

Anonymise, prompt the AI, read it back with your real data.

The whole loop in 5 minutes — 100% offline, nothing leaves your machine.

1 · Install Tacitum



Download and install

Download the installer from tacitum.tools (Windows 10/11, 64-bit, digitally signed, ≈ 20 MB — the application, ≈ 600 MB, downloads during setup). At install time you choose the language, the theme and how long local mappings are kept: everything stays adjustable afterwards in **Settings**. You start with **10 free conversions**, every feature included, no account and no credit card.

First time you run an analysis: the detection engine loads (10 to 30 s). That's normal and only happens from cold. The analysis runs **entirely on your machine** — your documents are never sent over the Internet.

2 · Anonymise your first document

1

Drop in your files

On the **Anonymise** page, drag one or more files — or a whole folder. Seven formats supported (.docx, .pdf, .xlsx, .doc, .pptx, .txt, .csv) plus scanned documents and photos, read automatically by text recognition.

2

Choose your options

Restore mode (on by default): keeps, on your machine only and encrypted, what you need to read the AI's answer back in clear — without changing the file you produce. **Remove metadata** and **Remove images**: strip author, comments, and images that may carry data. The "Choose the data to keep" link lets you keep e.g. dates in clear.

3

Run the conversion

"Anonymise and review..." (recommended) first shows the list of detected data: you validate, keep or add terms, the preview updates live. **"Convert"** writes the file straight away. The result is created next to the original (never modified), and its name is anonymised too: *Letter_John_Smith.docx* becomes *Letter_[NOM]_anonymised.docx*.

Each value becomes a typed, consistent label: a name becomes [NOM-A2H7KQ], an e-mail [EMAIL-D3ZNH7]... The same person keeps the same code throughout the document (and the whole batch). The layout is preserved. The file you produce carries no lookup table: it is **irreversible for whoever receives it**. (Labels use French wording regardless of the interface language.)

3 · Use the document with the AI of your choice

→ ChatGPT, Claude, Copilot, Gemini, Mistral...

Send the anonymised document to your usual AI: summary, analysis, translation, drafting. The text keeps all its meaning, but no longer contains anything identifying — only that state crosses the Internet. For a simple e-mail to paste, the **Anonymise text** page does the same thing without a file: paste, anonymise, copy the result.

4 · Read the answer back in clear, on your machine

✓ "Recover my values"

The AI answers using the same labels. Paste its reply into the **Recover my values** page: Tacitum re-injects your real data, locally. The mapping is kept on your machine only, encrypted and tied to your Windows account, wiped automatically after the period you chose (30 days by default), never shared. The document you sent out stays irreversible.

5 · Activate your licence (after the free trial)

€ Two minutes, once and for all

Buy the **Tacitum Licence (€79 incl. VAT, one-time payment, no subscription)** at tacitum.tools/acheter.html: your key arrives immediately by e-mail, with the invoice. In Tacitum, click **"Enter a licence"**, paste the key, confirm. Activation needs a brief connection — only the key is checked, never your documents. One licence covers one user (one Windows session).

If in doubt

Difficult scanned documents (handwriting, blurry scan): Tacitum warns you explicitly when reading is uncertain. Re-read those files in the review step before sharing.

A term to always mask (project name, internal reference) or to keep in clear? "My permanent lists..." in the sidebar: the deny list and allow list apply to all your conversions, and export to another machine via Settings.

Need help? Full guide: tacitum.tools/en/guide.html · FAQ: tacitum.tools/en/#faq · Support: contact@tacitum.tools