How to Use ExifTool to Update PDF File Meta Data Properties

March 3, 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.

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 **ClickMe.bat**. To change these default values, edit *ClickMe.bat* located in the *ExifTool* folder.

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.
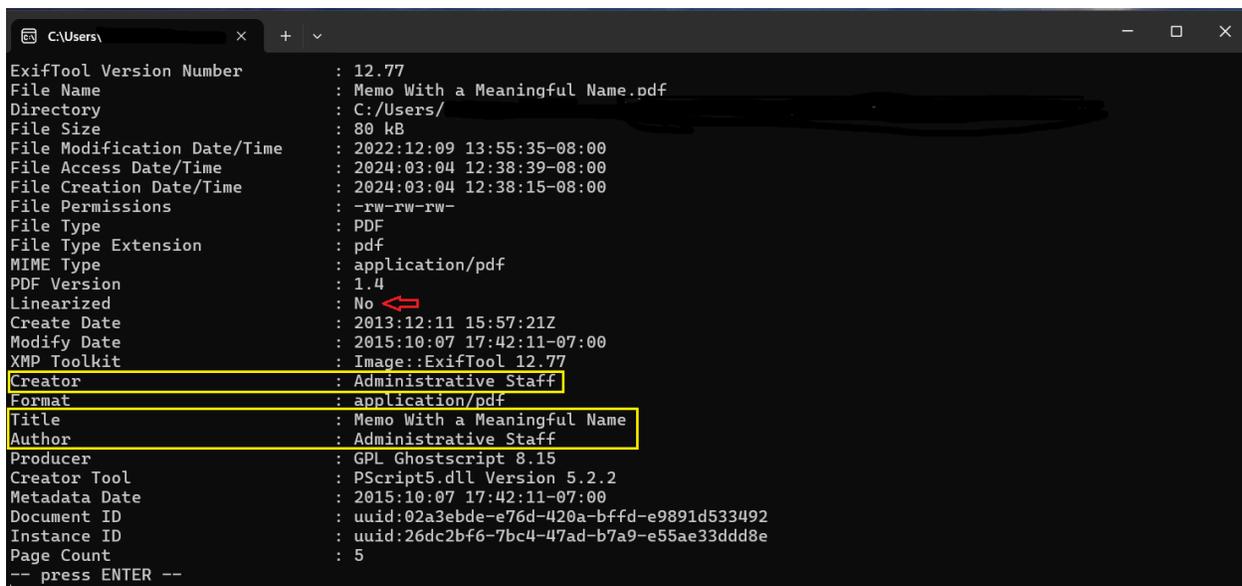
Instructions For Use:

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 "*Administrative Staff*"
  (Edit the pre-defined Author and Creator values in ClickMe.bat to adjust the Author and Creator.)

4.) Optionally, drag any individual PDF 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.

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. It can be installed by users without administrative privileges.

To change the default meta data values edit **ClickMe.bat**

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

- **-Author="***Administrative Staff***"**
- **-Creator=" ***Administrative Staff***"**

Sample ClickMe.bat

```
@echo off
cmd /min /C "set __COMPAT_LAYER=RunAsInvoker"
"ExifSys\exiftool.exe" -P -overwrite_original -ext PDF "-Title<Basename" -Author="Administrative Staff" -Creator="Administrative Staff" .
cls
```

The "dot" at the end of the line is significant, it represents the current directory, do not change it.