Redaction of a PDF Using Adobe Acrobat X Pro

These instructions also work with Adobe Acrobat 8 and 9 Professional. If you are using an older version of Acrobat, see Redacting a PDF Using Acrobat 6 or 7.

Redaction Instructions from Adobe Acrobat

The Redaction tools let you permanently remove (redact) visible text and images from PDFs. In place of the removed items, you can have redaction marks that appear as colored boxes, or you can leave the area blank. You can specify custom text or redaction codes to appear over the redaction marks.

1. Choose View > Tools > Protection. (In Adobe Acrobat 8 or 9, choose View > Toolbars > Redaction)
2. (Optional) To set the appearance of redaction marks, click Redaction Properties. *See below for preferred property settings.*
3. Select the Mark For Redaction tool.
4. Mark items you want to remove by doing any of the following:
   - Click and Drag to select words, sentences or lines of text that are OCRed.
   - Double-click to select a word or image.
   - Press Ctrl/Control as you click and 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 that is not OCRed or is OCRed poorly.
5. To preview how your redaction marks will look, hold the pointer over the marked area.
6. If you made a mistake or want to redo the redactions, right click and select Delete to remove the redaction marks.
7. To redact the marked items, click Apply Redactions in the Protection/Redaction toolbar.
8. Click OK to remove the items. **The items aren't permanently removed from the document until you save it.**
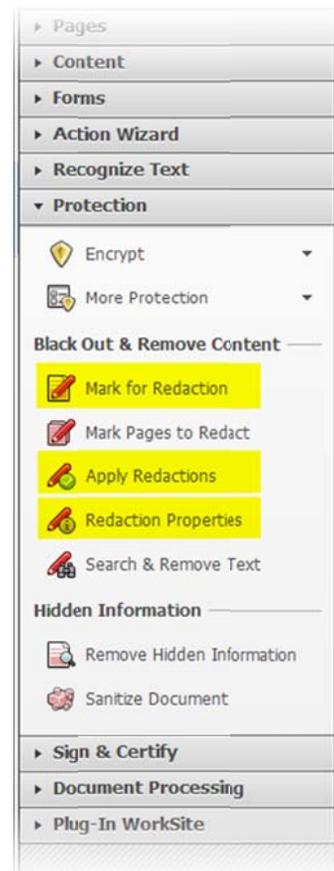
9. If you want to search for and remove hidden information in the document by using the Examine Document feature, click Yes. Otherwise, click No.
10. Choose File > Save As > PDF, and specify a filename and location. If you don't want to overwrite the original file (you usually will want to keep the original version), be sure to save the file to a different name, location, or both. You should name the file accordingly, e.g., add (REDACTED) or (CONFIDENTIAL) to the filename to reflect which version it is.

Preferred Redaction Properties Settings

Generally you will want to redact using white fill color and indicate with overlay text that the material has been redacted. Note the commonly used settings below. However in some instances (as in redacting a confidential brief to be filed publicly) you may want to indicate clearly what has been redacted, in which case using a black fill color is preferred.
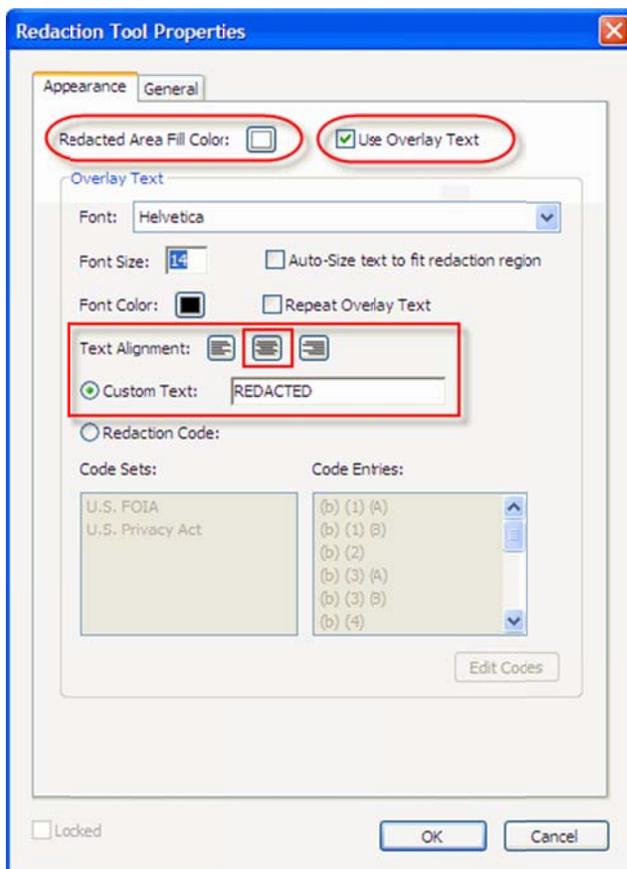
Best Practices Summary

Keep in the mind the following when taking on projects that require redaction.

- **Do not forget to apply redactions!** Simply marking text and graphics does not actually remove it.
- Carefully review scanned documents because OCR is not a foolproof process. The Search and Redact feature finds text only in searchable documents.
- Review all documents prior to submission. A two-person review team catches many more errors than a single person.
- Know your court rules and judge's orders regarding redaction. Ask the clerk of the court for clarification if you need more information.
- Don't skip the examine document step. Inexperienced users might only cover up information in electronic sources and mistakenly believe it is redacted. The Examine Document feature can detect and fix these issues.