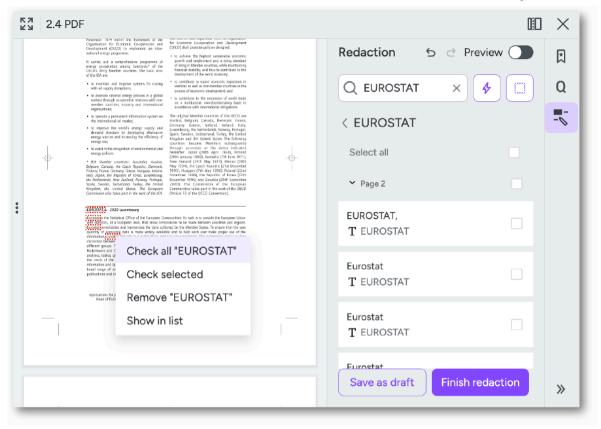**Drooms Help Center**

Redacting Search Terms

The Drooms Redaction feature offers three powerful methods to find and select sensitive information for redaction, the first of which is the document text search for redacting known, specific terms.

To search for terms and select them for redaction in a single document, proceed as follows:

- Select the document that you want to redact, and open the redaction panel on the right.

- After starting the redaction, enter the desired term in the text search field. All corresponding text matches will be marked in the document with a red, dotted outline and listed in the redaction panel under the entered search term.

- Set check marks in the list to the right to individually select the corresponding found text matches for redaction, or select all text matches found on a specific page, or click on 'Select all' for selecting all text matches for redaction.

- Alternatively, you can also right-click onto a marked text match in the document to open the redaction context menu in the document viewer and then select it for redaction with a click on option 'Check selected' to set a corresponding check mark in the list to the right, or click on 'Check all <search term>' to select all for redaction.

- The selected text matches will be highlighted in the document with a red rectangle.

- Selected text matches for redaction can either individually, or all together, be unchecked again either in the list, or via the redaction context menu's corresponding options, or be removed.

- The document redaction context menu option 'Show in list' allows to jump to the corresponding list item on the right when browsing documents with many redaction items. Vice versa, selecting a list item in the redaction panel on the right will focus the document display on the corresponding document search term marked in the document.

- Once you have selected (checked) the text matches you want to redact, you can consecutively search for further terms to add them to the list and select them for redaction, or select specific areas or terms by category for redaction.

  ⓘ When returning to the overall list, where all types of redaction results are displayed, marked, but unchecked document search terms will be removed.

- Click on the 'left arrow' directly underneath the search entry field to view the overall list with all so far selected search hits, selected terms matching specific categories, and selected areas.

To search for terms and select them for redaction in multiple documents, proceed as follows:

- Alternatively you can also select one or more folders or multiple documents in the index, open with a right click the index context menu, and select the option 'Batch redact'.

- The modal dialog 'Batch Redaction' allows to enter multiple search terms, Matching terms in the selected documents will be redacted accordingly, but results cannot be previewed and edited like when redacting search terms for single documents.

- *-> read more about batch redacting documents*