



Redaction and removing metadata to control access to sensitive content

Acrobat Answers

In order to protect sensitive information in documents, it is often necessary or required for individuals or organisations to remove certain content. Document edits, reviewer logs, and select content in documents may only be relevant to or appropriate for document authors or certain recipients. Acrobat 9 provides comprehensive document examination and redaction tools to remove all but the information you want recipients to see.

1. Browse your computer to the PDF file you wish to use.
2. Select Advanced > Redaction > Mark for Redaction, click OK to the popup message. Using this capability makes it easy to mark sensitive information such as text, charts, and images so they can later be redacted.
3. Select Advanced > Redaction > Search and Redact. Click OK to the pop-up message that appears. Acrobat continues to allow you to search for a single word or phrase in the current document or across a set of documents. Enter the word you wish to search for and choose "Search and Redact". Acrobat will then search your document for this word. You can click on each instance to see where it appears in the document. Choose Check All and then at the bottom Mark Check Results for Redaction.
4. New to Acrobat 9 is the ability to search for multiple words or phrases all at once—particularly useful if you frequently have to redact the same words or phrases. Also new to Acrobat 9 is the ability to search for patterns like phone numbers. Choose Patterns to use this function.
5. Select Advanced > Redaction > Apply Redactions to redact all of the marked items. Click OK at the prompt to apply the redactions. Note that those items are now removed and converted to black marks. The changes will be applied when you save the document. Before redaction marks are applied, you may optionally customise the appearance of these marks by selecting Advanced > Redaction > Redaction Properties and modifying the settings.
6. Redaction removes visible information, but you may find that you have hidden information such as metadata, comments, and file attachments. After you applied the redactions, a dialog asks you if you want to examine your document for additional document information. Click Yes to use the improved Examine Document capabilities to scan for these items.

