anonymous click **OPEN PDF**.



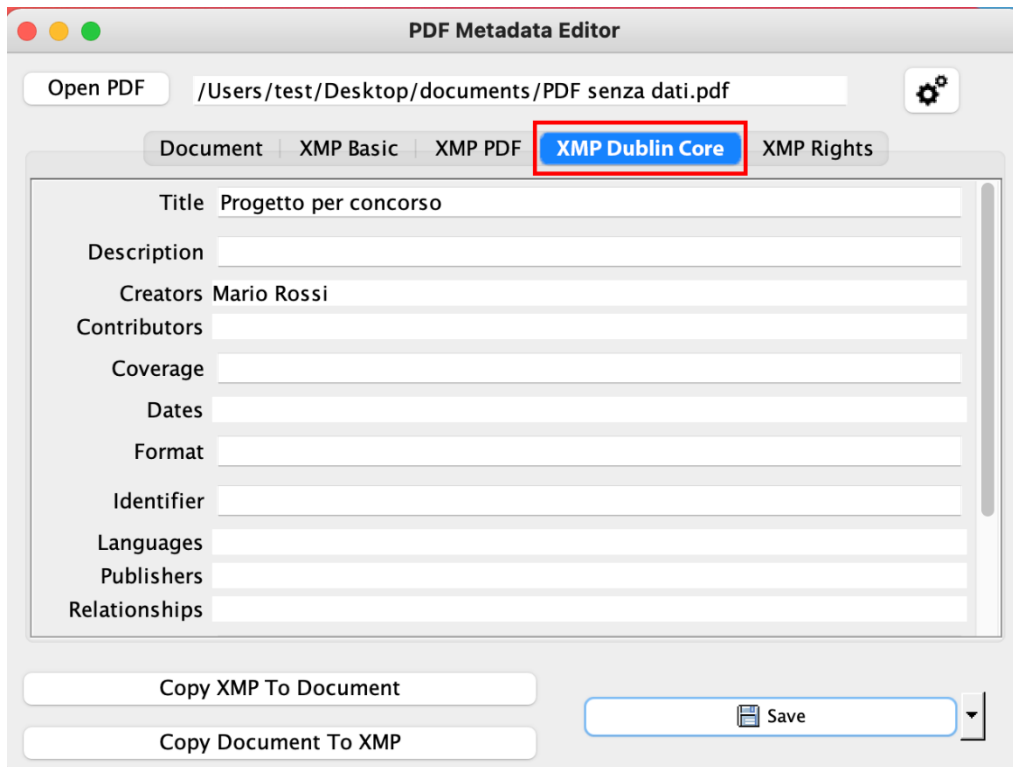
Open the folder containing the PDF file to be rendered anonymous, **select the file** and click **OPEN**. We suggest opening and making files anonymous one at a time.



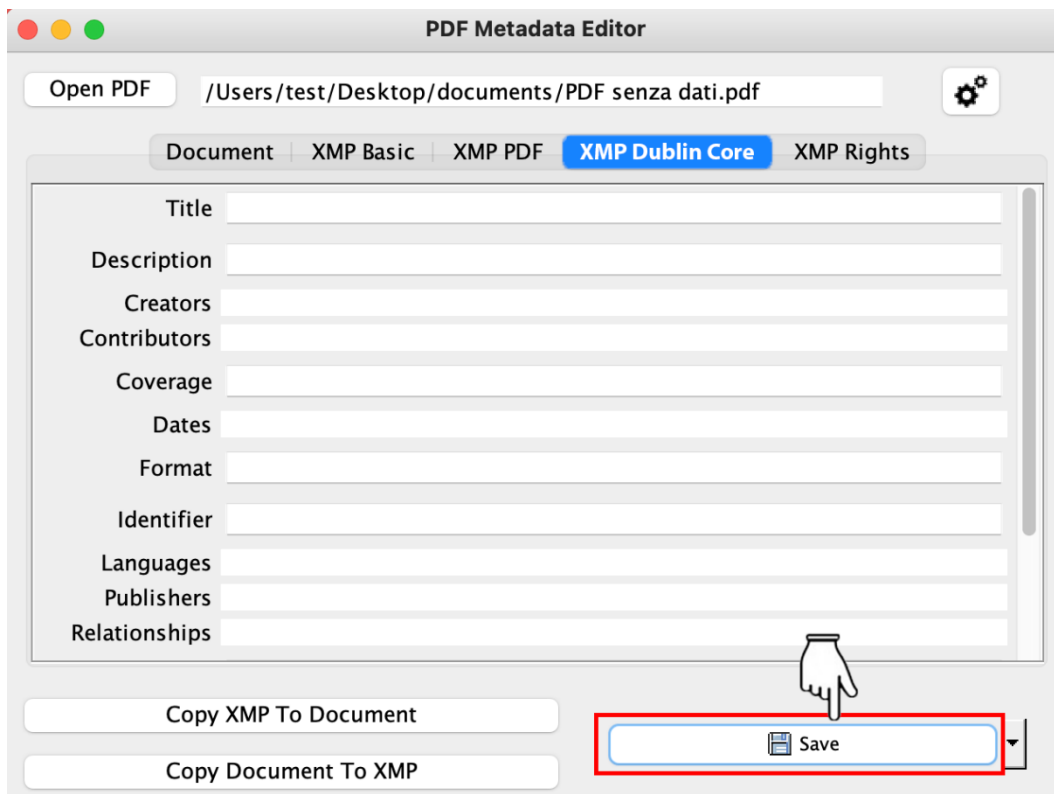
Cancel any information that could identify you. In the example, the following fields must be eliminated: Title, Author, Subject, Creator. Hover above each field, left click to select the text and click **CANC** on the keyboard.



Click on **XMP Dublin Core** and – if present – eliminate any information here that could identify you.



After eliminating all data that could identify you, click **SAVE**.



Repeat this operation for each file you wish to render anonymous.