

How to Redact PDFs

Redaction - Permanently removing sensitive information in a PDF

1. Choose Advanced Menu, click on Redaction, then Show Redaction Toolbar. For other versions of Adobe you will have to click on View>Tools>Protection.
Redaction Tools can remove logos, images or text.
2. Select Mark for Redaction from the Toolbar. Click Ok.
This tool provides help on how to mark and apply the changes. Once applied and saved the changes will be permanent.
If Mark for Redaction is not on your quick toolbar, right click on it and select Add to Quick Tools.
3. Select the logo/image/text that you want to remove. When you move your cursor outside the selected item's hotspot you will see it blackened out and the redaction is applied.

If you have a document that you'd like to remove an entire page:

1. Use the Mark for Redaction Tool. Select the option Mark Pages to Redact, then Mark Page Range. You can also select Current Page. Click Ok. If you move the cursor outside of the hot spot, you can see the area is ready for redaction.

You can search for specific terms or patterns or repeating elements and redact them all at once. Search for a single or multiple words or numbers

1. Select Search and Remove Text.
2. Choose Single Word or Phrase OR
Adobe Acrobat 9 will allow you to import a word list you created. You can also add to the word list by typing the word(s) and click on Add. Click Ok. It will go through and find those specific words.
Choose Patterns (phone numbers, CC#'s, email addresses, SS#s). This is for anything that repeats.
3. Click on Search and Redact.

Click on Apply Redactions. Click Ok.

You will be reminded that these changes are permanent once saved.

Do not forget to save your original copy BEFORE saving the permanently redacted document. To save your redacted document, select File and then Save As. Rename your redacted document and Click Ok.

NOTE: To make sure your redaction efforts worked, look through your document (redacted items will be blackened. You can also click on Advanced Editing Tools to Touch Up Object which allows you to go underneath blackened layers and see that the items selected were removed.

Additional Information on Redaction:

http://blogs.adobe.com/security/2009/12/how_to_properly_redact_pdf_fil.html