Revu Tutorial: Redaction

Revu eXtreme includes powerful, built-in PDF redaction capabilities that make it easy to remove confidential information from your PDF document. Sensitive information is permanently deleted from the file and the area is blacked out or covered with text.

There are two steps required to redact a PDF file:

1) Select the areas to be redacted
2) Apply the redaction to remove the text and images from the PDF

Mark for Redaction

To begin the redaction process, go to *Edit/Redaction/Mark for Redaction,* or on the toolbar click **Mark for Redaction** . The button will remain depressed while in redaction mode.

A warning message will display indicating that you will need to apply the redactions before the process is complete.

Sec. 7-1801. Purpose.

The purpose of this article is to establish uniform minimum noise insulation performance standards to protect persons within new hotels, motels, apartment houses, and dwellings from the effects of excessive noise, including but not limited to hearing loss or impairment and interference with speech and sleep. This article is adopted pursuant to the requirements of the State Building Code as contained in Chapter 2-35 of Title 24, part 2 of the California Administrative Code.

[Added by Ord. No. 3177, eff. 12/30/89.]

Next, define the redaction areas by clicking the left mouse button and dragging over the chosen area. A red outline box will appear, defining the area to be deleted.

Apply Redactions

To apply the redaction, either go to *Edit/Redaction/Apply Redaction* or click **Apply Redactions** on the toolbar.

Note: The selected information is <u>NOT</u> redacted until you press Apply Redactions.

Once pressed, a window with configuration options will appear. The first setting defines the page range to use, defaulting to All Pages. To redact a specific set of pages or a page range, select the applicable radio button.

You will be reminded that redaction is permanent and it is advisable to save the document after the redaction is applied as a revised copy so that you do not lose the original document.

Redaction options include options for removing other data from the PDF, such as bookmarks, metadata, or other document properties (author, subject, and so on).

The Advanced button offers settings that allow users to filter which types of objects become redacted. For example, if text appears above an image, deselecting Image will cause only the text to be redacted. Both Text and Image needs to be selected to remove both. Use caution with filters because what appears as text in the PDF file may actually be vector data.
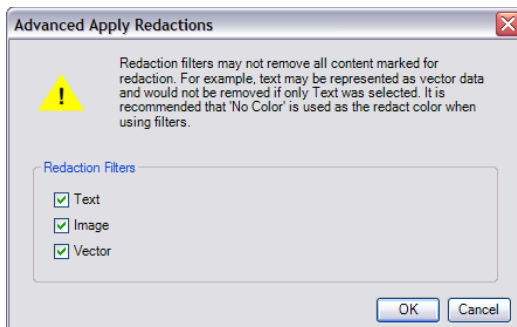
Appearance Settings

Appearance settings determine how the redacted areas will display in the PDF after redaction takes place. Open the Properties tab on any selected redaction annotation (right-click the annotation and select **Properties**).

Appearance options include the outline Color, the Redact Color (fill color) used to indicate where information was removed, and the Overlay Text which appears in the redacted area, identifying the reason for the redaction. Enter **Custom Text** or select a predefined **Redaction Code**. Common DOD and Freedom of Information Act (FOIA) codes are included. Press the **Edit** button to add new codes.

Autosize Text determines the font size to use for the overlay text. Check **Repeat Text** to fill the entire annotation area with the specified overlay text. Complete the formatting by entering the desired **Font, Font Size, Text Color** and **Alignment.**

Using Redaction Tools with Tool Chest

Any redaction annotation can be added to the Tool Chest to build a set of commonly used redaction settings. Once you have defined an annotation, right-click on the annotation and select **Add to Tool Chest**. You can create a separate tool for each redaction type. To use a Redaction Tool, select the tool and begin marking the PDF for redaction.