

Adobe Documentation Redaction

1. Select View > Toolbars > Redaction, to display the redaction toolbar (see Figure A)

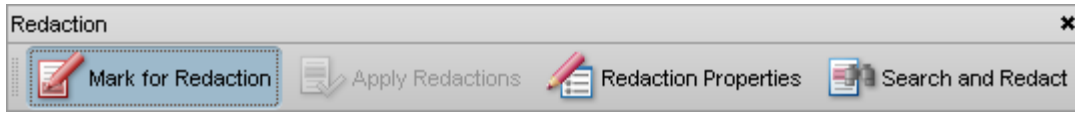


Figure A

2. Click Redaction Properties to display the redaction properties window (see Figure B)

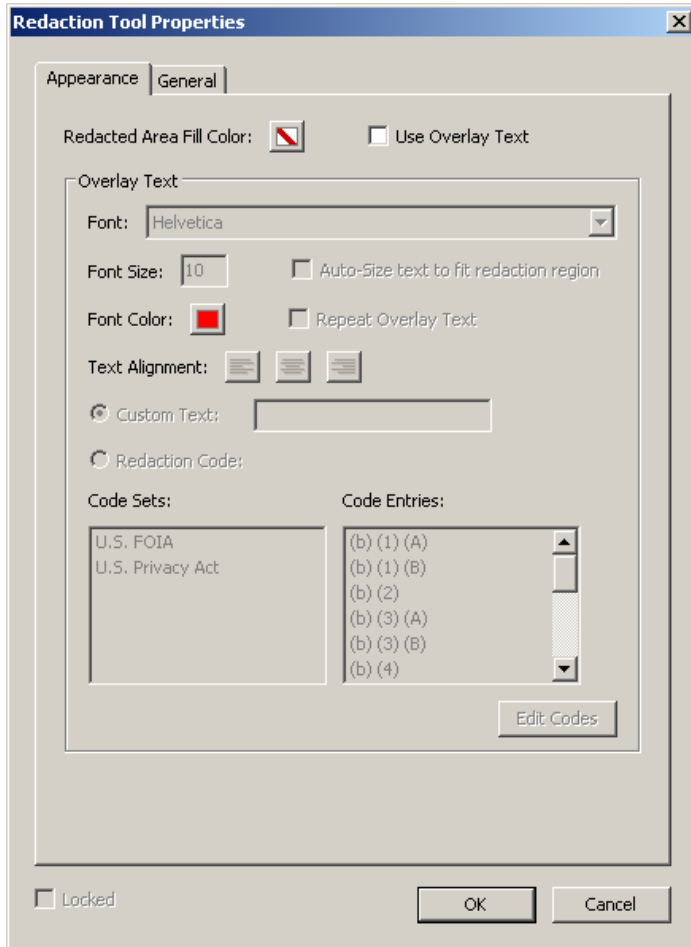


Figure B

3. Adjust the settings to customize the appearance of the redacted text, then click OK
 - a. To leave highlighted bars in place of text select a color from the Redacted Area Fill Color. (Note: to leave the section blank select "No Fill Color")
 - b. To replace the redaction with text select "Use Overlay Text"

4. Click “Mark for Redaction”, an instructional message will display explaining how to select text and then apply the redactions (see Figure C). Click OK to close this window (Optional: Click Don’t Show Again, if you do not wish to see this message displayed in the future)

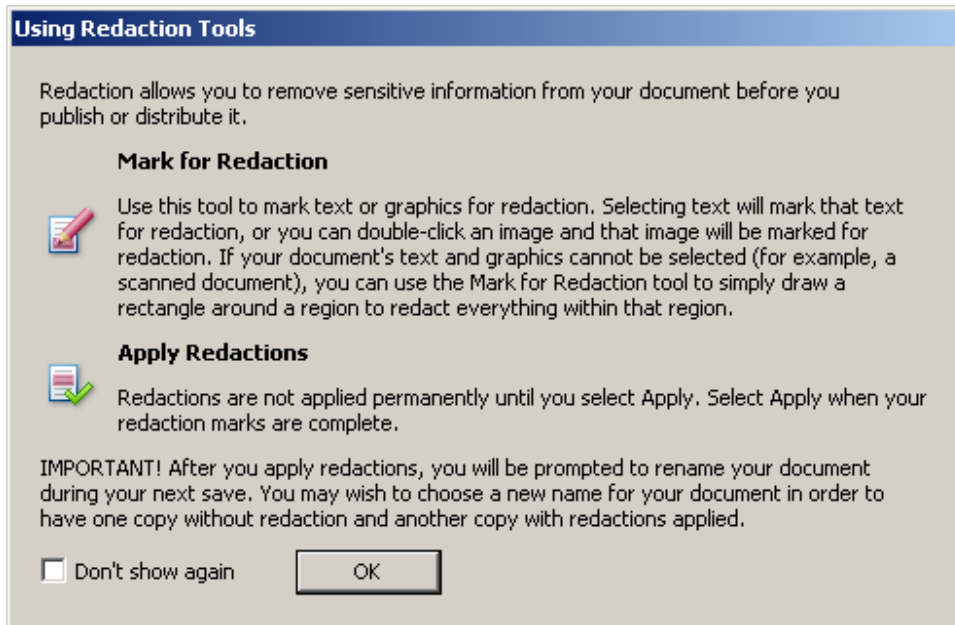


Figure C

5. Highlight the area or words you wish to redact, then click “Apply Redactions”
6. A message will display warning you that the changes are permanent (see Figure D), click OK to continue

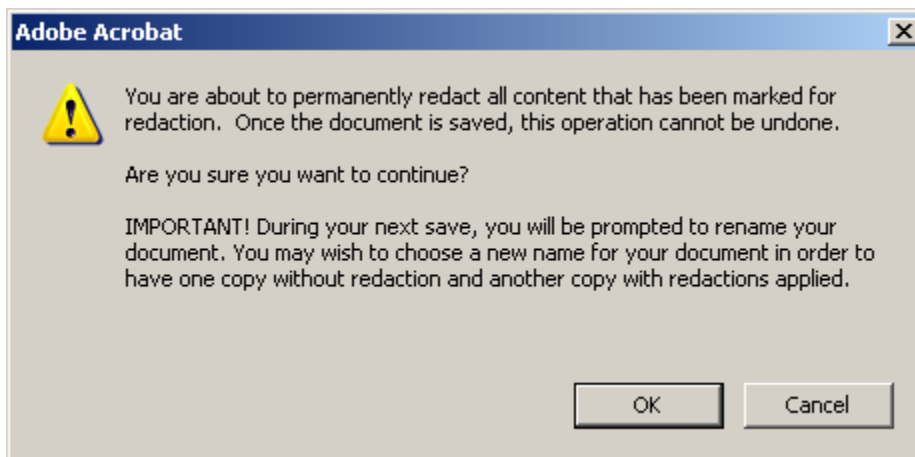


Figure D

7. A second message will display stating that the redactions are completed and asking if you would like to search the document for additional information (see Figure E)

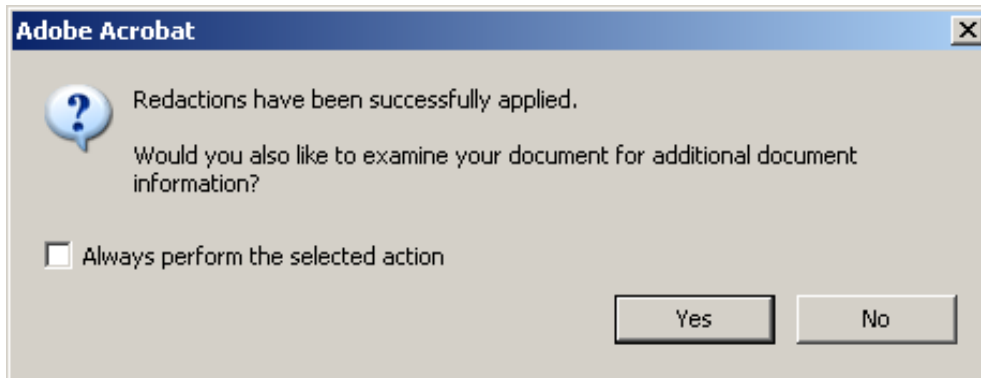
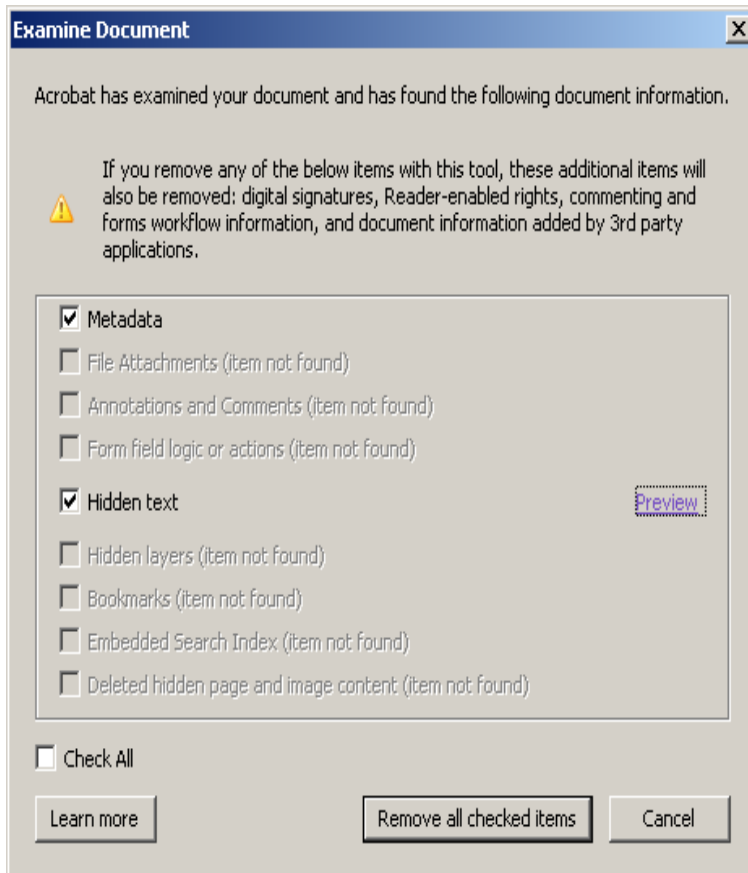
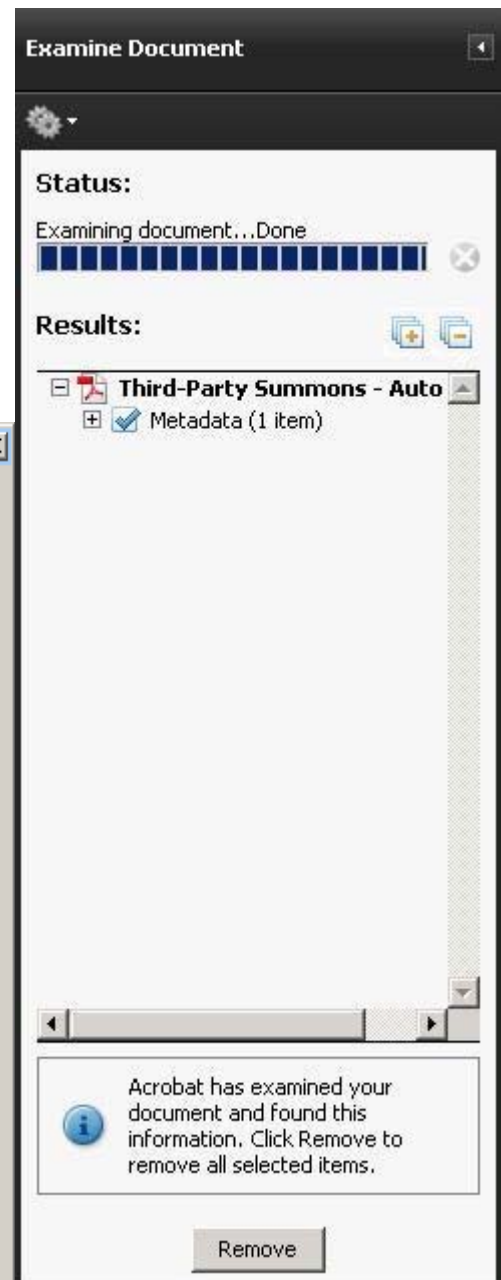


Figure E

8. If you click yes, Adobe will examine the documents, (the picture below will vary depending on the document)



(Adobe 8)



(Adobe 9)

9. Place a checkmark next to any item you wish to redact, or for a description of each item click Learn more.
10. When finished, save the document. It is recommended that you preserve a pre-redaction copy of the document in case an error is made.

11. Alternatively to search for a specific word/image click “Search and Redact” from the Redaction Toolbar., a warning will be displayed informing you that the search will not be able to locate hidden text within the document (see Figure F), click OK to close the warning.

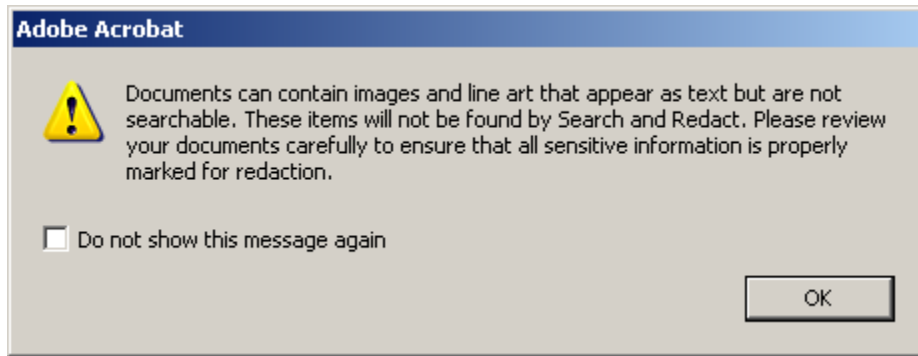
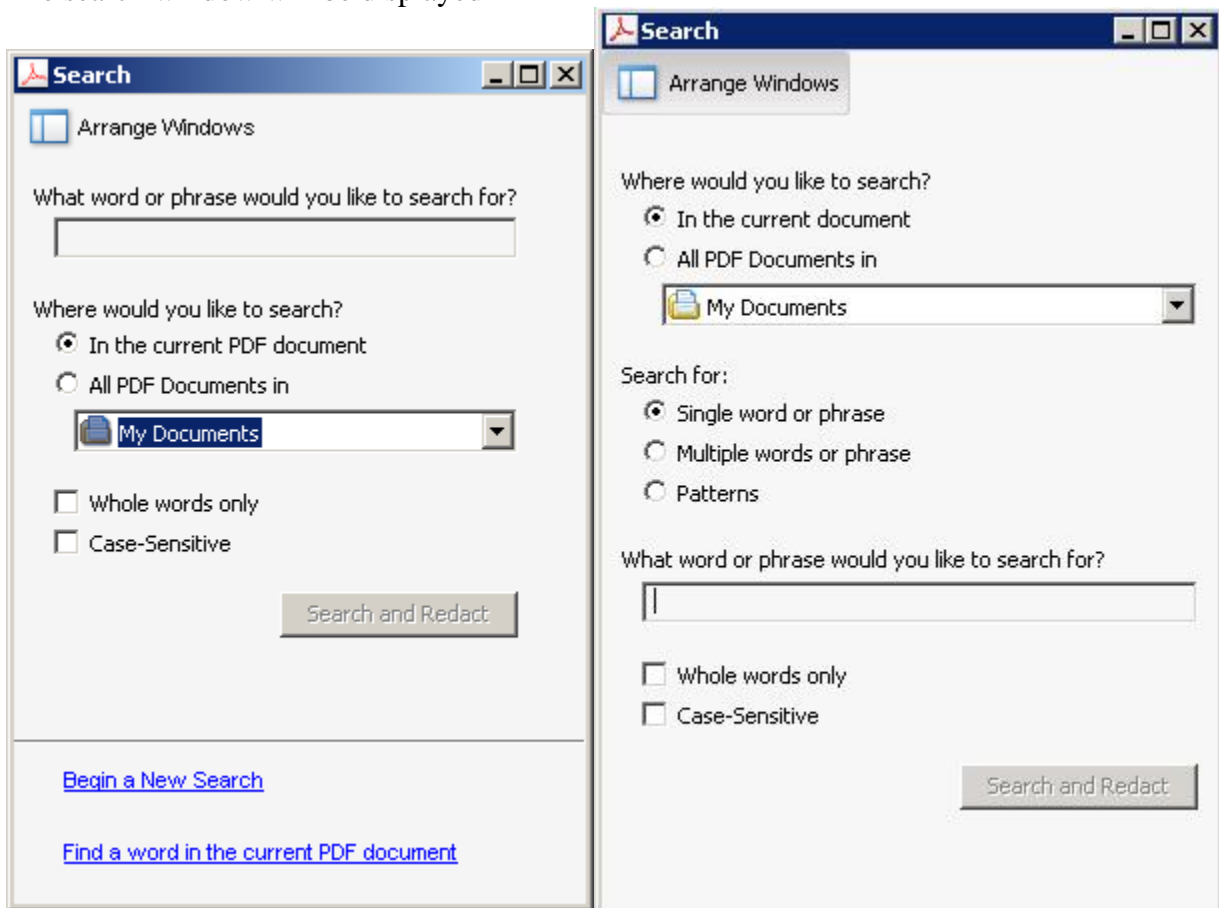


Figure F

12. The search window will be displayed



(Adobe 8)

(Adobe 9)

13. Enter the word or phrase in the given box, then select if you wish to edit only the current document or all documents within a given folder. Then click “Search and Redact”

14. The search window displays all matches found (see Figure G)

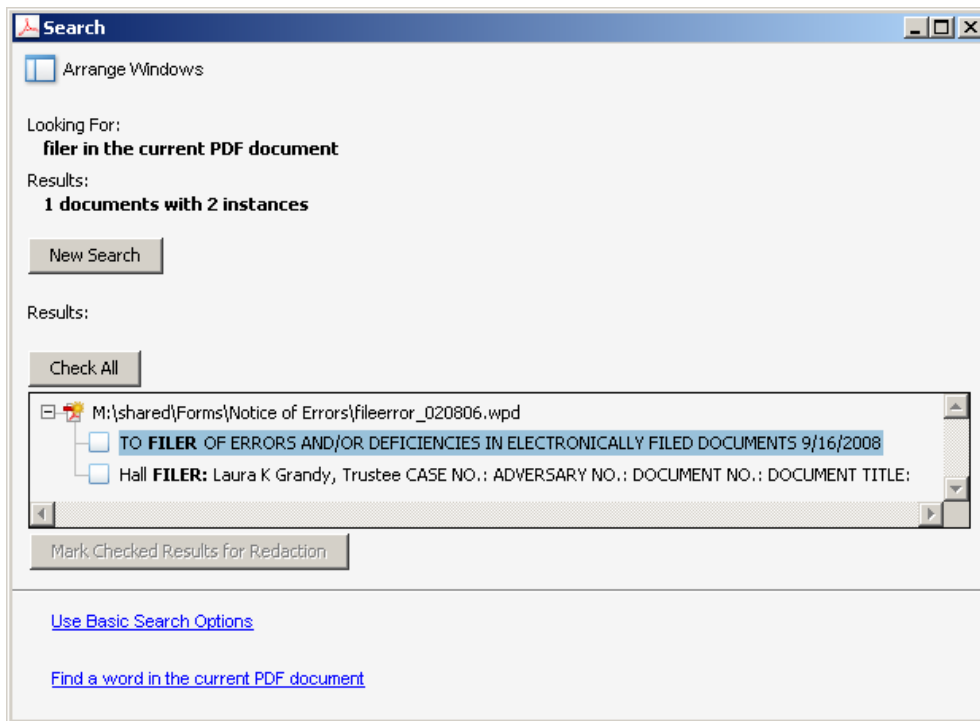


Figure G

15. Check the instances you wish to redact and click “Mark Checked Results for Redaction”

16. Finally Click “Apply Redactions” and proceed as stated above (see step 5).