

Redacting Court Orders

Below are a few redacting options you might find useful:

Redacting an Editable Document (Microsoft Word or WordPerfect Format)

If you possess the **original document** (Microsoft Word or WordPerfect format) to be redacted, the following options will work for you:

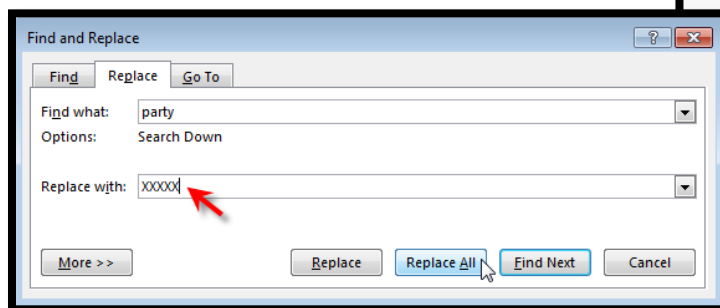
1. Redacting Personal Identifiers

Select [**CTRL F**] to search the entire document for personal identifiers to be redacted (e.g. informant names, social security numbers, etc.)

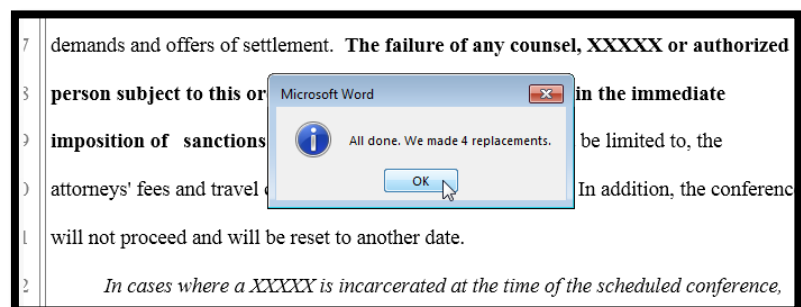
- A *Navigation pane* with your search results will appear.

From the search box pull-down options, select **“Replace”**.

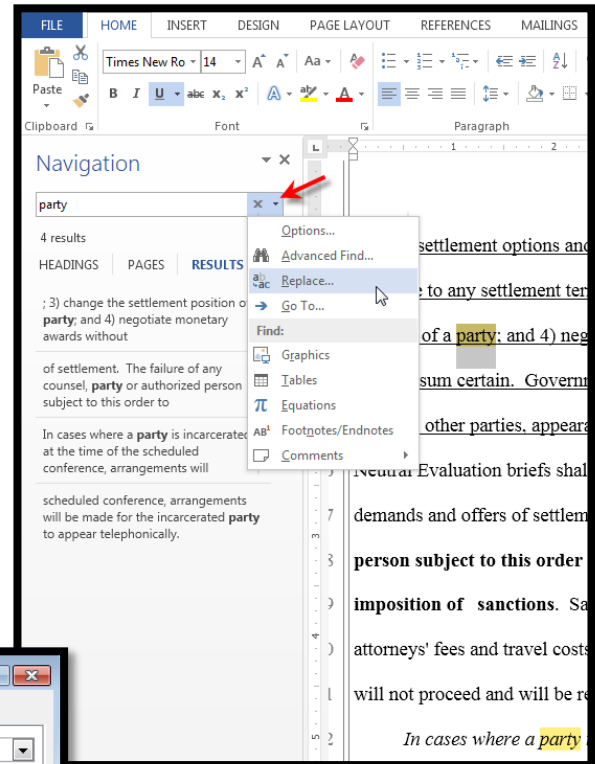
- A *Find and Replace* dialog box will appear.



- You will receive confirmation of the replacements.



- Redacting Sentences can be done in a similar fashion - Completely delete a sentence, replacing it with XXXXXes as needed.

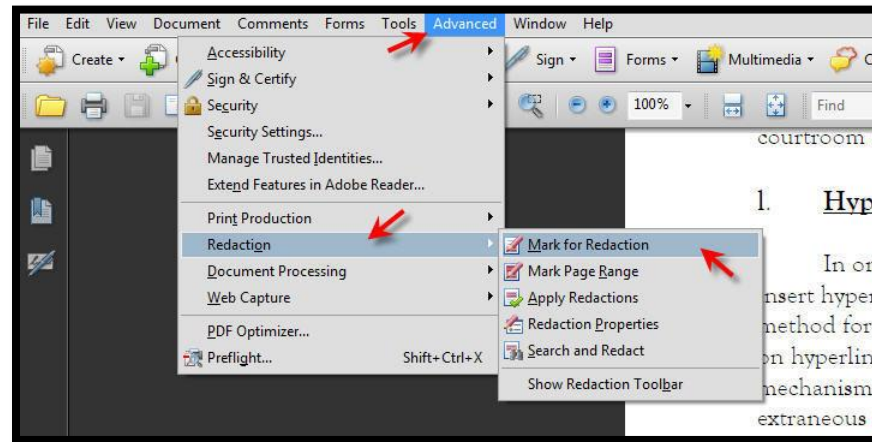


- Type XXXXes in the **“Replace with”** field. Select **“Replace All”**.

Redacting a PDF Document (using Adobe Acrobat Pro Version 9)

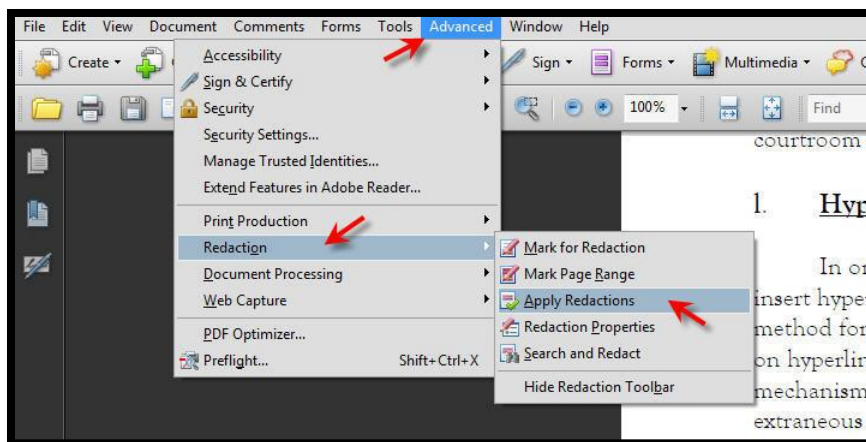
If you have **Adobe Acrobat Pro Version 9** installed on your desktop, the following steps will work for you:

1. From Adobe Acrobat Pro Version 9, Select “**Advanced**”, then “**Redaction**”.
The redaction options will permanently black out and remove sensitive content.
2. Select “**Mark for Redaction**”. With your cursor, highlight/mark the word(s) you want redacted.

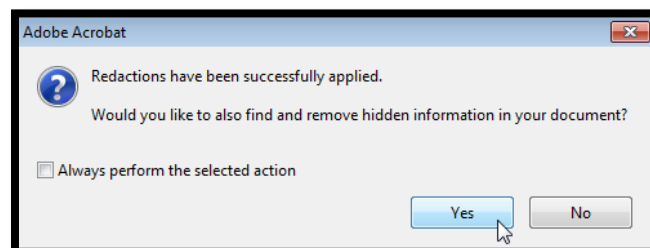


Once you've marked all areas of your .pdf document you want redacted, proceed to the next step.

3. Select “**Apply Redactions**”. You will receive an *Adobe Acrobat* dialog box to confirm redaction. Select “**OK**” to continue.



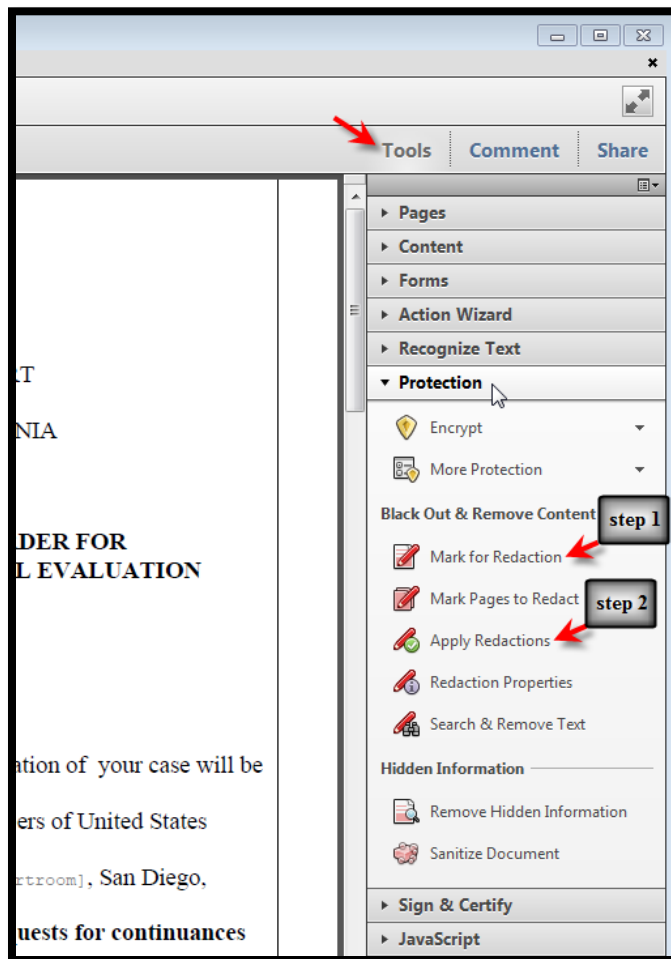
4. A subsequent Adobe Acrobat dialog box will appear prompting to remove hidden information (e.g. metadata and hidden text) within your document. Select “**Yes**” if you wish to continue.



5. A *Remove Hidden Information* pane with hidden data results will appear. Selecting “Remove” will delete all hidden data.
6. Save your .pdf document and proceed as normal.

Redacting a PDF Document (using Adobe Acrobat Pro Version 10)

If you have **Adobe Acrobat Pro Version 10** installed on your desktop, the following steps will work for you:



1. From Adobe Acrobat Pro Version 10, Select “**Tools**”.

Under Protection, you will see redaction options allowing you to permanently black out and remove sensitive content.

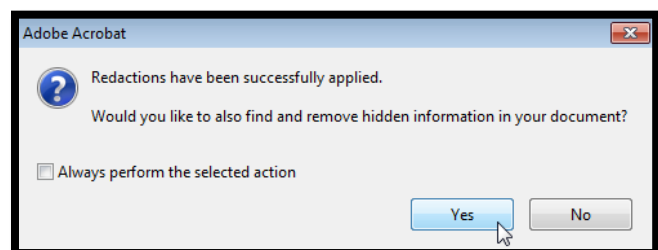
2. Select “**Mark for Redaction**”. With your cursor, highlight/mark the word(s) you want redacted.

Once you’ve marked all areas of your .pdf document you want redacted, proceed to the next step.

3. Select “**Apply Redactions**”. You will receive an *Adobe Acrobat* dialog box to confirm redaction. Select “OK” to continue.

4. A subsequent Adobe Acrobat dialog box will appear prompting to remove hidden information (e.g. metadata and hidden text) within your document. Select “Yes” if you wish to continue.

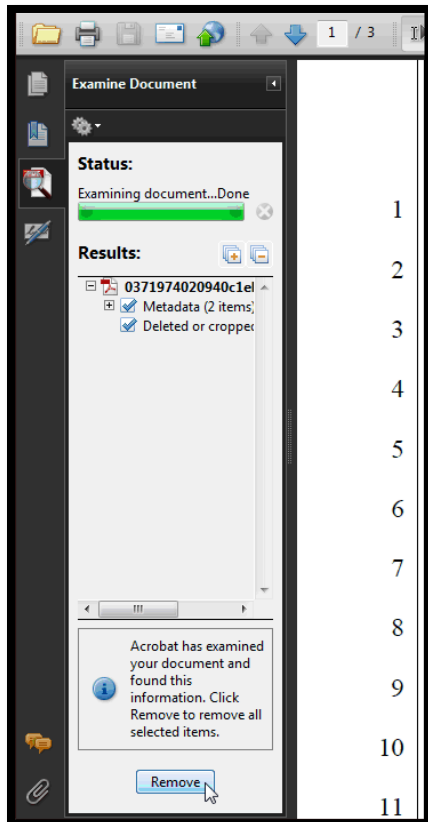
5. A *Remove Hidden Information* pane with hidden data results will appear. Selecting “Remove” will delete all hidden data.
6. Save your .pdf document and proceed as normal.



Redacting a PDF Document AFTER Blacking-Out Text in Word or WordPerfect (using Adobe Acrobat Version 8.1 or higher)

If you previously “redacted” your original Word or WordPerfect document by blacking out information using the Text Highlight tool, then converted your document to a PDF format, the steps below will work for you:

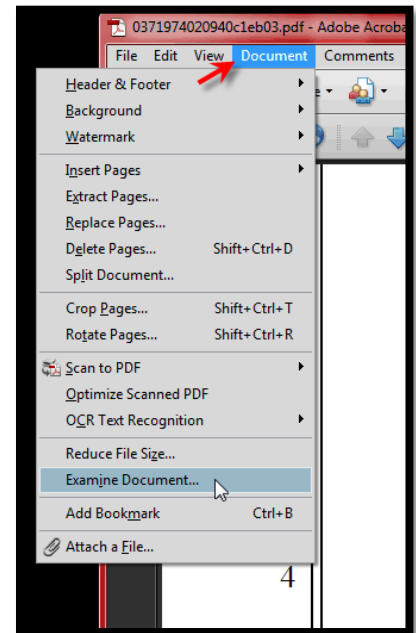
1. From your open PDF document, select the “**Document**” menu, then select “**Examine Document**”.



2. An *Examine Document* pane with hidden data results will appear.

Hidden data may include text that matches the background color or text that was previously hidden by an image or object.

Selecting “**Remove**” will delete all hidden data.



Manual Redacting via Print, Mark-up and Scan

If the original editable document is not in your possession and/or you do not have access to an application tool for redaction, this option is for you.

1. Print out the document
2. Redact the document with a black marker
3. Re-scan the document to a PDF format