



ADOBE ACROBAT

FOR LEGAL PROFESSIONALS

Covering Acrobat for Windows
Versions 11 & DC

ADOBE ACROBAT

FOR LEGAL PROFESSIONALS

PERSONAL LICENSE

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The materials in this book were written using Adobe Acrobat Pro DC and all steps and instructions were tested prior to the publication date. As Adobe continuously updates Acrobat DC, your software experience may vary slightly from what is seen in this manual.

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MEET OUR TEAM OF ACROBAT EXPERTS

Meet our team of Acrobat experts who have co-authored this manual.



BARRON HENLEY

Most people wouldn't relish the idea of spending a day in a conference room, teaching Adobe Acrobat. Barron is not most people. There are few things Barron enjoys more than teaching all-day software training classes.

As an attorney, he understands how challenging it is to practice law without the proper training on the technology tools. When Barron isn't training he focuses on automating documents and teaching CLE classes for attorneys across North America.

PAUL UNGER

Paul's passion is coaching lawyers on managing time, distractions, tasks, emails, and documents efficiently. As the author of *Tame the Digital Chaos – A Lawyer's Guide to Time, Task, Email and Distraction Management*, Paul is truly an expert on the topic.

Paul's expertise is well-founded from his time practicing law. When Paul isn't coaching lawyers, he teaches CLE classes for attorneys across North America.



DANIELLE DAVISROE

Passionate about remote learning, Danielle is the force behind Affinity's membership training program, Affinity Insight. Danielle focuses on creating easily accessible training materials and webinars tailored to meet each organization's needs. From one-on-one training to organization-wide training plans, Danielle has her clients covered.

When Danielle isn't providing remote training, she focuses on teaching CLE via webinar and providing legal organizations with the advice they need to run smoothly. With a background practicing law at a boutique firm, Danielle understands the challenges that legal professionals face every day.





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CHAPTER 20

REDACTION

Can't find it? Something missing? Instructions not clear? Email manuals@affinityconsulting.com.

Importance of Proper Redaction

The importance of properly redacting a document cannot be understated. **Using the Redaction tools, as described in this chapter, is the only proper way to redact information.** Any other method may result in the disclosure of redacted information. One merely needs to read the news to see prominent attorneys in trouble for improperly redacting documents.

Step 1: Save a Copy First

Redactions cannot be undone unless the PDF is closed without saving changes. Therefore, you want to start by saving a copy of your PDF. Keep the original intact and redact the information from the copy.

Step 2: Open the Redaction Toolbar

Start by opening the Redact toolbar (see page 5).



FIGURE 20-1

Set 3: Set the Redaction Properties

To change the redaction to any color other than black or use overlay text, you need to change the Redaction Properties. Click on dropdown arrow next to **Redact Text & Images** and select **Properties**. Once redaction properties are set, the PDF is ready for redaction.

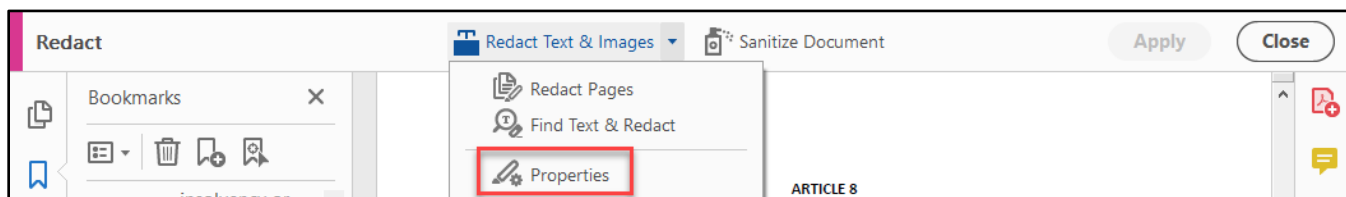


FIGURE 20-2

Step 4: Mark for Redaction

Once the properties are set, mark the information to be redacted by manually selected the information, searching for the information, or redacting whole pages.

Manually Redact Text and Images

1. Click on the **Redact Text & Images button**.
2. Select the text/image to be redacted.
3. Continue to select text and images until all information to be redacted is marked.

Search and Redact

Warning About Searching to Redact

The Search and Redact function will not catch misspellings or text not explicitly searched for. When using the Search and Redact function, **it is critical that one review the PDF to ensure that all information has been properly selected and marked for redaction.** To search for text and mark it for redaction:

1. Click on the **Redact Text & Images dropdown arrow → Find Text & Redact**.

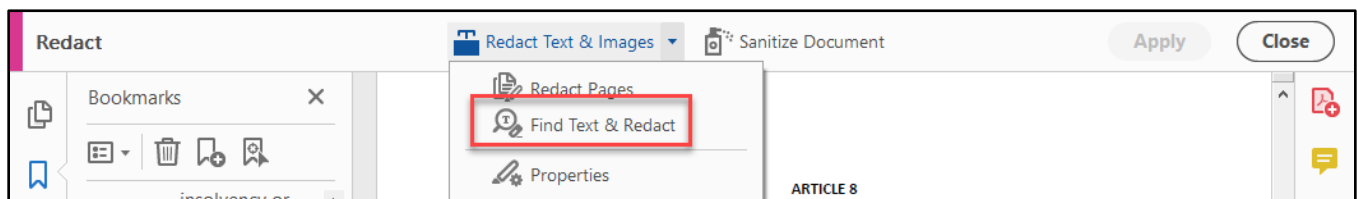


FIGURE 20-3

2. Perform a search for the desired text, phrase or pattern.

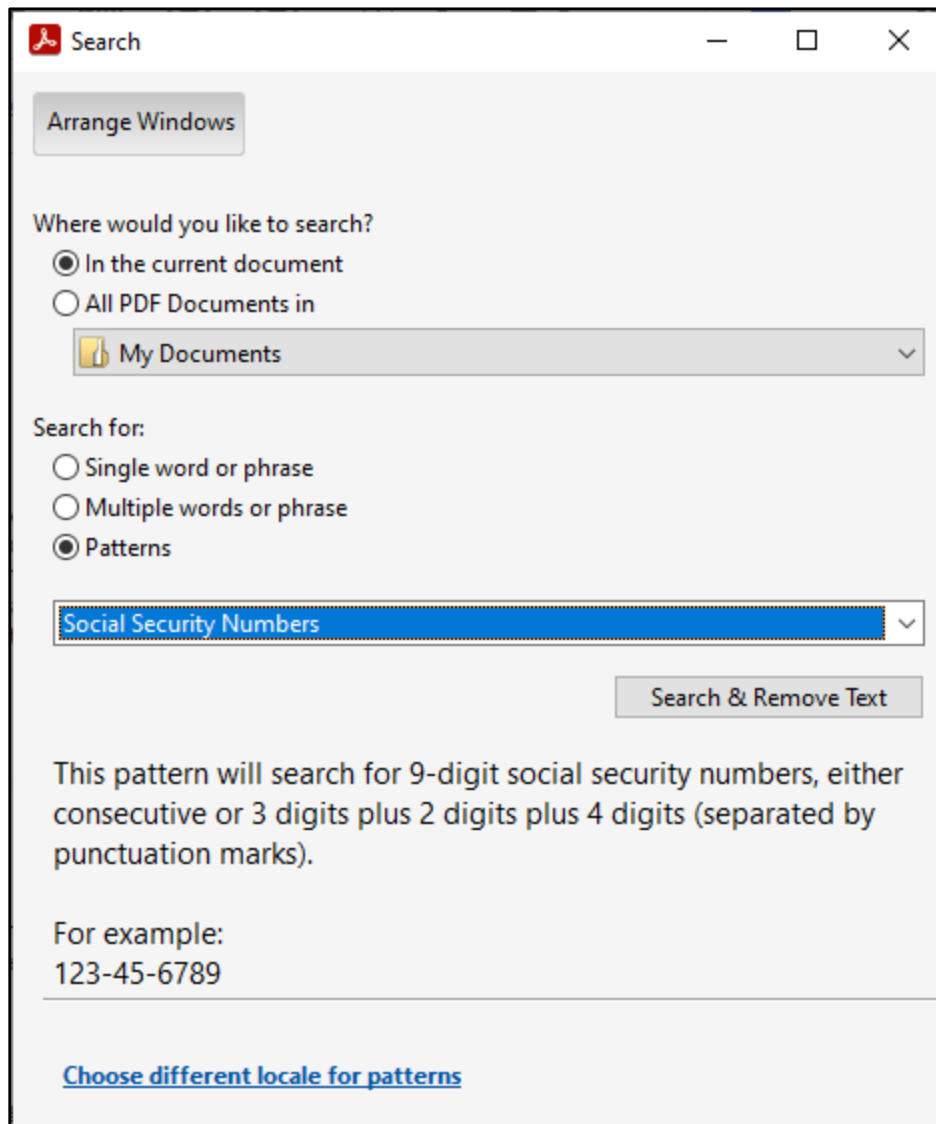


FIGURE 20-4

3. Click on the **Search & Remove Text** button.
4. Select the results you would like to mark by checking the boxes to the left of the result list.
5. Then select **Mark for Redaction**.

Redact Whole Pages

Select **Redact Text & Images** dropdown arrow → **Redact Pages**.

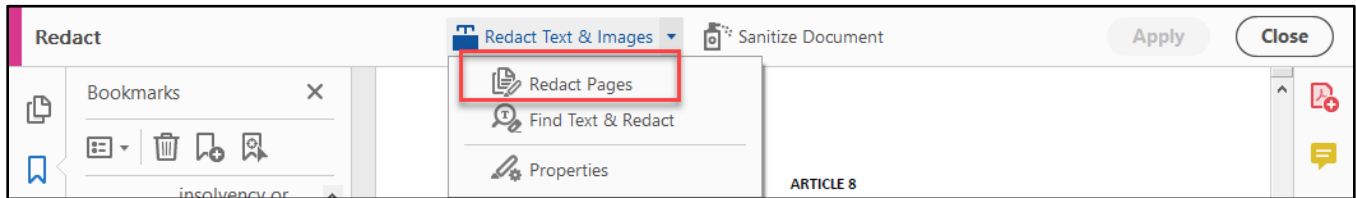


FIGURE 20-5

Step 5: Apply Redactions

Once the redactions are marked, click on the **Apply** button to apply the redactions.

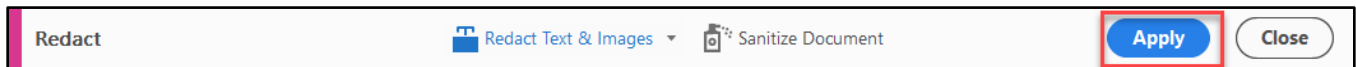
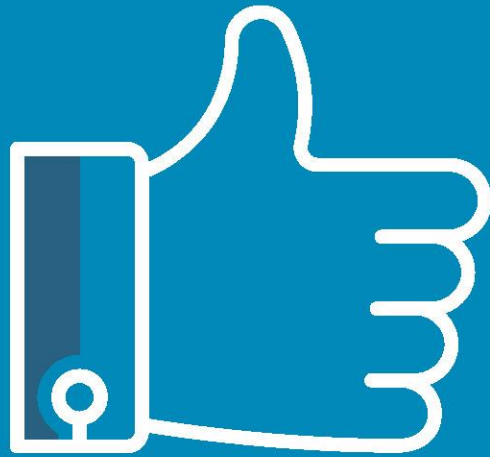


FIGURE 20-6

Do Not Skip Applying Redactions

Once redacted, you will not be able to undo the redaction (unless you close the PDF without saving). Be sure to save the redacted PDF. If you do not apply redactions, then any information marked for redaction in Step 4 remains easily readable.



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