



Adobe Acrobat Pro Redaction

Redaction

1. the process of editing text for publication
2. a version of a text, such as a new edition or an abridged version
- 3. the censoring or obscuring of part of a text for legal or security purposes**



Adobe Acrobat Pro Redaction

- In the event a document has the need for redaction
- Make all necessary changes
- Save Document
 - Follow Steps:

TestPDF.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create [Icons] Customize

1 / 1 [Icons] 105%

Tools Fill & Sign Comment

Content Editing
Pages
Interactive Objects
Forms
Action Wizard
Text Recognition
Protection
Restrict Editing
Encrypt
More Protection
Black Out & Remove Content
Mark for Redaction
Mark Pages to Redact
Apply Redactions
Redaction Properties
Search & Remove Text
Hidden Information
Remove Hidden Information
Sanitize Document

Begin by selecting "Tools", Moving to "Protection", and selecting "Mark for Redaction" or "Mark Pages to Redact".

Data Protection

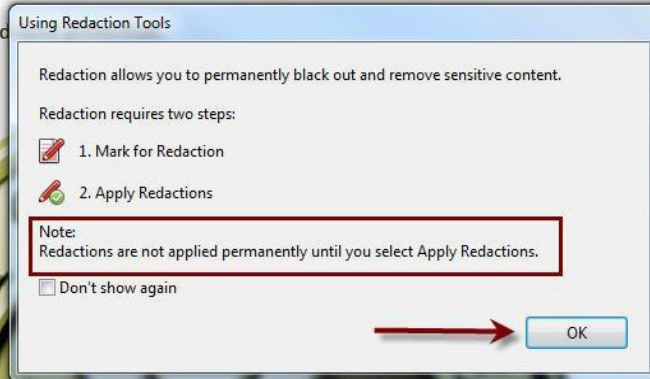
Testing for the use of advanced data protection.



- Note: Document will not be redacted until “Apply Redactions” has been enabled

Data Protection

Testing for the use of advanced





- Text will appear outlined as seen in the following screen
- Save Document

Data Protection

Testing for the use of advanced data protection.

Adobe Acrobat

! You are about to permanently remove all content that has been marked for redaction. Once the document is saved, this operation cannot be undone.

Are you sure you want to continue?

OK Cancel

Once the text or page has been selected, proceed to "Apply Redactions". Take note of warning, save when ready.

Content Editing

Pages

Interactive Objects

Forms

Action Wizard

Text Recognition

Protection

Restrict Editing

Encrypt

More Protection

Black Out & Remove Content

Mark for Redaction

Mark Pages to Redact

Apply Redactions

Redaction Properties

Search & Remove Text

Hidden Information



File Sharing Best Practices

- Encryption, and/or Redaction (where applicable) as in the previous frames
- Share File via:
 - Network Departmental Folders (ex. K: Payroll, Travel, etc.)
 - Email (only with trusted/ verified personnel)
 - [FSU Dropbox](#) (only with trusted/ verified personnel)