



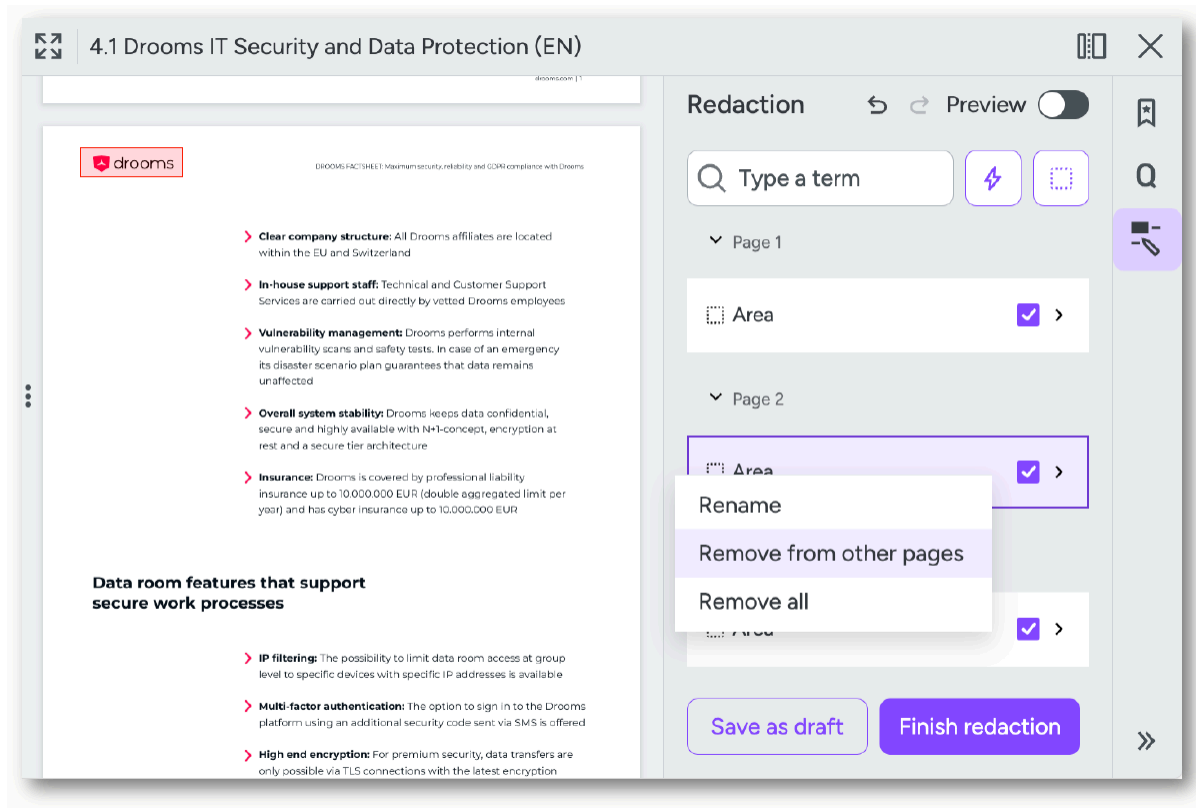
Redacting Selected Document Areas

The Drooms Redaction feature offers three powerful methods to find and select sensitive information for redaction, the third of which is selecting specific areas on pages, like images, recurring page headers and footers, and all sorts of non-searchable content for redaction.

To select document areas for redaction, such as images, logos, banners, or recurring headers and footers of pages, proceed as follows:

- Select the document that you want to redact, and open the redaction panel on the right.
- After starting the redaction, click on the button with the 'rectangle' icon.
- Holding the left mouse button, draw a rectangle around the desired area in a document. Once drawn, the area is marked for redaction and will be added as selected (checked) item to the right-hand list in the redaction panel. A red X button allows you to remove a drawn rectangle right away, until you click somewhere else.
- Every selected area has a name, which is by default 'Area' and can be changed to better distinguish selected areas. Select the element and click on the three dots, that appear next to the Area item in the list upon hovering the mouse over it, to open the respective redaction context menu. then select the option 'Rename', allowing you to enter a new name. Confirm the new name with a click on the green V sign or decline it with a click on the red X sign.
- Every unique area can be deselected and unchecked again. Either right-click on the area to open the respective redaction context menu and select the option 'Uncheck selected', or deselect it by unchecking it directly in the list on the right. Deselected areas can be selected again.

- Every unique area can be removed again. Either right-click on the area itself, or on the three dots, that appear next to the Area item in the list upon hovering the mouse over it, to open the respective redaction context menu. Then select the option 'Remove area'. The area will be deleted.
- To select for example headers or footers, which appear on more than one page, select one such area, and either right-click on the area itself, or on the three dots, that appear next to the Area item in the list upon hovering the mouse over it, to open the respective redaction context menu. Then select the option 'Repeat across pages'. A similar area will be created and selected on all other pages as well.



- If one of the repeating areas is not needed on a specific page, it can be individually deselected and unchecked again, like any other selected area. Either right-click on the area to open the respective redaction context menu and select the option 'Uncheck selected', or deselect it by unchecking it directly in the list on the right.

- If all of a set of repeating areas are not needed except the one on a specific page, click on the three dots, that appear next to the Area item in the list upon hovering the mouse over it, to open the respective redaction context menu. Then select the option 'Remove from other pages'.
- If all of a set of repeating areas are not needed, either right-click on any one of the areas itself, or on the three dots, that appear next to the Area item in the list upon hovering the mouse over it, to open the respective redaction context menu. Then select the option 'Remove all'.
- Once you have selected (checked) the correct areas for redaction, you can consecutively select further areas for redaction, or search for further document search terms or category matches to add them to the list and select them for redaction.

<https://drooms.zohodesk.eu/portal/en/kb/articles/redacting-selected-document-areas>