

How to Use ExifTool to Update PDF File Meta Data Properties

February 22, 2024 – David Bartholomew

This document describes a process that allows the user to update several PDF files at once, replacing the “Title”, “Author” and “Creator” PDF meta-data properties located inside the PDF, with pre-defined values. This is useful before publishing PDF documents to the Internet.

The “Title” property will be set to the **File Name** (*without the file extension*).

The “Author” and “Creator” properties will be set to a value defined in a .bat file entitled **PDF-Properties.bat**. To change these default values, edit *PDF-Properties.bat* located in the *ExifSys* subfolder.

A desktop folder “**ExifTool**” is set up to batch-process multiple PDF files and edit their Meta-Data Properties in bulk, without the need to open each file individually.

These Windows commands will run in the context of the “Invoker” so that administrative permissions are not required.

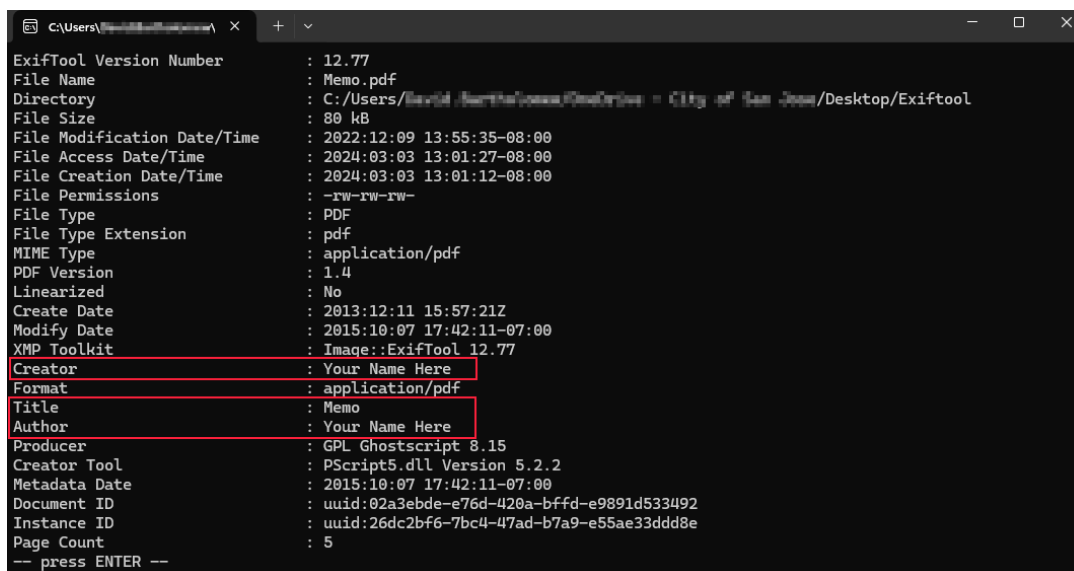
Instructions For Use:

- 1.) Copy one or more PDF files into the **ExifTool** folder.
(Note the location of the ExifTool folder can be anywhere but the folder must be named “ExifTool”.)
- 2.) Rename the files to ensure they have meaningful filenames.
- 3.) Double click the file located in the ExifTool folder labeled “**ClickMe.bat**”.

This will run the program. All the PDF files contained in the folder will be adjusted to have the following properties:

- “Title” property will be set to the **filename** (without the “.pdf” extension)
- “Author” and “Creator” property will be changed to “Your Name Here.”
(Edit the pre-defined Author and Creator values in ExifSys\PDF-Properties.bat)
- The file’s “Date Modified” will be preserved, unchanged.

4.) Optionally, copy *ExifTool.exe* from the *ExifSys* folder into the *ExifTool* folder and rename it to **ExifTool(-k).exe**. Then drag any individual file onto the file labeled “**ExifTool(-k).exe**”. A command window will appear displaying all the PDF properties for that file. You can use this step to confirm the program worked.



```
C:\Users\David Bartholomew\Desktop\ExifTool
ExifTool Version Number      : 12.77
File Name                   : Memo.pdf
Directory                  : C:/Users/David Bartholomew/Desktop/Exiftool
File Size                   : 80 kB
File Modification Date/Time  : 2022:12:09 13:55:35-08:00
File Access Date/Time       : 2024:03:03 13:01:27-08:00
File Creation Date/Time     : 2024:03:03 13:01:12-08:00
File Permissions            : -rw-rw-rw-
File Type                   : PDF
File Type Extension         : pdf
MIME Type                   : application/pdf
PDF Version                 : 1.4
Linearized                  : No
Create Date                 : 2013:12:11 15:57:21Z
Modify Date                 : 2015:10:07 17:42:11-07:00
XMP Toolkit                 : Image::ExifTool 12.77
Creator                     : Your Name Here
Format                     : application/pdf
Title                       : Memo
Author                     : Your Name Here
Producer                   : GPL Ghostscript 8.15
Creator Tool                : PScript5.dll Version 5.2.2
Metadata Date              : 2015:10:07 17:42:11-07:00
Document ID                : uuid:02a3ebde-e76d-420a-bffd-e9891d533492
Instance ID                : uuid:26dc2bf6-7bc4-47ad-b7a9-e55ae33ddd8e
Page Count                  : 5
-- press ENTER --
```

Installation Instructions: Simply extract the **ExifTool.zip** file and copy the **ExifTool** folder to a convenient location such as the user's desktop. The program runs locally and does not need any additional installation. The commands can be installed and run by users without administrative privileges.

To change the default meta data values, open the **ExifSys** folder and edit **PDF-Properties.bat**

Change the text in **Red** (be sure to only edit the text between the quotation marks):

- **-Author="Your Name Here"**
- **-Creator=" Your Name Here "**

Sample PDF-Properties.bat

```
"ExifSys\exiftool.exe" -P -overwrite_original -Title="%~n1" -Author="Your Name Here" -Creator="Your Name Here" %1
```

Command Explanation:

-P Preserve the "File Modification Date/Time" – This is displayed in Windows File Explorer as the "Date Modified".

Overwrite_original – Replaces the PDF metadata property: "Title" with the filename (less the extension) using the token value passed by ClickMe.bat. The Author and the Creator meta data properties are replaced with the specified values in **red**.