

## **Quick Reference Guide for Redax: Overview**

### **Redacting PDF files with Redax**

Redax® is an Adobe® Acrobat® plug-in that automates the time-consuming task of searching for and deleting (redacting) sensitive or private information from PDF documents. Use Redax to redact text, images, and entire pages from PDF documents. Redax creates a new redacted version of the document.

### **Markup features**

You can select areas for redaction by:

- Drawing Redax boxes around text and images
- Placing Full-Page tags on entire pages and page ranges
- Automatically finding all text that:
  - Matches words and phrases in a redaction list file you create
  - Matches patterns, including Social Security numbers, telephone numbers, postal codes, email addresses, etc.
  - Matches Regular Expressions (customized patterns)
- Using Acrobat's text selection tool, highlighting tools (Highlight, Cross Out/Strikethrough and Underline) or Acrobat redaction markup
- Applying a template to documents where the information to be redacted is always in the same location

### **Customization features**

You can customize Redax to suit your requirements by:

- Setting preferences to define the appearance of redacted areas
- Setting preferences for a variety of processing options, such as whether to keep bookmarks from the original file in the redacted document
- Editing the US FOIA and US Privacy exemption code palettes supplied with Redax or creating your own custom palettes
- Creating redaction list files to automate text markup and remove key words and phrases.
- Creating Regular Expressions to find customized patterns of information
- Creating templates to automate markup of documents where the information to be redacted is always in the same location
- Setting preferences for Redax boxes and Full-Page tags, which are used to markup information for redaction

### **Quality control features**

To ensure the quality of redacted documents, you can review the Redax boxes and Full-Page tags in your document by:

- Viewing them with Redax, Acrobat or Adobe Reader
- Printing them with the document
- Generating a Redax report detailing the properties of the Redax boxes in the document
- Exporting text of the redacted document and original document and comparing the text before and after redaction.

Remove all annotations and comments from the redacted document as the final step in the process, to make sure no sensitive information or comments were left in the document as a sticky note.