

# Acrobat X Action: Rick's Redaction Action

## Redaction Workflow Action for Legal Professionals



Visit the Adobe Acrobat User Community for more Acrobat Actions

<http://acrobatusers.com/actions-exchange>

Actions are compatible with:

- Adobe Acrobat X Pro
- Adobe Acrobat X Pro Suite

### WARNING

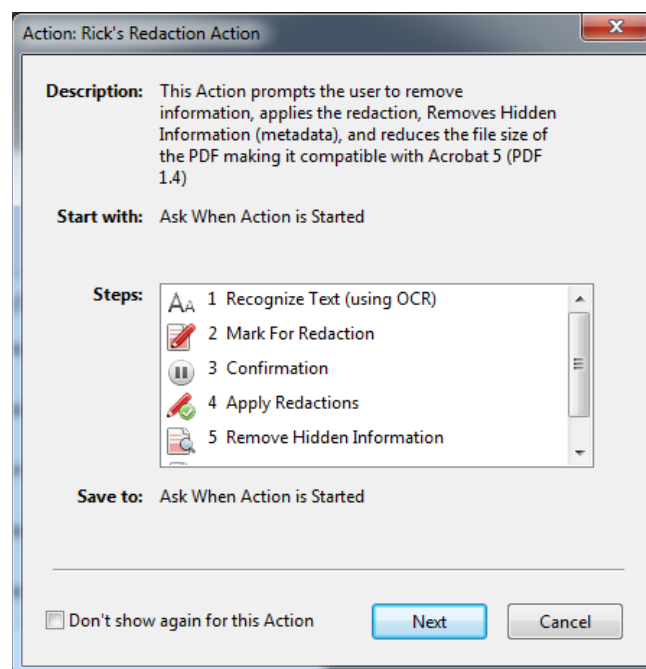
Always carefully review documents before releasing them to the other side to ensure that you did not miss any important items which should have been redacted.

Automate the workflow of converting documents to PDF, redacting content, and permanently applying redactions.

Acrobat X Pro introduced Actions, a powerful way to standardize processes by automating routine, multistep tasks.

Rick's Redaction Action provides a process to help you redact a large number documents by:

- Prompts you to locate the documents you wish to redact
- Converts them to PDF (for supported file types like Word, Excel, etc.)
- OCR's the document (if desired)
- Prompts user to redact the document
- Applies the redactions
- Removes metadata
- Reduces the file size of the document
- Changes the file to an Acrobat 5 level file (PDF 1.4) which is compatible with court filing systems
- Renames the file with the \_redacted.pdf suffix
- Saves the redacted documents in a folder of your choosing



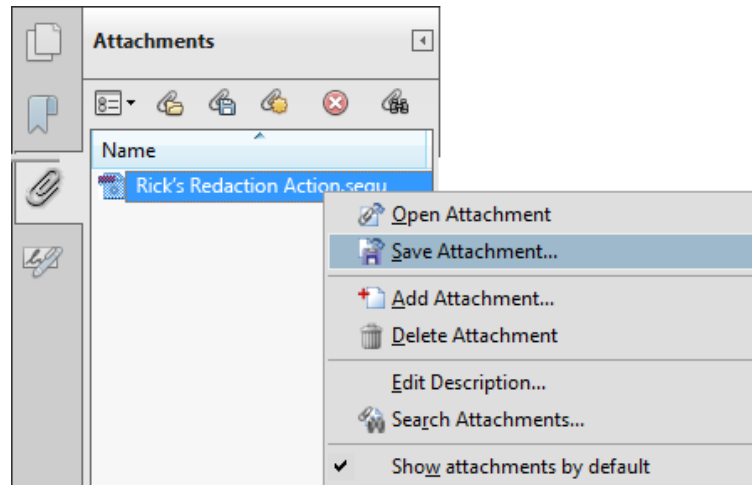
### Who could benefit from Rick's Redaction Action?

- Attorneys, paralegals and legal secretaries preparing documents for exchange in discovery
- Corporate legal departments preparing documents to share with consultants or outside counsel

## Extracting Rick's Redaction Action

Before installing the Action, you will need to extract it from this document.

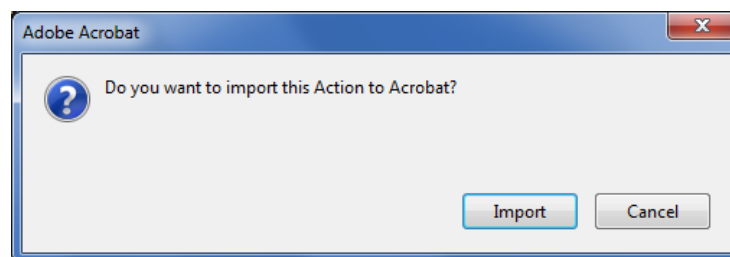
1. In the Attachments Panel at left, select **Rick's Redaction Action.sequ**
2. Right-click and choose *Save Attachment* to your desktop or other convenient location



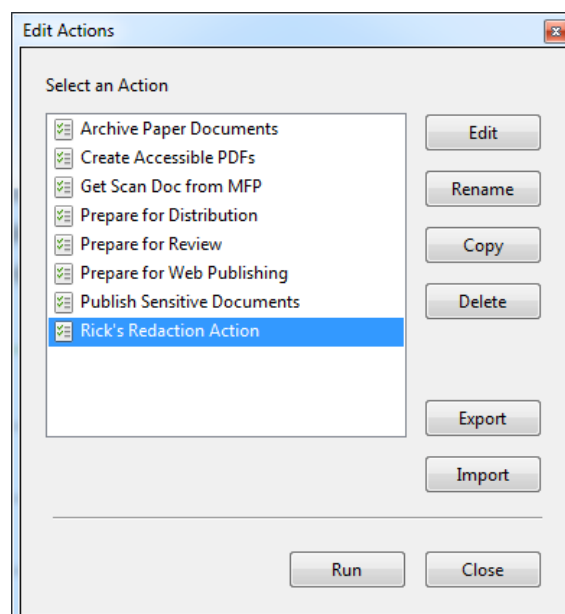
## Installing the Rick's Redaction Action

To install the Rick's Redaction Action

1. Locate the **Rick's Redaction Action.sequ** file on your desktop (or other location)
2. Double-click the file and click the Import button.



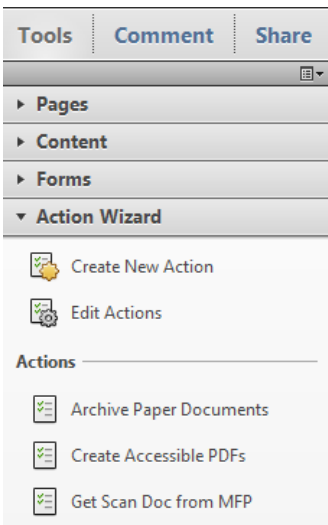
The *Edit Actions* window will open and display the newly imported Action:



## Using Rick's Redaction Action

Before using Rick's Redaction Action:

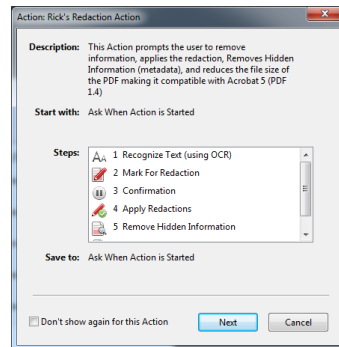
- Locate the files you wish to process. It's easiest if all of the files are in the same folder.
- Create a folder on your desktop or other location. e.g Redacted Output



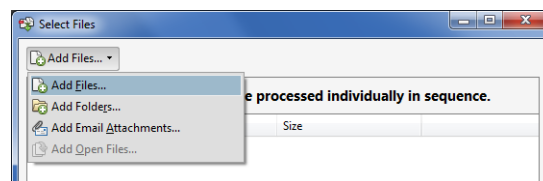
An easy way to access Actions is through the Action Wizard Tool Pane

### Run the Create Rick's Redaction Action

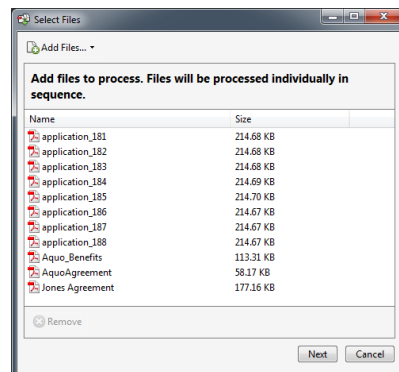
1. Open the Tools Pane and choose the Action Wizard, then click Rick's Redaction Action
2. Acrobat will ask you to confirm that you wish to run the Action. Click the **Next** button.



3. The *Select Files* Window will open:



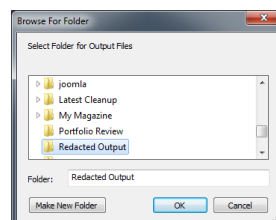
4. Click the **Add Files** or **Add Folders** button and locate the files you wish to process. When finished, click the **Next** button.



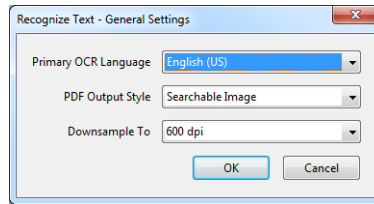
Acrobat will convert any supported file formats to PDF that you add to the list such as TIFF, JPEG, etc.

On Windows, Acrobat Pro can also convert Word, Excel, PowerPoint, Project and Visio files, too.

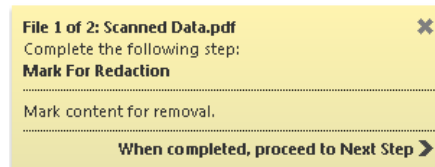
5. Select the folder for the final, redacted files. You can click the **Make New Folder** button if you do not already have a destination folder created.



- The OCR Window will open. Click OK to OCR the document or cancel if you do not wish to OCR the document.



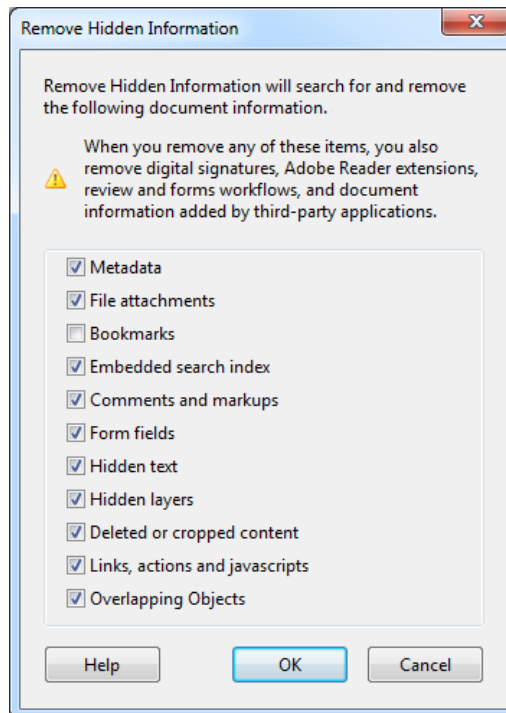
- The Mark for Redaction tool will already be selected.  
Mark any items you need to redact. When you have made all of your marks, click the Next Step text in the yellow guide at the bottom of the screen.



- Click the Next Step guide arrow again to confirm



- The Remove Hidden Information window appears. Click OK



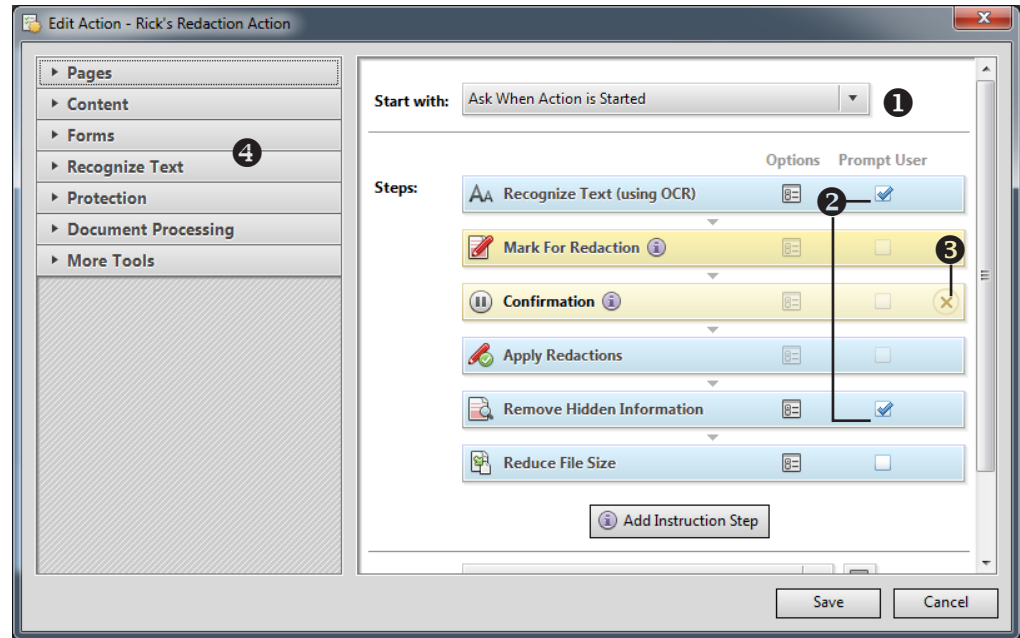
- The Action will automatically open the next document in the list and prompt you to complete the same steps.

## Editing Rick's Redaction Action

It isn't difficult to edit the Action to add steps or make parts of the process for automatic.

Here's how to edit the Action:

1. In the Actions Wizard panel, choose Edit Actions
2. Select Rick's Redaction action from the list and choose Edit
3. The Edit Action window opens



1. The Start With menu allows you to change the starting point for the Action. Choice are:
  - A File open in Acrobat
  - A File on my Computer
  - A Folder on my Computer
  - A Scanned document (starts a scanned process)
  - Combine files into a single PDF
2. Deselect the Prompt User check box if you don't want the Action to stop to ask for confirmation
3. Click the Delete button to delete a step in the Action
4. Choose other operations to add to the Action



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