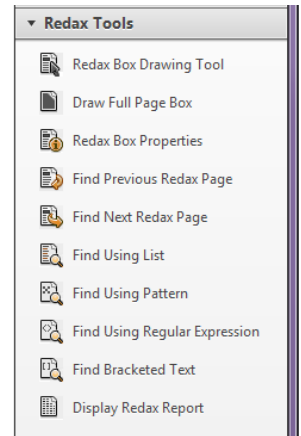


# Quick Reference Guide for Redax: Drawing Redax Boxes and Redaction of PDF Files

## Drawing Redax Boxes

Open a PDF document in Acrobat. The Redax menu can be accessed from the Acrobat Toolbar or the side Tool panel in Acrobat. Select Draw Box from the Redax menu (middle of top menu bar in Adobe Acrobat) or Redax Box Drawing Tool from the side Tool menu.

Your cursor will change to a cross hair . Select the area you want to remove from the document by left clicking on your mouse and drawing out a Redax box. Place an exemption code in the box by clicking on one of the codes in the Exemption Code Palettes. Below is a screen capture showing how it will look.

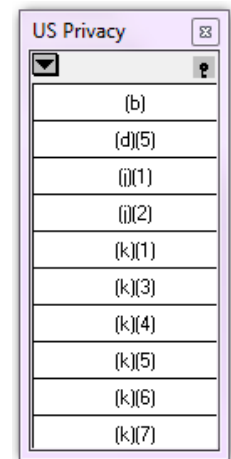
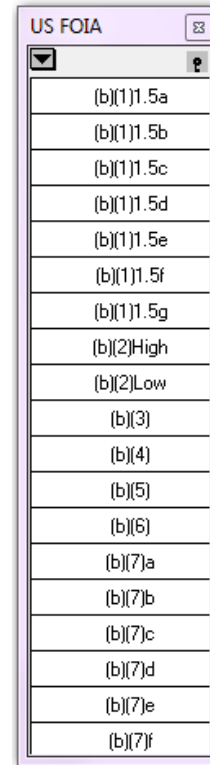


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Continue to draw Redax boxes around text or image areas of the document that you want to remove.

During this mark-up and review phase, Redax boxes can be changed, resized or deleted if necessary. To delete a box you have drawn, right click on the box and select Delete from the pop-up menu. To resize a box to make it larger or smaller:

1. Click on the box to activate it.
2. The box will have square corners as shown in the screen capture above.
3. Place your cursor on one of the corners and drag the box out larger or smaller as needed.



## Redacting Your Document

Once you have completed marking areas for redaction and the document has been reviewed, select Redact Document from the Redax menu. Redax will create a new redacted document. The areas you marked for redaction in the original file will not be in the new redacted version of the document. The redacted areas in the new document will still be marked with a Redax box until you select “Remove all Annotations” from the Redax menu. The screen shots below show the redacted area with the Redax box and after it is removed.

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