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** files.

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

If you have doubts, it is always better to seek help from an expert, extraneous to the Competition procedures.
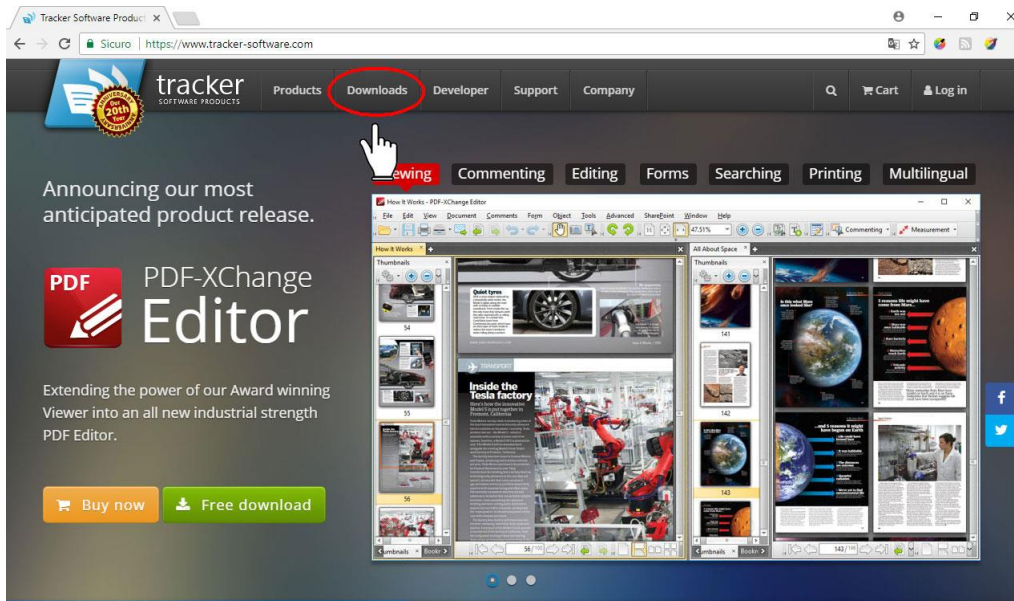
To erase personal information, we suggest to use PDF-XChange Editor. This guide is for Windows OS.
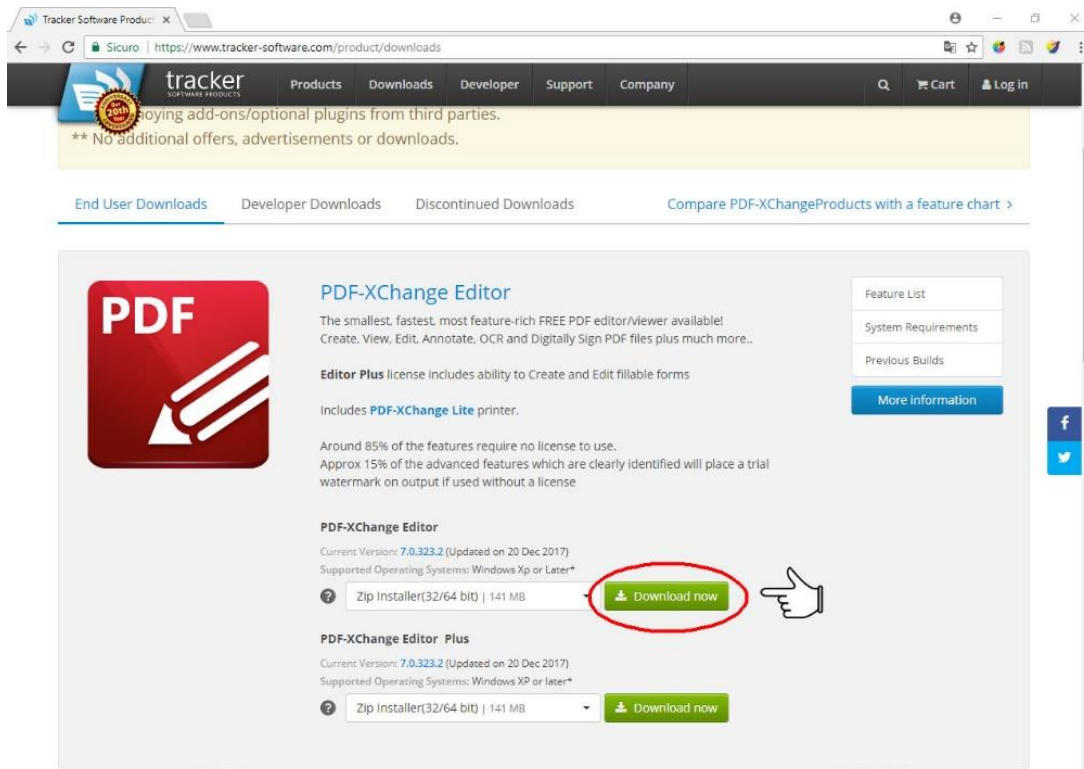
Good luck!

Per assistenza tecnica sull'utilizzo della piattaforma contattare: assistenza.concorsi@kinetica.it, 051/3140699 nei giorni feriali dalle 09 alle 13 e dalle 14 alle 18

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Downloading and installing PDF-XChange Editor

Go to the website https://www.tracker-software.com/ and click on the DOWNLOAD menu.
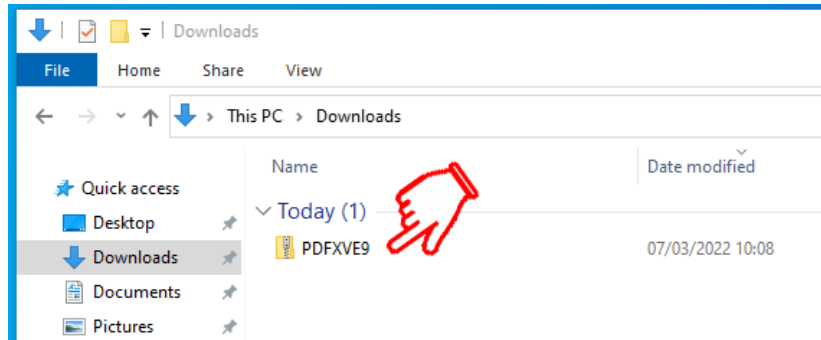

Download the program PDF-XChange Editor by clicking on the **Download Now** button. Wait for the file to download.
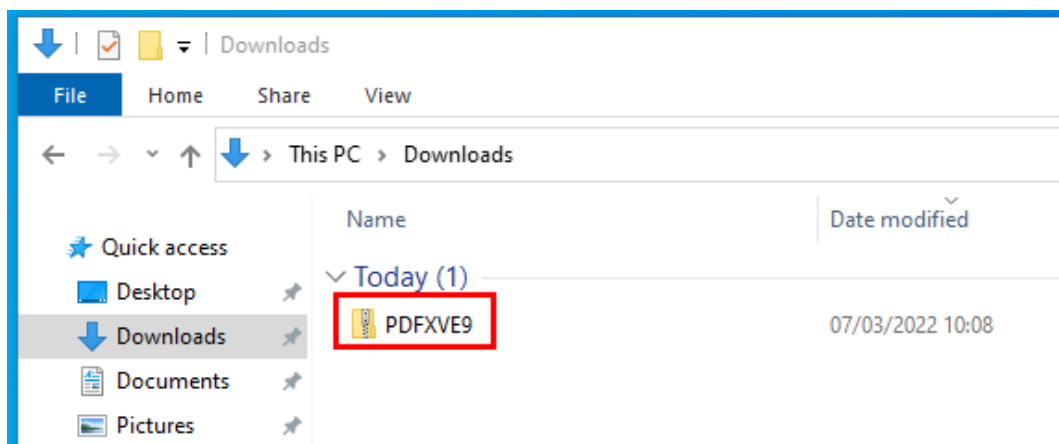

Open the file you have just downloaded, named "**PDFXVExx.zip**". If you have saved it in a particular folder, open it so that you can open the file. Otherwise, the file is automatically saved in the "**Downloads**" folder. If you don't know how to find it, use Explore (or File Explorer in versions of Windows prior to Windows 10).

Attention: **XX** into the **file name** is the version of program. In this guide the version is 9 (**PDFXVE9**).

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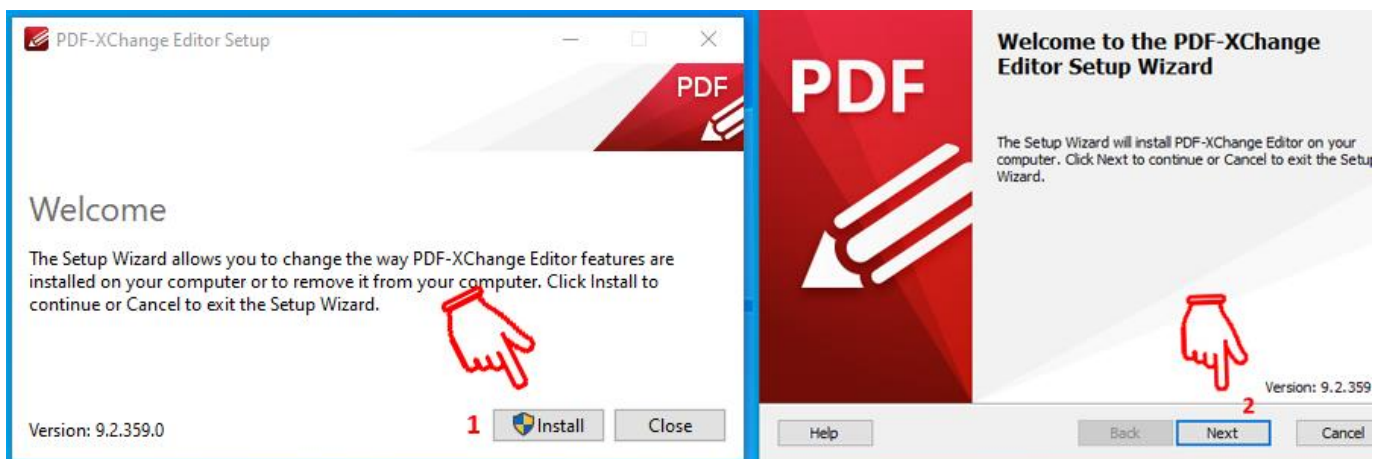Click on **DOWNLOADS**, in the left column.

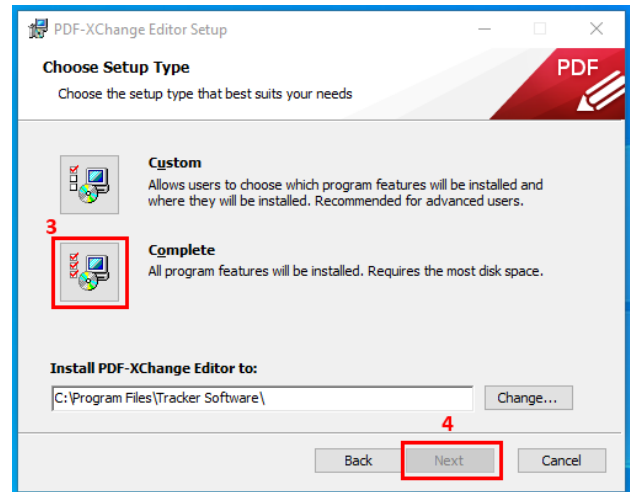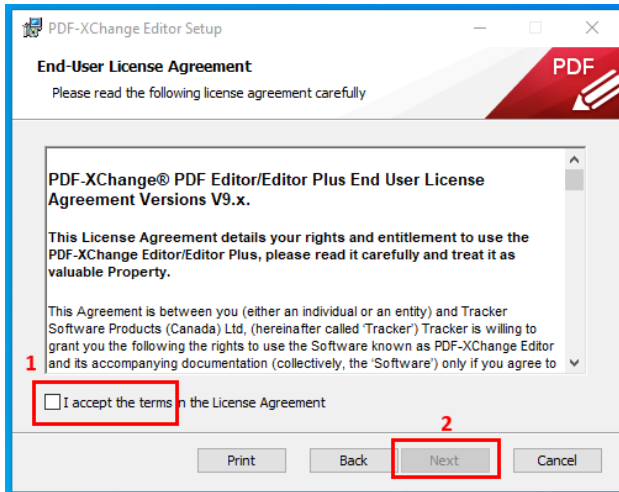Unzip the file **PDFXVE9.zip** once you have found it

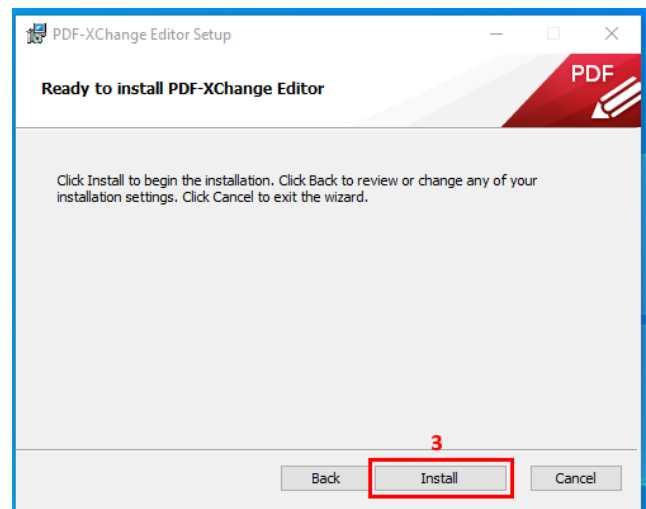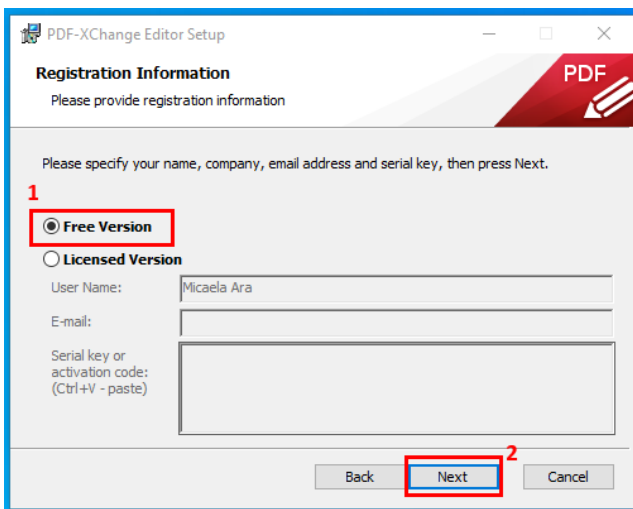To install PDF-XChange Editor double click on the file **PDFXVE9.exe.**

Click on **Install** (1) and successively **Next** (2)

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Click on the **square** next to "*I accept the terms in the License Agreement*" (**1**) and successively **Next** (**2**). In the following window click on **Complete** (**3**) and successively **Next** (**4**)

Click in the circle next to "Free version" (**1**) and successively **Next** (**2**). In the following window click on **Install** (**3**). When installation is complete, click **Finish** and wait for the program to open.

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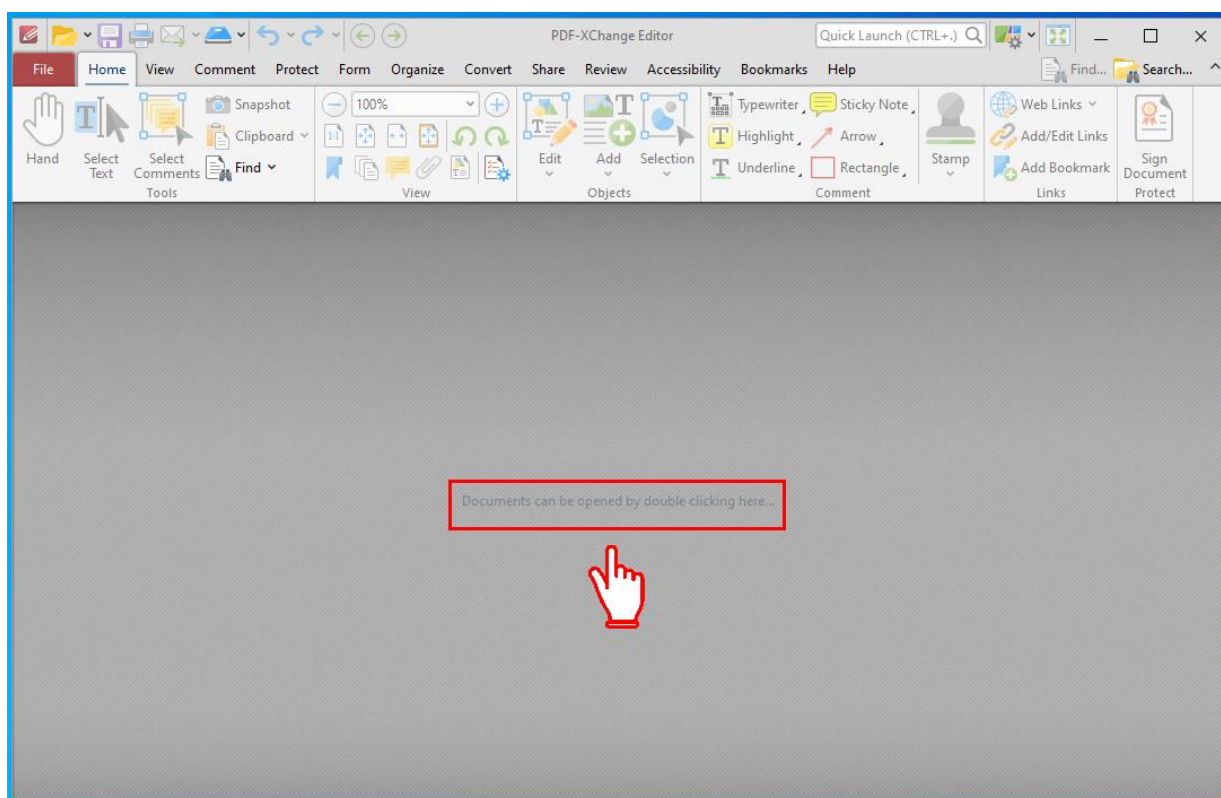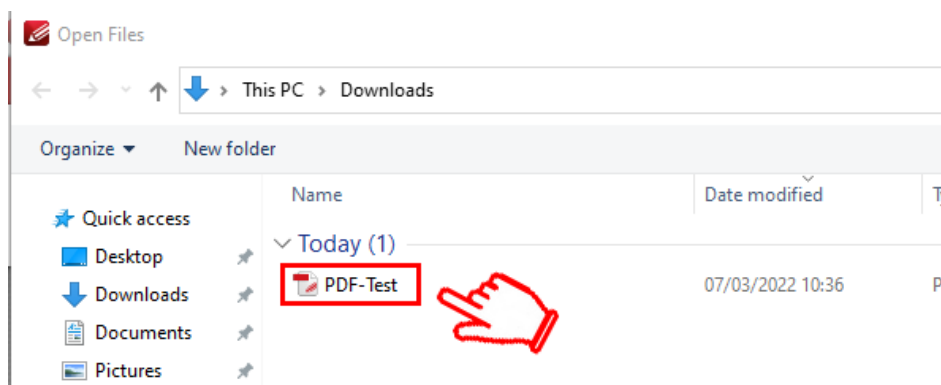
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How to create anonymous PDF files
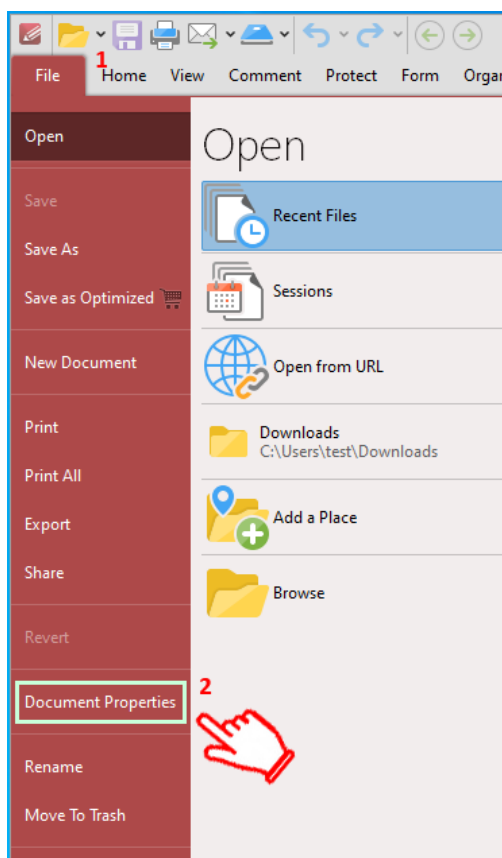
Run the program **PDF-XChange Editor**

To open the PDF file you want to render anonymous **double click on the text** "*You can open an existing file by double clicking here*".
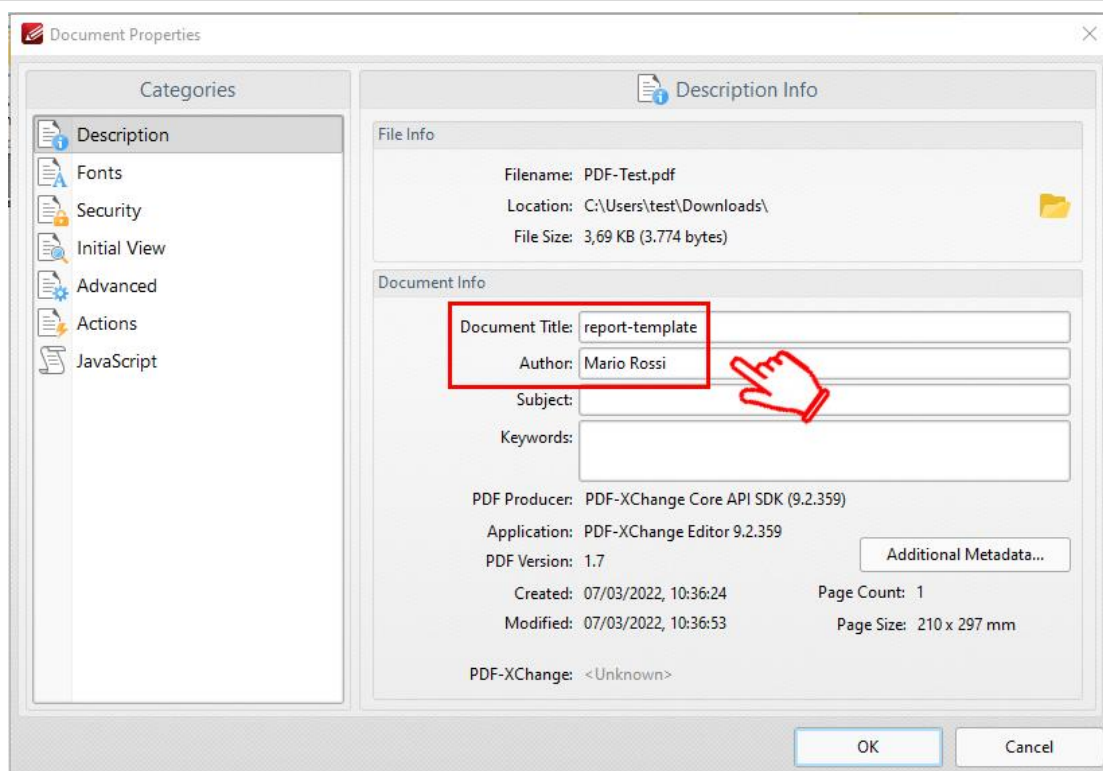
Open the folder containing the PDF files and select the file you wish to render anonymous and click **OPEN**. We suggest making PDF files anonymous one file at a time.
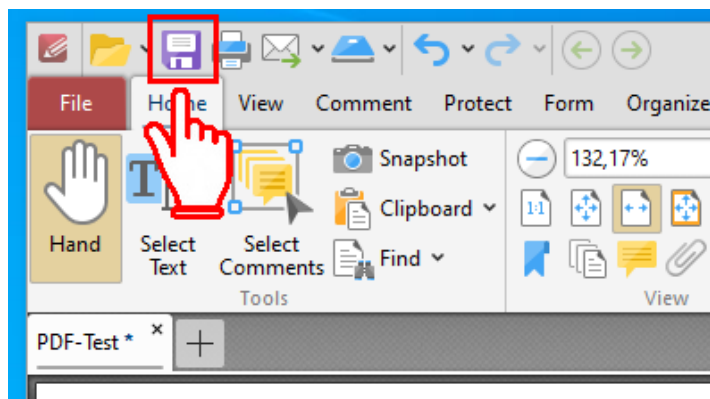
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When the PDF is open select the **FILE** menu at the top (**1**) and successively **DOCUMENT PROPERTIES** (**2**).

In the following window click in the box **AUTHOR** (1), which should contain your name, and cancel it. Also delete **all other information**, if any. Verify that there are no references present in the other text boxes. **Any text should be eliminated**. Confirm the operation by clicking **OK**.

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Save the PDF file by clicking on the icon **SAVE**

Repeat the operation for each PDF file requested by the Competition

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