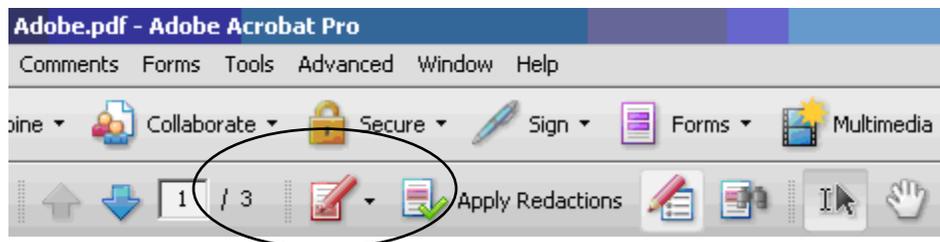


Redacting in Adobe

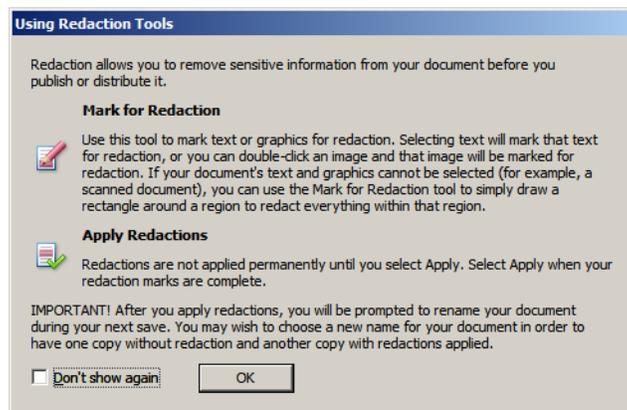
Acrobat Professional 9 contains several features that legal professionals may find helpful. One feature, the Redaction Tools, enables you to mark text, images, and sensitive areas for redaction, and then permanently apply the redaction. You may modify the appearance of redaction marks, including color and codes. Furthermore, you can use the Search option to find a specific word or phrase, and then mark some or all of the search results for redaction.

Marking for Redaction

1. Click the **View** menu, point to **Toolbars**, and then click **Redaction**. This makes sure that the Redaction Toolbar is visible at the top of the application and is available for ease of use.
2. To mark content for redaction, click the Mark for Redaction toolbar button.

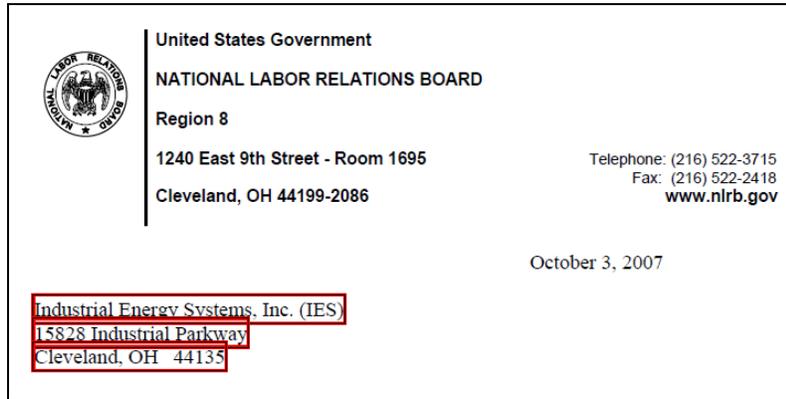


3. The following message appears:



4. TIP: If you want to avoid seeing this message in the future, click the Don't show again check box. Click OK to continue.
5. Mark items you want to remove by performing either of the following:
 - Double-click to select a word or image.
 - Drag to select a line, a block of text, an object, or an area. Use this method to select areas of a page in a scanned document.

6. To preview how your redaction marks will look, hold the mouse pointer over the marked area.

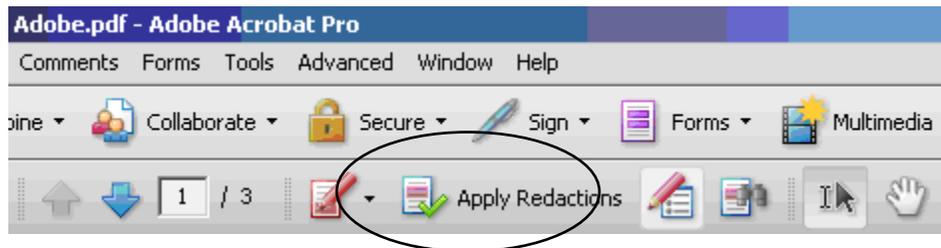


Page showing Redaction Marks

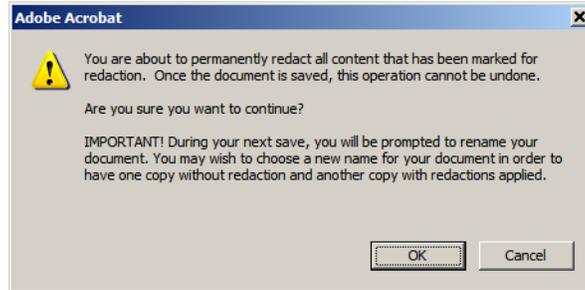


Page showing Preview of Redaction by scrolling over with Mouse

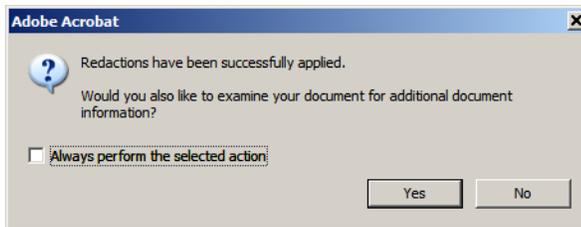
7. To redact the marked items, click the Apply Redactions toolbar button.



8. The following message appears:

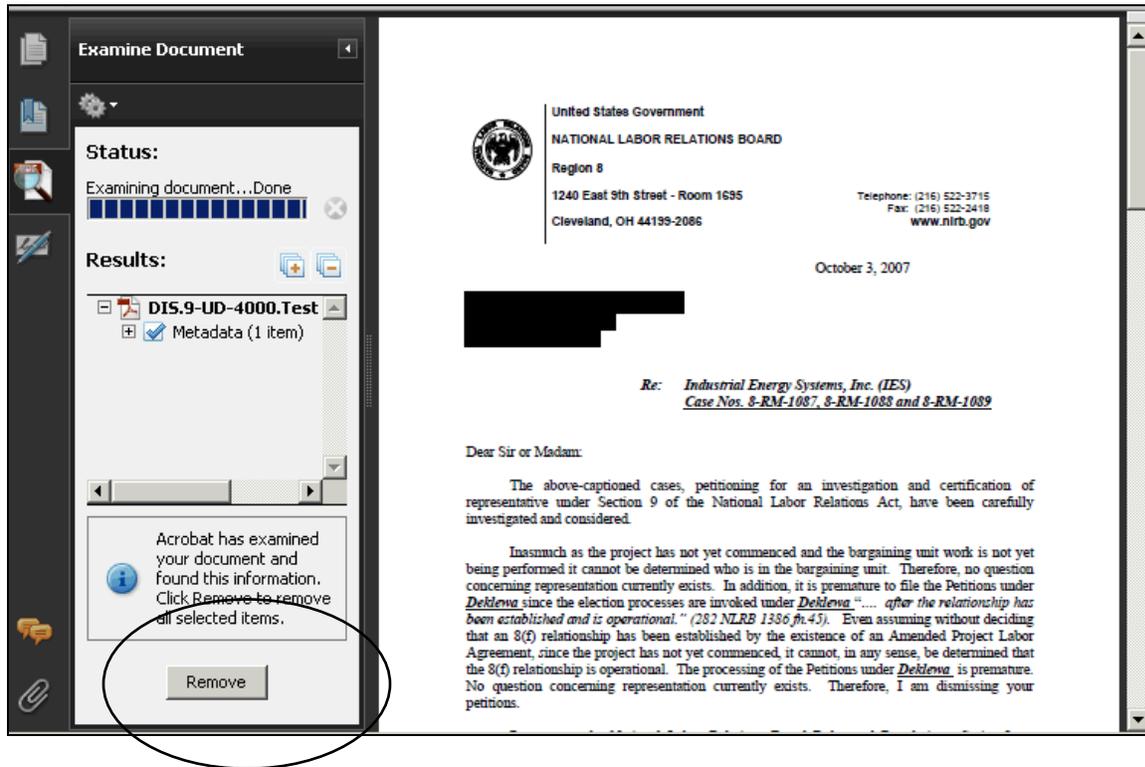


9. Click OK to confirm the redaction. The items are not permanently removed from any Indexing until you perform the next step and save your document. The following message appears:



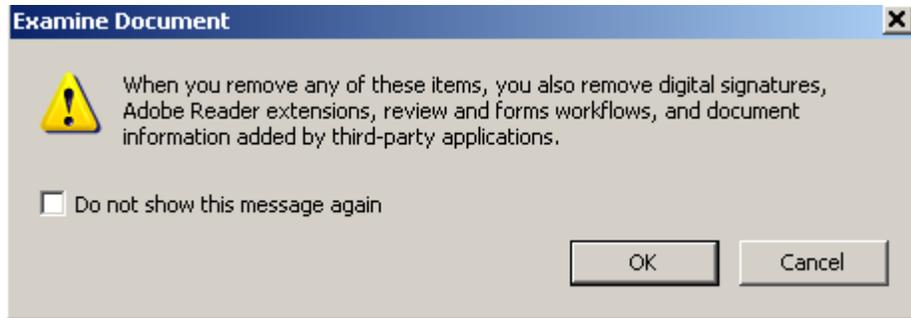
10.

11. The following Examine Document View Panel will display on the left.

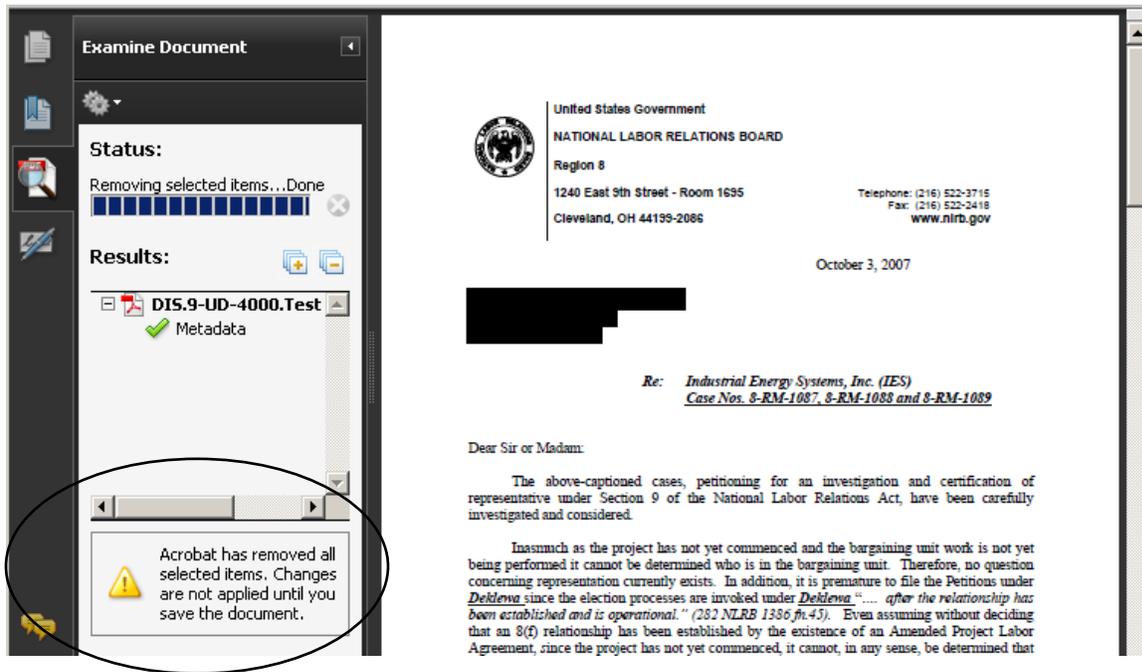


12. Click the Remove button in the View Pane.

13. The below message will open. Click Yes to permanently remove the data and to remove it from any Indexing automatically performed by Adobe when the document is made searchable.



14. Once complete, the following message will display that Adobe has removed the selected items.



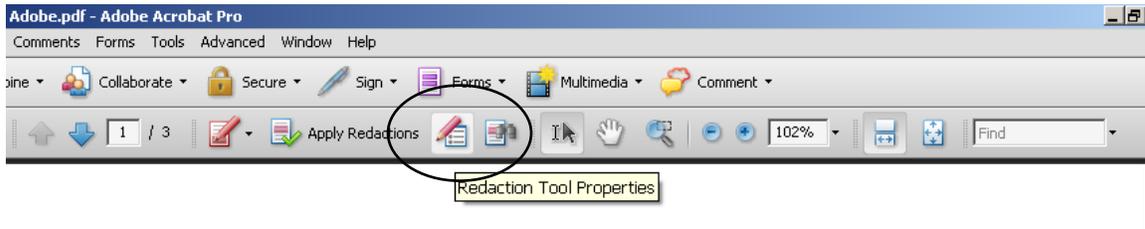
15. Click the File menu, and then click Save As. The Save As window appears.
16. Specify a filename and location so you can locate the file to upload into NxGen using the **Redaction Version** of the same document.

Redaction Tools (Optional)

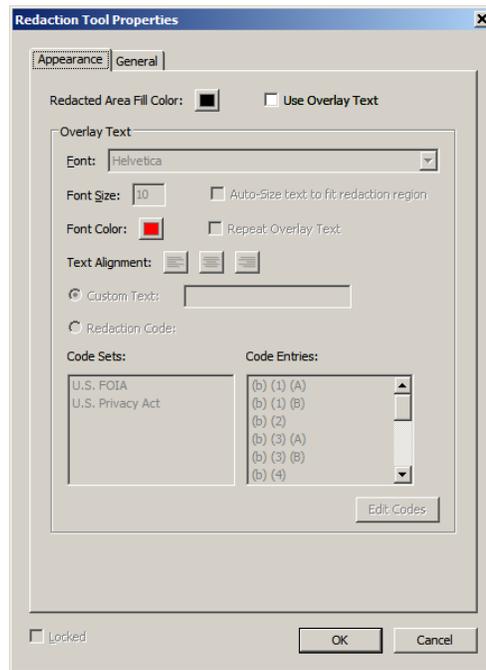
Additionally, you may specify custom text or redaction codes to appear over the redaction marks.

1. Click the View menu, point to Toolbars, and then click Redaction. This makes sure that the Redaction Toolbar is visible at the top of the application and is available for ease of use.

2. NOTE: If you want to set the appearance of redaction marks, you have to do so before you mark content for redaction. Once you redact content, you cannot change the appearance. To set the appearance, click the **Redaction Properties** toolbar button.



3. The Redaction Tool Properties window opens
 - a) To change the color of the redacted content, click the **Redacted Area Fill Color** button, then select the desired color.
 - b) If you would like to include text over the redaction, click the **Use Overlay Text** check box.
 - c) You can write your own text to appear over the redaction or select a predefined code. To provide your own text, click the **Custom Text** option, and then type the text in the box provided. To select a predefined code, click the **Redaction Codes** option, then select the appropriate item in the **Code Sets** and **Code Entries** lists.
 - d) When complete, click **OK**.



The Redaction Tool Properties Window