

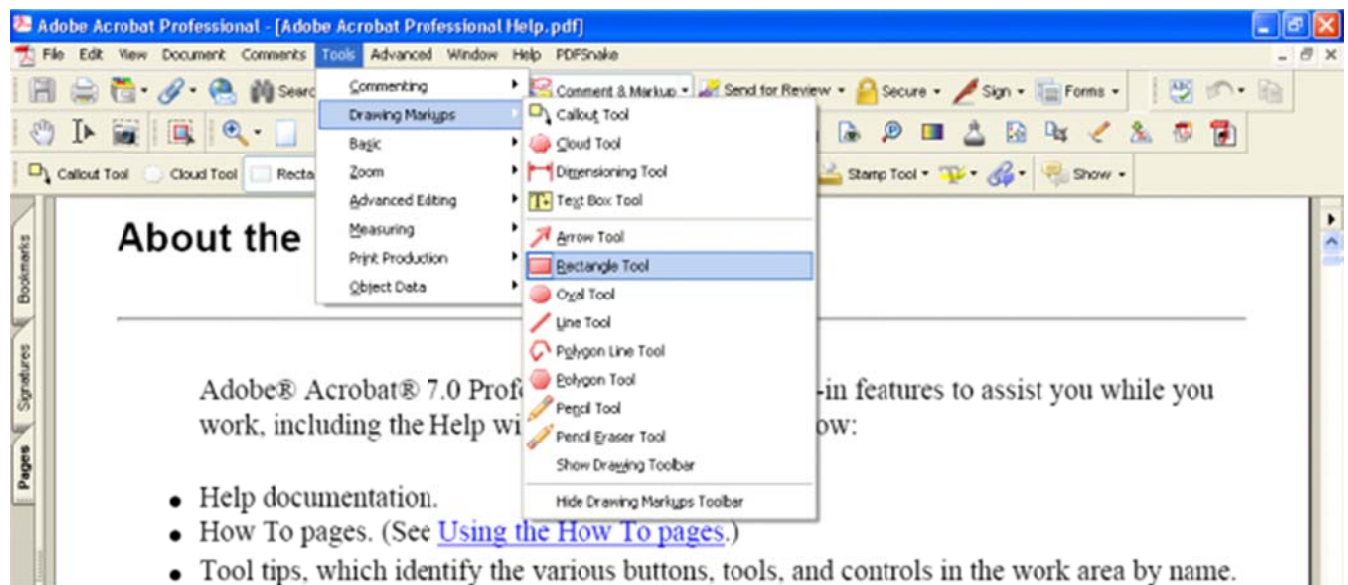
Redacting a PDF using Adobe Acrobat 6 or 7 Professional

Redaction in Adobe Acrobat 8 is much more robust and secure than using version 6 or 7. But if you do not have access to version 8 then this is how you can redact a PDF document.

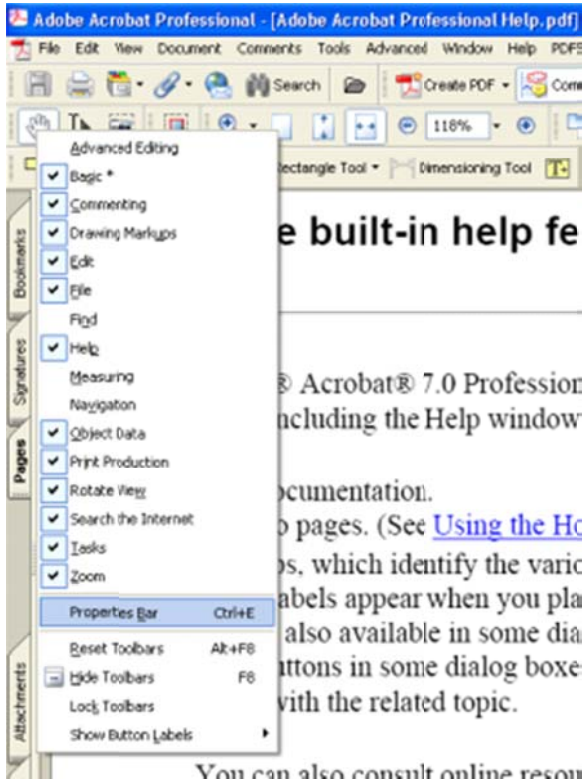
For redacting words, lines, or paragraphs in a PDF, you must go through the following steps once in order to keep the tool you are using active. Otherwise, Adobe Acrobat will revert back to the Hand Tool. *This type of redacting is only effective if the documents that are scanned are as straight as possible.*

To set a tool so it is active until YOU decide to deactivate:

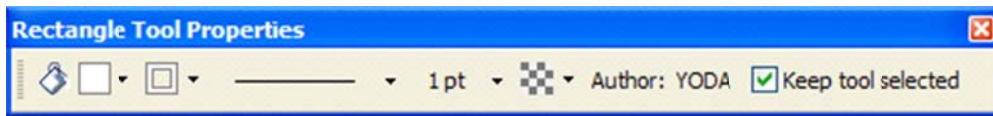
1. Open the PDF. Please make sure the Basic Toolbar is open. To check, go to your View Menu, Toolbars. There should be a check mark next to Basic.
2. Go to the Tools Menu, Drawing Markups, Rectangle Tool



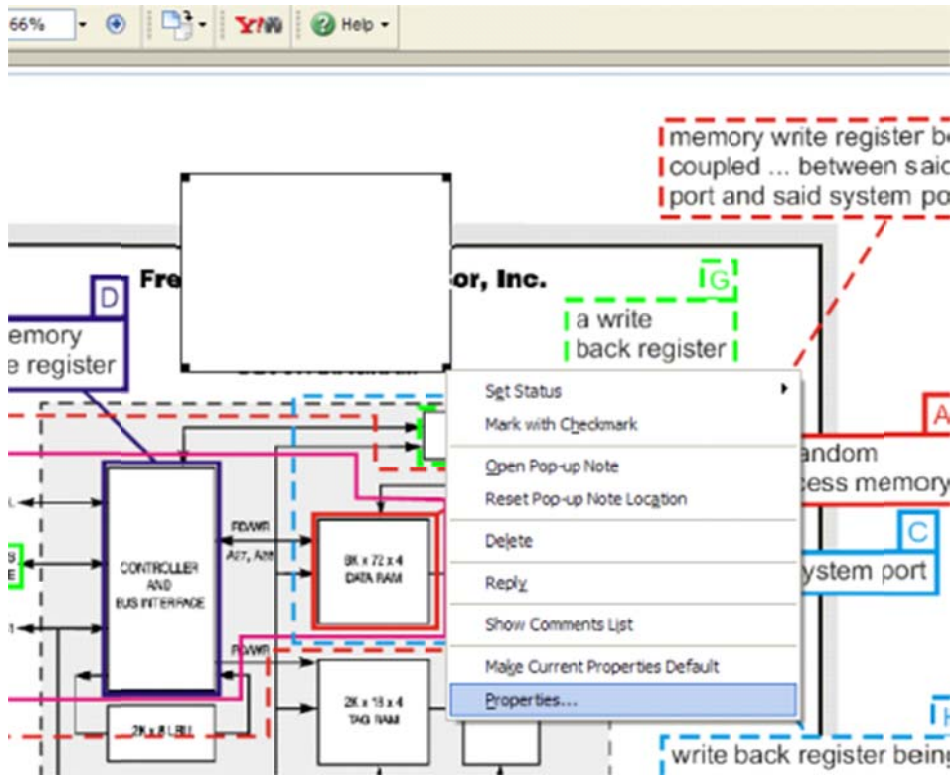
3. Before using the Rectangle Tool, right-click on the hand tool the basic tool bar and go to Properties Bar.



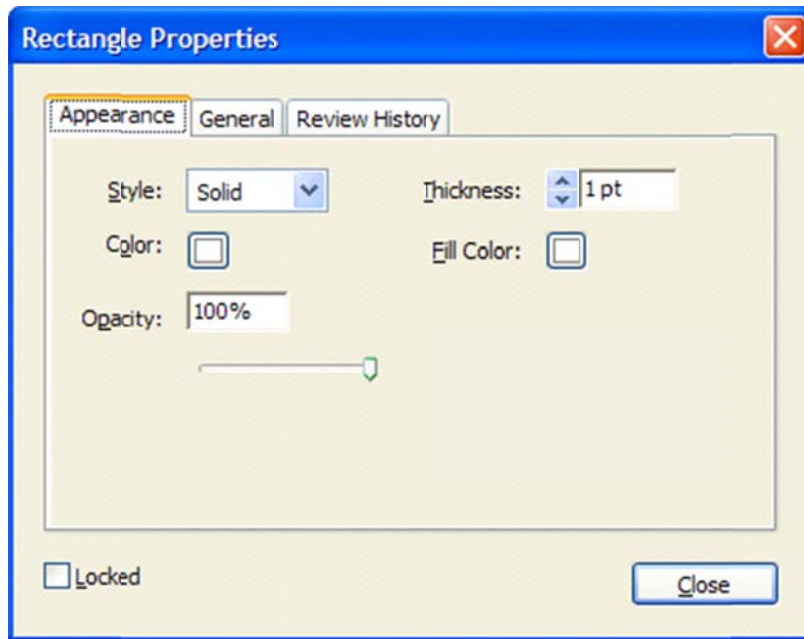
4. Once the Properties Bar opens, put a check mark next to Keep tool selected.



NOTE: If the borders of the rectangle, or any tool selected are in color, place your mouse on the border of the figure, then right-click, select Properties.



You can change the line and fill color to white in the Properties dialog box.



IMPORTANT: This merely covers the areas intended to be redacted and does not

actually remove the information from the document. If this document is going to be circulated or filed you must print out the redacted version and re-scan it to insure the redactions cannot be removed or edited.