



# OFFICE OF THE CHIEF INFORMATION OFFICER

# REDACTING MATERIAL

## INTRODUCTION

Redacted material refers to portions of a document that need to be obscured or removed, often to protect sensitive information. This can include personal data, classified information, or confidential details that should not be disclosed to the public or unauthorized individuals. Redaction is commonly used in legal documents, government reports, and any context where privacy or security is a concern.

Remediating redacted material for accessibility is vital for ensuring all users, including those with disabilities, can access and understand content. Proper remediation clarifies redacted information, maintaining context and reducing confusion.

## TABLE OF CONTENTS

*Click a title below to go to the destination page.*

- Introduction..... 1**
- Why Should Information be Redacted? ..... 3**
- What information should be redacted?..... 3**
- Redacting Material ..... 4**
  - Accessing the Redact a PDF tool in Newer Versions of Adobe ..... 4
  - Manually Redact Information in Newer Versions of Adobe.....5
  - Redact the same information multiple times in Newer Versions of Adobe..... 7
    - Redact Single word or phrase in Newer Versions of Adobe.....8
    - Redact Multiple words or phrase in Newer Versions of Adobe ..... 11
  - Redacting Patterns in Newer Versions of Adobe ..... 14
  - Manually review document for images/line art..... 16
    - Redact an Image..... 16
- Redacting Material in Older Versions of Adobe Acrobat..... 19**
  - Adding the Redact tool to the Toolbar in Older Versions of Adobe ..... 19

Redacting Material - Older Versions of Adobe Acrobat.....	20
Manually Redact Information in Older Versions of Adobe .....	20
Redact the same information multiple times in Older Versions of Adobe .....	22
Redact Single word or phrase.....	23
Redact Multiple words or phrases in Older Versions of Adobe .....	26
Patterns in Older Versions of Adobe .....	28
Manually Review Document for Images/Line Art in Older Versions of Adobe.....	30
Redact an Image.....	30

## WHY SHOULD INFORMATION BE REDACTED?

Redacting personal information in documents is crucial for protecting privacy, ensuring security, and complying with legal requirements, workplace policies, preventing bias, and ensures ethical handling of documents which fosters trust, demonstrating that data is handled with respect and transparency.

In short, redacting personal information promotes privacy, ensures compliance, protects against risks, and supports ethical data management.

## WHAT INFORMATION SHOULD BE REDACTED?

Remove or obscure information that is sensitive or confidential. Here are some common categories of information to consider:

- Personal identifiable information (PII) such as names, addresses, Social Security numbers, phone numbers and email addresses.
- Financial information such as bank account details, credit card numbers and income information.
- Health information and treatment details that can identify an individual.
- Confidential business information such as trade secrets, proprietary processes and sensitive business strategies.
- Legal information like details about ongoing litigation, settlements, or legal counsel.
- Security information like passwords, access codes, and other security-related information.
- Sensitive government data like classified or sensitive information related to national security
- Employee information that provides personal details about employees, such as performance reviews or disciplinary records.

When redacting information, ensure that the remaining content remains clear and understandable, and double-check that no sensitive information is inadvertently left visible.

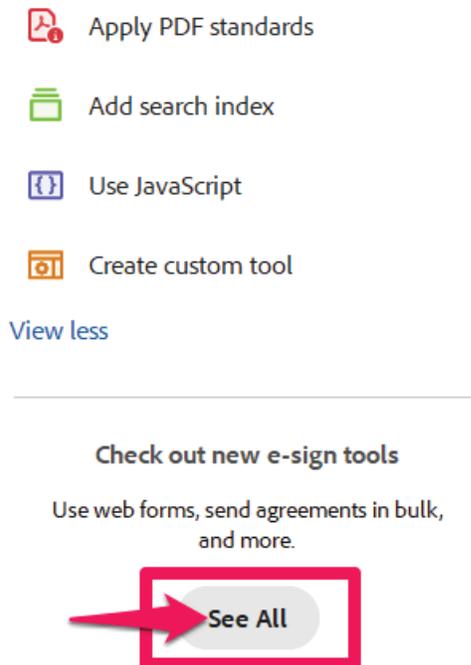
# REDACTING MATERIAL

## ACCESSING THE REDACT A PDF TOOL IN NEWER VERSIONS OF ADOBE

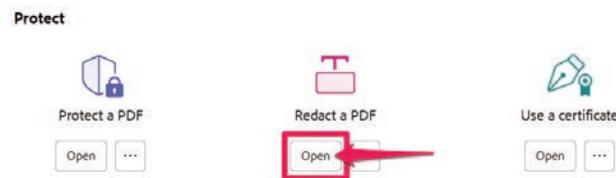
1. If the Redact tool does not appear on the toolbar on the left side of the screen, click on the All-Tools tab.



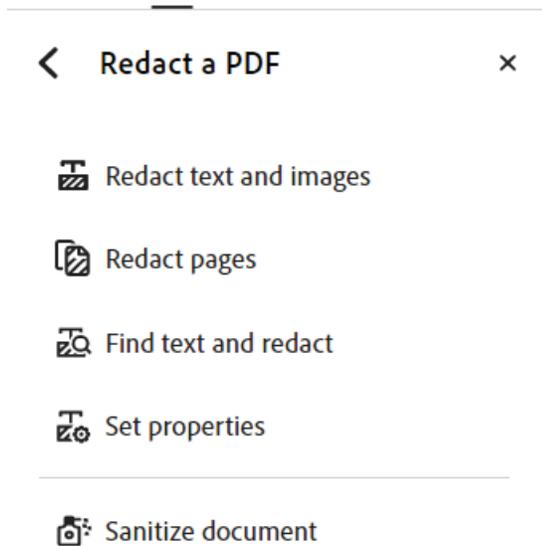
2. In the All-Tools panel, click the "See All" button at the bottom of the column.



3. Scroll down to the Protect section and locate the "Redact a PDF" icon. Click the Open button under it.

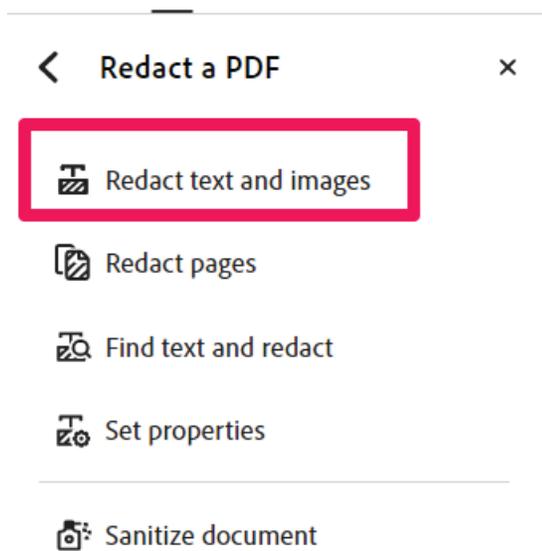


4. This will open the “Redact a PDF” panel on the left side of the screen.



## MANUALLY REDACT INFORMATION IN NEWER VERSIONS OF ADOBE

1. Click on “Redact text and Images”



2. Select the text to be redacted.

January 2021

Candidates for state of Nevada clerk position:

Jane Doe

(702) 486-9999

510-10-3434

2320 Maryland Parkway

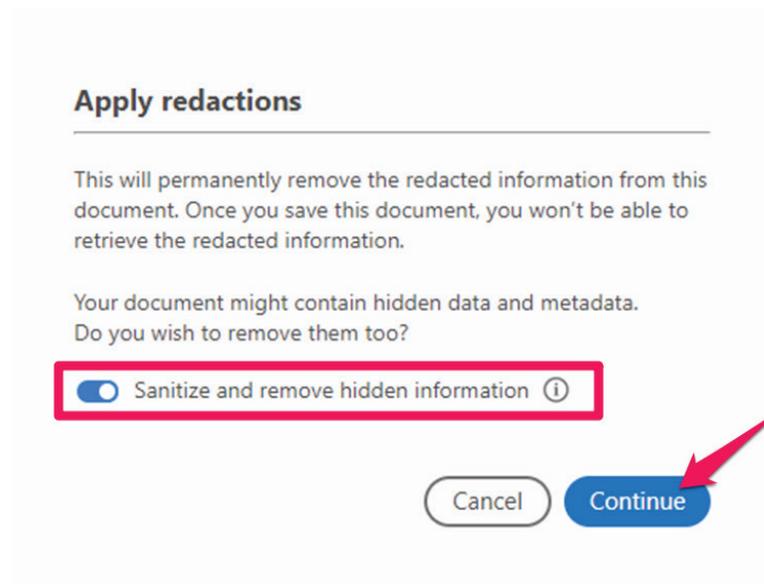
Las Vegas, NV 89555

Interview date: 1/10/2024

5. Click the Apply button at the bottom of the Redact a PDF column.



6. The Apply redactions dialog box will appear. Make sure the Sanitize and Remove Hidden Information option is selected then click Continue



7. Once you click continue, Adobe will automatically bring up the save document window.

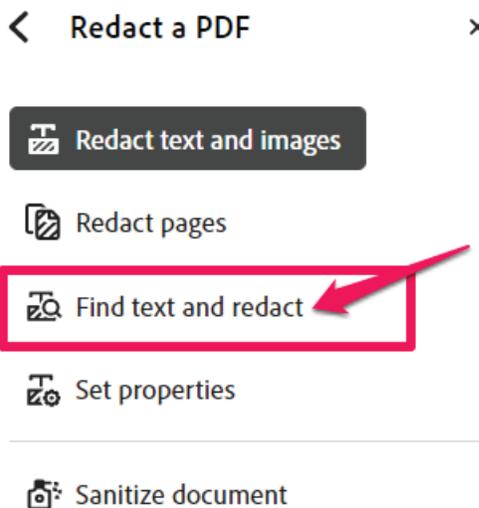
Save the document with a new name and the selected text will be blacked out.

Jane Doe  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
Interview date: 1/10/2024

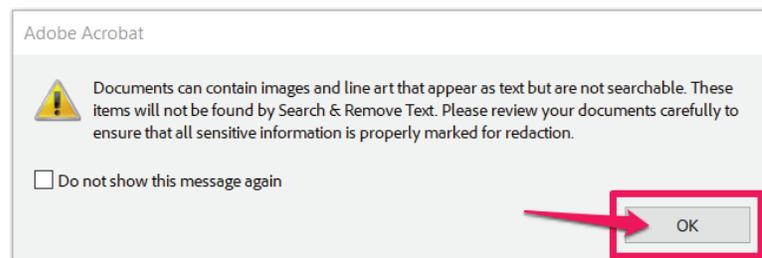
8. Repeat the steps above for each piece of information to be redacted.

## REDACT THE SAME INFORMATION MULTIPLE TIMES IN NEWER VERSIONS OF ADOBE

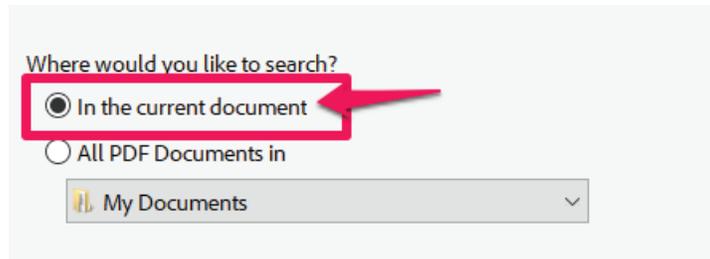
1. Click on "Find text and redact".



2. A pop-up warning dialog box will appear stating "Documents can contain images and line art that appear as text but are not searchable. These items will not be found by Search & Remove Text. Please review your document carefully to ensure that all sensitive information is properly marked for redaction". Click the OK button.



3. A Search column will appear on the left side of the document asking where would you like to search. Check the checkbox for in the current document.



4. Under Search for choose the appropriate answer for your document. Options include:

### **REDACT SINGLE WORD OR PHRASE IN NEWER VERSIONS OF ADOBE**

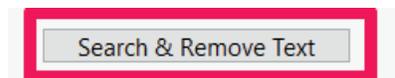
1. Under Search for select Single word or phrase



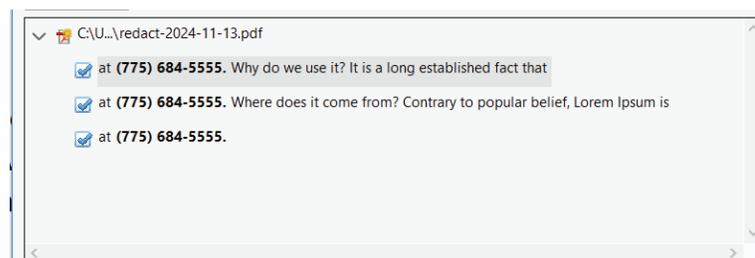
2. Enter the word or phrase you'd like to search for.



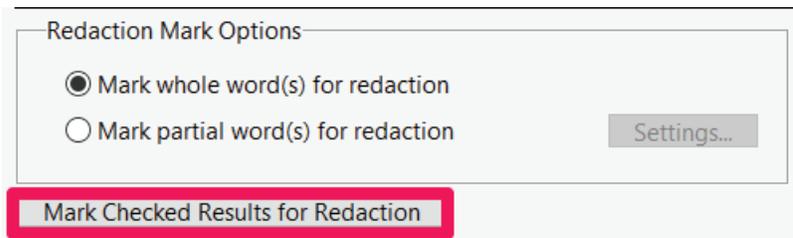
9. Click the Search & Remove Text button.



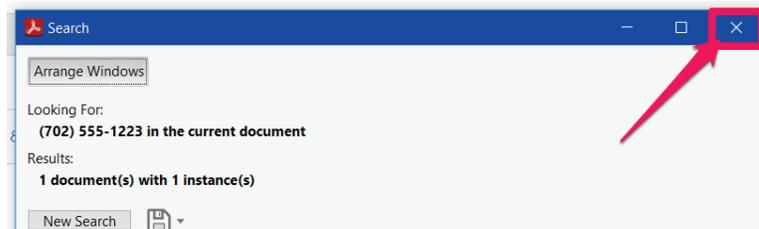
10. The search dialog box will identify each instance where it identified the word or phrase. Check the check boxes in front of each instance you want to redact.



11. Click the Mark Checked Results for Redaction button.



12. Close the search dialog box by clicking the X in the top right corner.



13. The text will be selected on the page with a red outline.

res by accident, sometimes on purpose (injected  
fication number 1234 at (775) 684-5555.

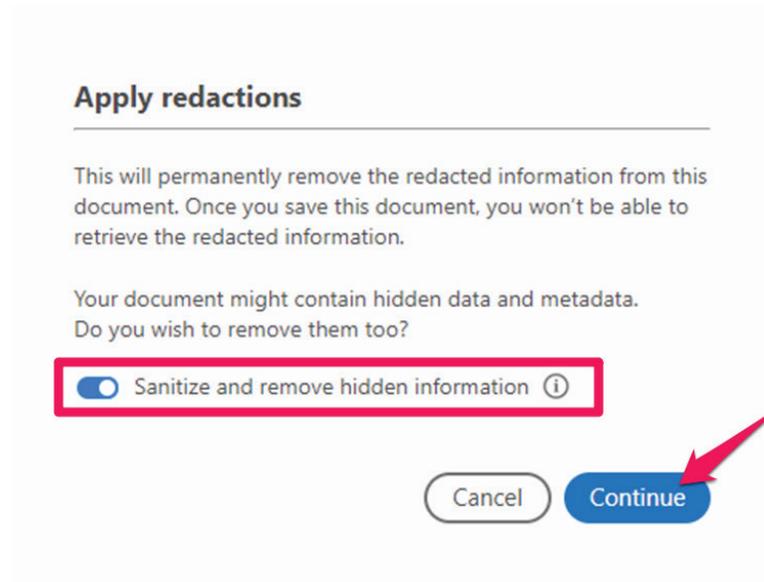
: simply random text. It has roots in a piece of  
: over 2000 years old. Richard McClintock, a Latin  
nia, looked up one of the more obscure Latin words,  
d going through the cites of the word in classical  
. Lorem Ipsum comes from sections 1.10.32 and  
The Extremes of Good and Evil) by Cicero, written in  
ethics, very popular during the Renaissance. The first  
met..", comes from a line in section 1.10.32.

se the 1500s is reproduced below for those interested.  
; Bonorum et Malorum" by Cicero are also reproduced  
nglish versions from the 1914 translation by H.  
mber 1234 at (775) 684-5555.

14. Click the Apply button to redact the information.



15. Make sure the Sanitize and Remove Hidden Information option is selected then click Continue



16. Save the document with a different name as once saved the **redacted information is non retrievable**. So best practice is to save the document as a different name than the original.

17. The information has now been redacted in the document.

packages and web page editors now use Lorem Ipsum as their default for 'lorem ipsum' will uncover many web sites still in their infancy. Various over the years, sometimes by accident, sometimes on purpose (injected contact Jane Doe identification number 1234 at [REDACTED])

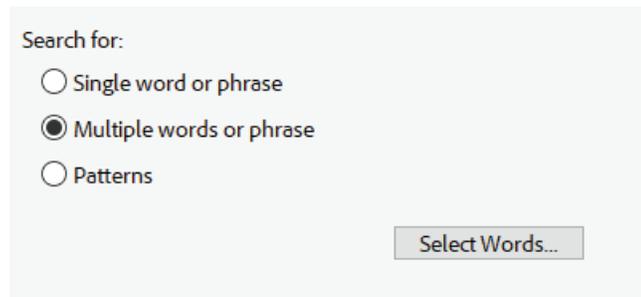
?

of, Lorem Ipsum is not simply random text. It has roots in a piece of literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Yeshiva University in New York City, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature to discover its undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 44 BC. This line of text is first used in 1564 in the printing of the title page of the first edition of "The first Lorem Ipsum dolor sit amet.", comes from a line in section 1.10.32.

Since the 1500s, Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero are also reproduced in their original Latin, accompanied by English versions from the 1914 translation by H. Walter Wilson. The first Lorem Ipsum dolor sit amet. Doe identification number 1234 at [REDACTED]

## REDACT MULTIPLE WORDS OR PHRASE IN NEWER VERSIONS OF ADOBE

1. Under "Search for" select "Multiple words or phrases".



Search for:

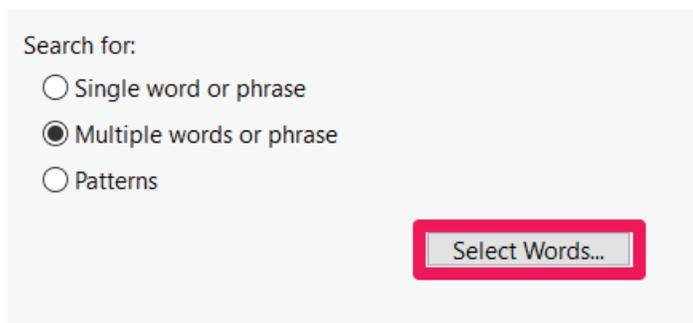
Single word or phrase

Multiple words or phrase

Patterns

Select Words...

2. Click the Select Words Button



Search for:

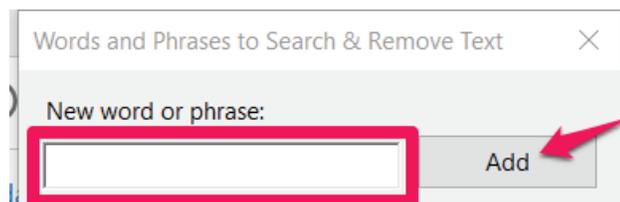
Single word or phrase

Multiple words or phrase

Patterns

Select Words...

3. The Words and Phrases to Search & Remove dialog box will appear. Enter each piece of information in the New Word or phrase field, and click the ADD button.

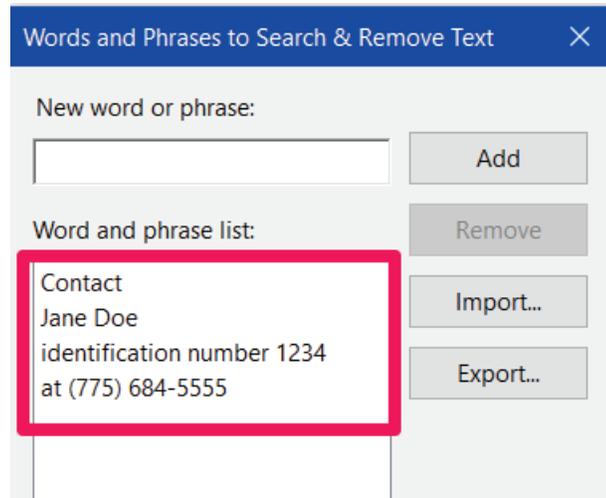


Words and Phrases to Search & Remove Text

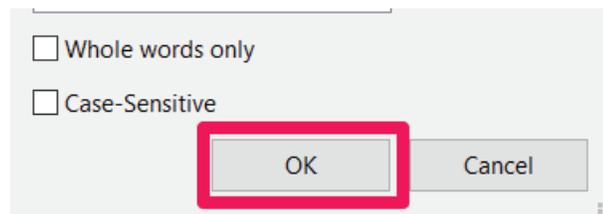
New word or phrase:

Add

- As you add each word or phrase it will populate in the Word and Phrase list as shown below.



- Click the OK button when you are done adding all the words and phrases.



- Close the Search dialog box.



- The identified text will be shown as selected in the document as shown below.

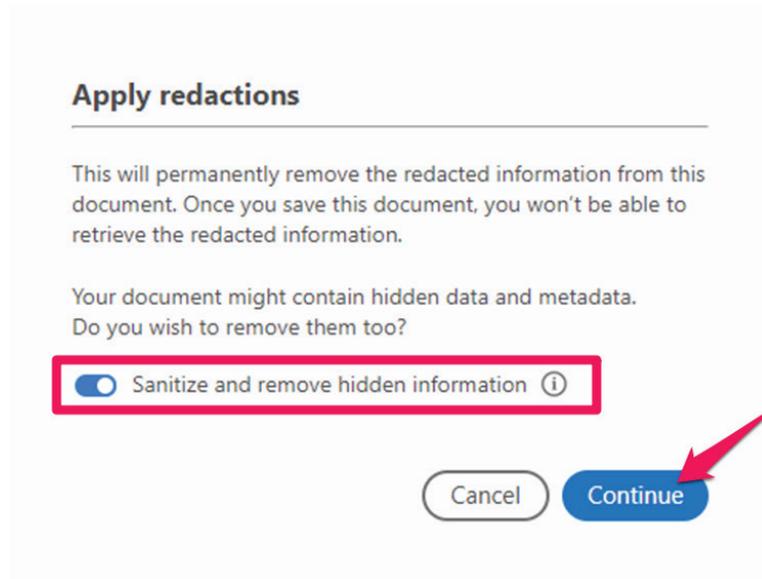
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum. Contact Jane Doe identification number 1234 at (775) 684-5555. Contact

Why do we use it?

- Click the Apply button at the top right of the window



9. Make sure the Sanitize and Remove Hidden Information option is selected then click Continue



10. Save the document with a different name as once saved the redacted information is non retrievable. So best practice is to save the document as a different name than the original.
11. The text selected for redacted will be blacked out.

of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Where does it come from?

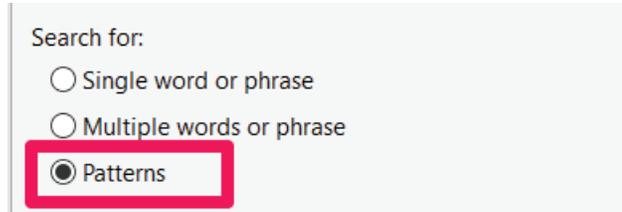
Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.

The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero are also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham.

## REDACTING PATTERNS IN NEWER VERSIONS OF ADOBE

Selecting patterns allows you to search for phone numbers, credit card numbers, social security numbers, email addresses and dates.

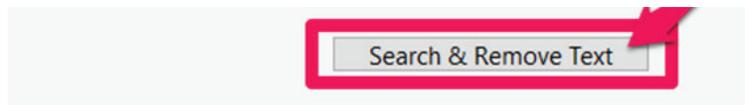
1. Under "Search for" click the Patterns radio button



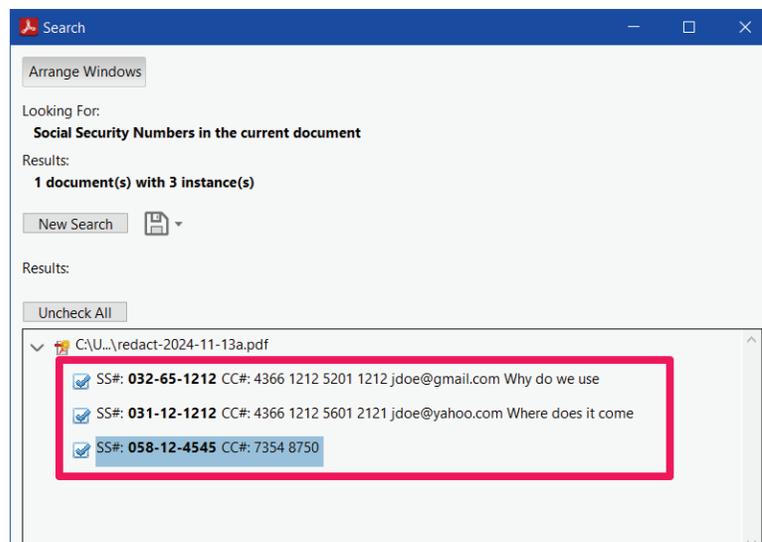
2. Under "Select your pattern", choose the appropriate pattern. In this case, we choose Social Security Numbers.



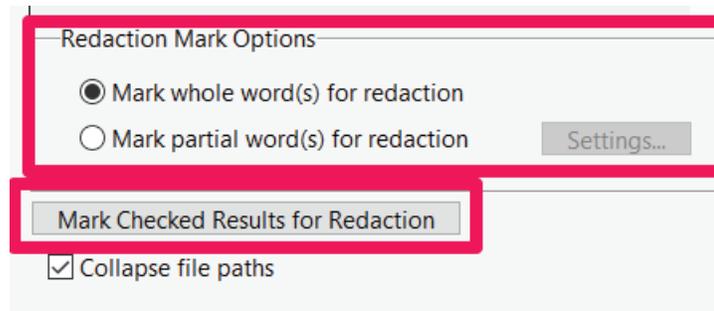
3. Click the Search & Remove Text button



4. The following screen will appear, check the check boxes that apply



- Under Redaction Mark Options click on the appropriate radio button. Options include "Mark whole word(s) for redaction" and "Mark partial word(s) for redaction" or choose not to select either option. Then click "Mark Check Results for Redaction" button.



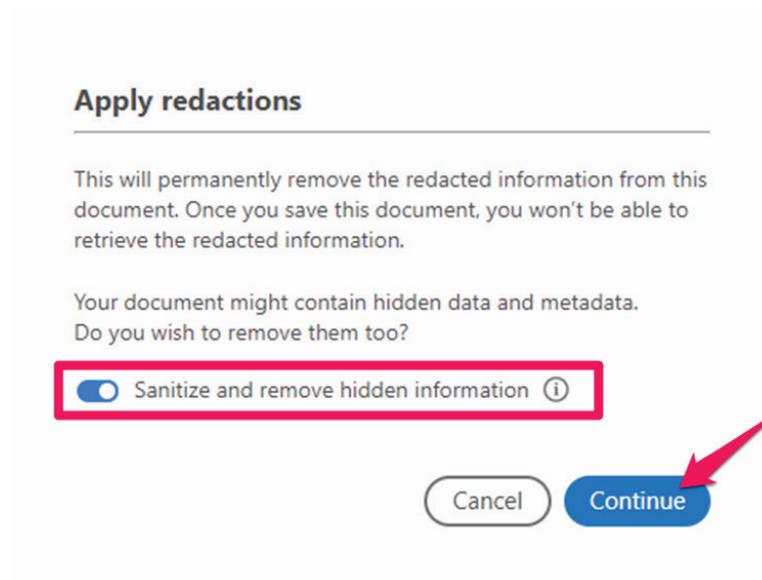
- In the document it will identify each selected pattern you checked in Step 4.

John Doe  
SS#: 031-12-1212  
CC#: 4366 1212 5601 2121  
[jdoe@yahoo.com](mailto:jdoe@yahoo.com)

- Click the Apply button.



- Make sure the Sanitize and Remove Hidden Information option is selected then click Continue



9. Save the document with a different name as once saved the redacted information is non retrievable. So best practice is to save the document as a different name than the original.
10. The redacted text will be blacked out in the document.

John Doe

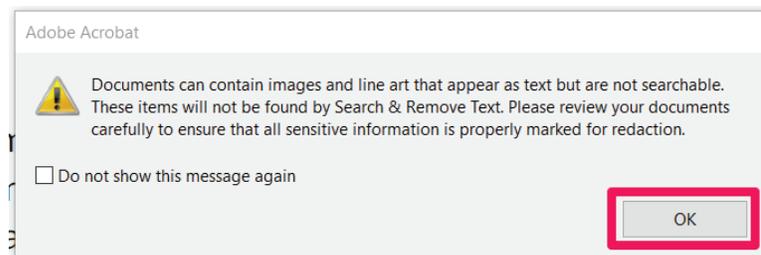
SS#: [REDACTED]

CC#: 4366 1212 5601 2121

[jdoe@yahoo.com](mailto:jdoe@yahoo.com)

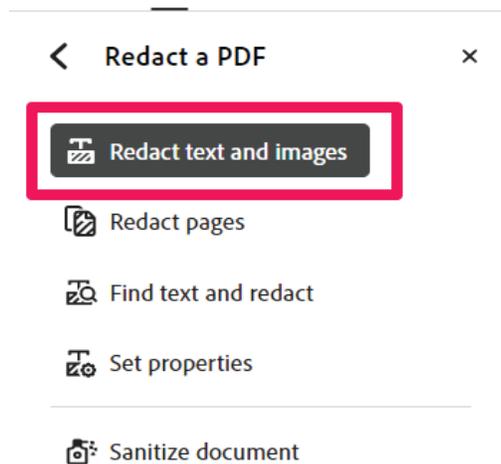
## MANUALLY REVIEW DOCUMENT FOR IMAGES/LINE ART

Remember the Adobe Acrobat dialog box that appeared notifying you that “Documents can contain images and line art that appear as text but are not searchable. These items will not be found by Search & Remove Text. Please review your documents carefully to ensure that all sensitive information is properly marked for redaction.”



## REDACT AN IMAGE

1. To redact an image, open the Redact a PDF panel in newer versions of Adobe (All Tools > Show All > Redact).
2. Click the “Redact text and images” option, if it is not already selected.



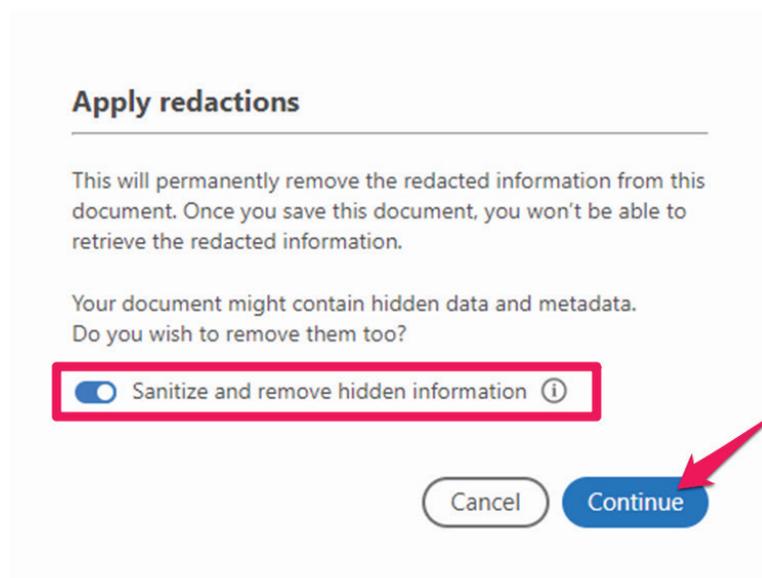
3. Click and drag around the image or the portion of the image to be redacted. A red outline will appear.



4. Click the Apply button.



5. Make sure the Sanitize and Remove Hidden Information option is selected then click Continue



6. Save the document with a different name as once saved the redacted information is non retrievable. So best practice is to save the document as a different name than the original.
7. The image or the portion of the image selected will be blacked out in the document.



8. Repeat these steps for each image to be redacted.

# REDACTING MATERIAL IN OLDER VERSIONS OF ADOBE ACROBAT

## ADDING THE REDACT TOOL TO THE TOOLBAR IN OLDER VERSIONS OF ADOBE

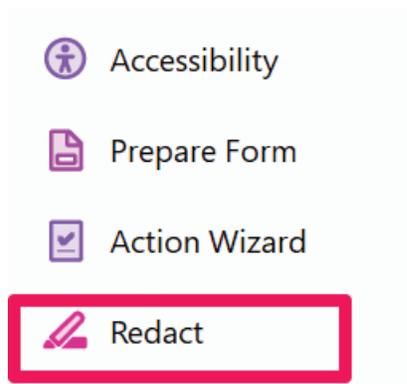
1. If the Redact tool does not appear on the toolbar on the right side of the screen, click on the Tools menu tab.



2. Scroll down to Protect & Standardize and click the Add button under Redact



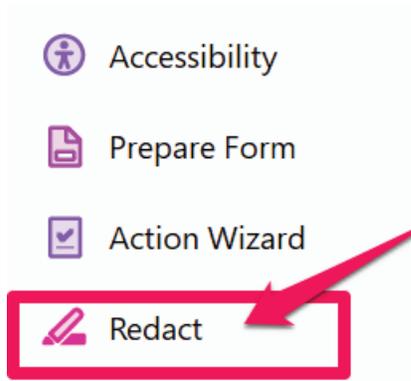
3. This will add the Redact tool to the toolbar on the right side of the screen.



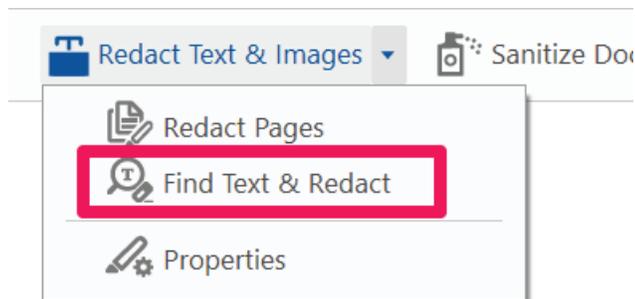
## REDACTING MATERIAL - OLDER VERSIONS OF ADOBE ACROBAT

### MANUALLY REDACT INFORMATION IN OLDER VERSIONS OF ADOBE

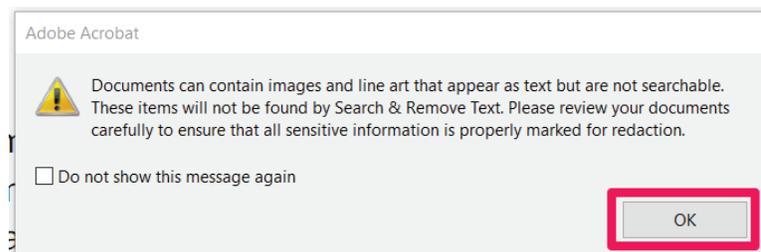
1. Click on the Redact tool on the right side of the screen.



2. Click on Redact Text & Images drop-down at the top of the screen and choose "Find Text & Redact" from the drop-down menu.



3. The Adobe Acrobat dialog box will appear notifying you that "Documents can contain images and line art that appear as text but are not searchable. These items will not be found by Search & Remove Text. Please review your documents carefully to ensure that all sensitive information is properly marked for redaction."



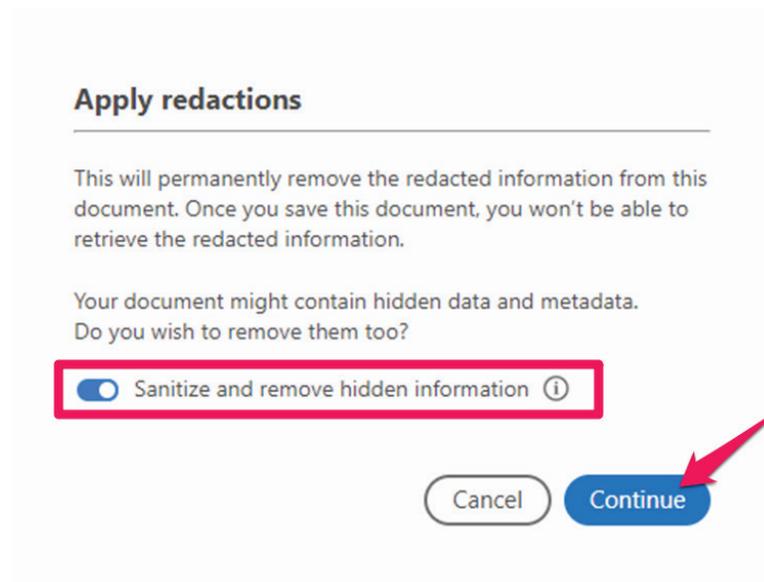
4. Close the search dialog box.
5. Select the information that needs to be redacted.

John Doe, EMT-P, MPA  
P.O. Box 1234  
Incline Village, Nv. 89450  
(775) 111-1111  
Email: email123@gmail.com

6. Select Apply at the top



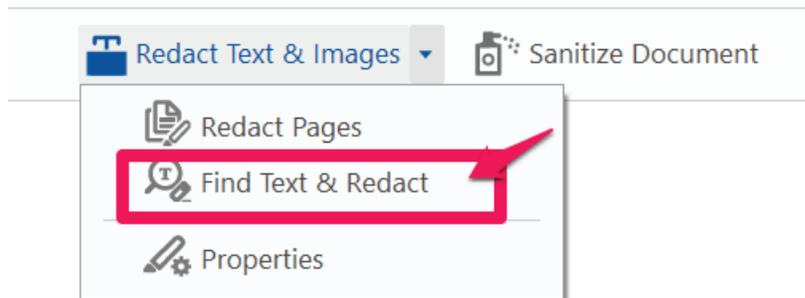
7. Make sure the Sanitize and Remove Hidden Information option is selected then click Continue



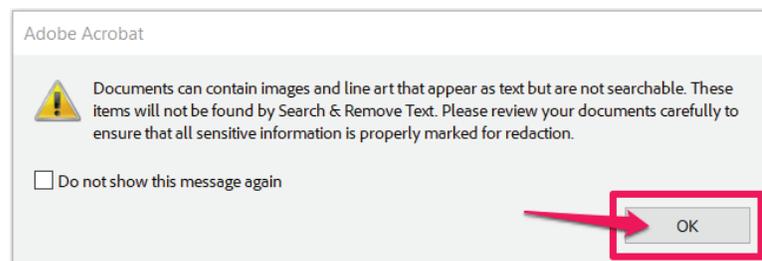
8. Save the document with a different name as once saved the redacted information is non retrievable. So best practice is to save the document as a different name than the original.
9. Repeat the steps above for each piece of information to be redacted.

## REDACT THE SAME INFORMATION MULTIPLE TIMES IN OLDER VERSIONS OF ADOBE

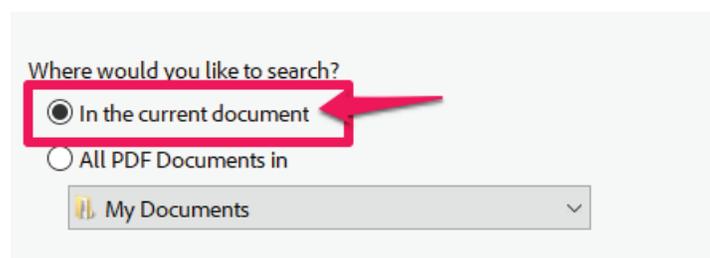
1. Click on "Find text and redact". If this isn't displayed at the top of the screen next to Sanitize Document, click the drop-down button and choose it from the list.



2. A pop-up warning dialog box will appear stating "Documents can contain images and line art that appear as text but are not searchable. These items will not be found by Search & Remove Text. Please review your document carefully to ensure that all sensitive information is properly marked for redaction". Click the OK button.



3. A Search column will appear on the screen asking where would you like to search. Check the checkbox for in the current document.



## REDACT SINGLE WORD OR PHRASE

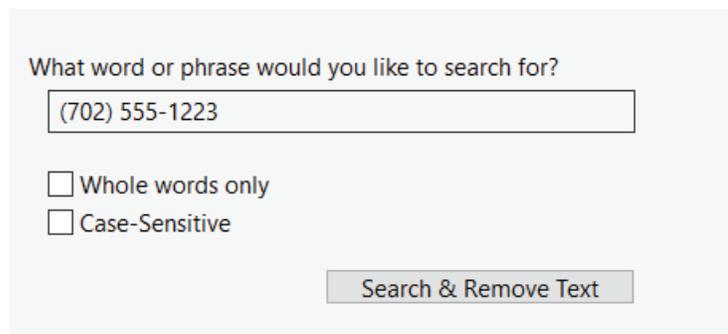
1. Under Search for select Single word or phrase



Search for:

- Single word or phrase
- Multiple words or phrase
- Patterns

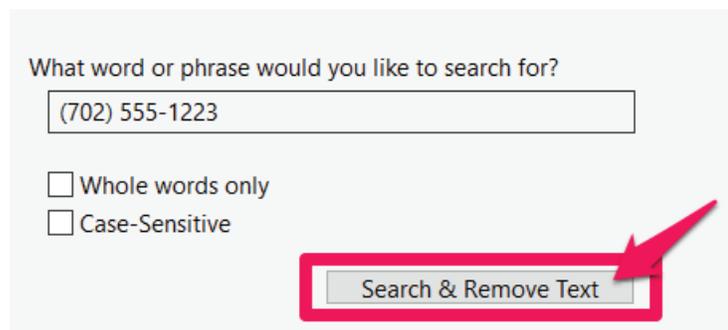
2. Under "What word or phrase would you like to search for? Enter the information you want to redact



What word or phrase would you like to search for?

  
 Whole words only  
 Case-Sensitive  

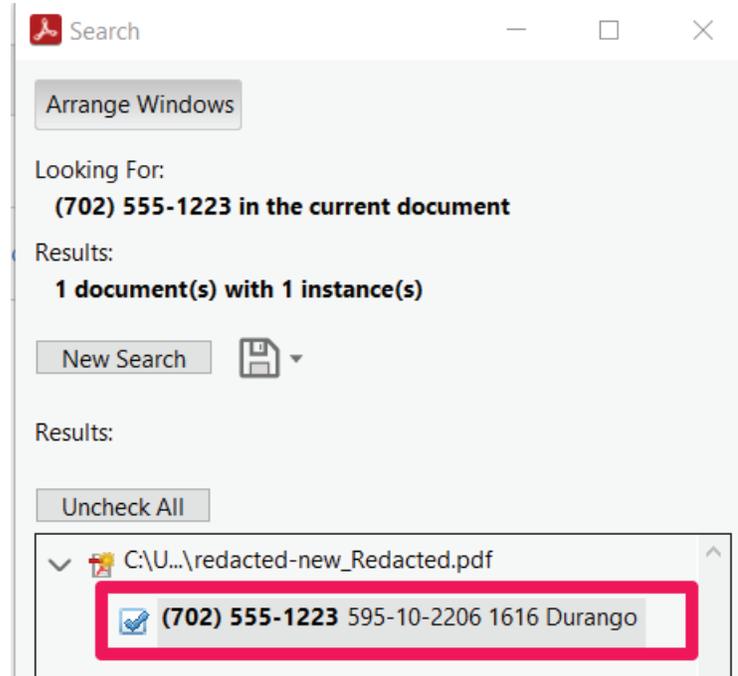
3. Click the Search & Remove Text button.



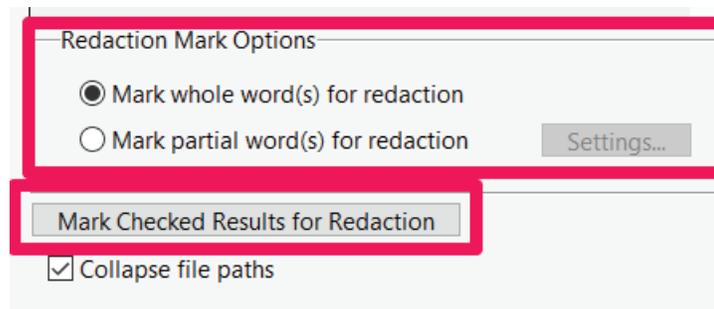
What word or phrase would you like to search for?

  
 Whole words only  
 Case-Sensitive

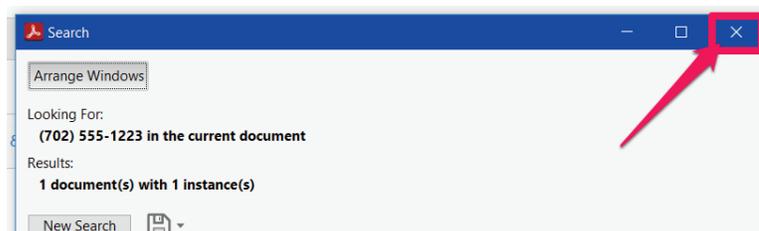
4. The following screen will appear, check the check boxes that apply.



5. Under Redaction Mark Options click on the appropriate radio button. Options include "Mark whole word(s) for redaction" and "Mark partial word(s) for redaction". Then click "Mark Checked Results for Redaction" button.



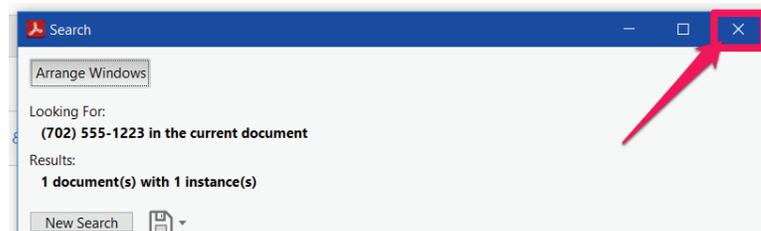
6. Close the search dialog box.



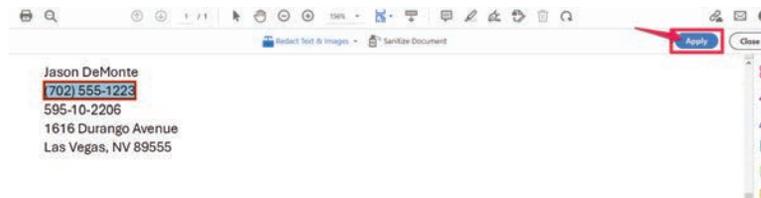
- The text will be selected on the page with a red outline.

Jason DeMonte  
(702) 555-1223  
595-10-2206  
1616 Durango Avenue  
Las Vegas, NV 89555

- Close the search dialog box by clicking the X in the top right corner.

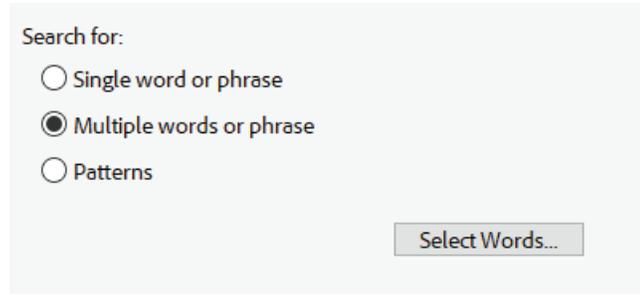


- Click the Apply button to redact the material.



## REDACT MULTIPLE WORDS OR PHRASES IN OLDER VERSIONS OF ADOBE

1. Under "Search for" select "Multiple words or phrases".



Search for:

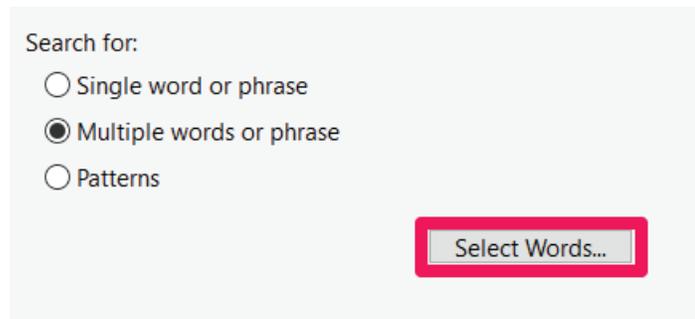
Single word or phrase

Multiple words or phrase

Patterns

Select Words...

2. Click the Select Words Button



Search for:

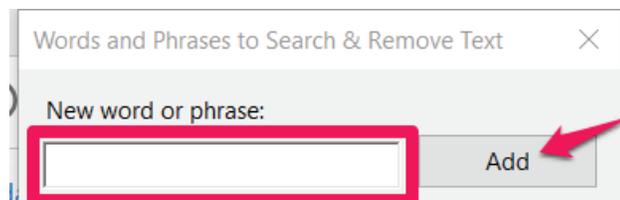
Single word or phrase

Multiple words or phrase

Patterns

Select Words...

3. The Words and Phrases to Search & Remove dialog box will appear. Enter each piece of information in the New Word or phrase field, and click the ADD button.

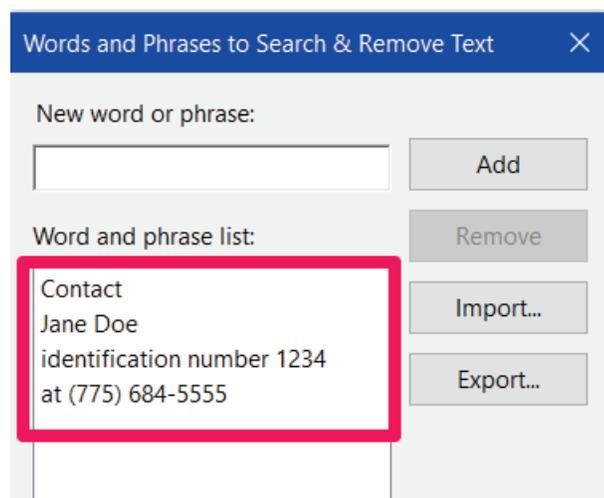


Words and Phrases to Search & Remove Text

New word or phrase:

Add

4. As you add each word or phrase it will populate in the Word and Phrase list as shown below.



Words and Phrases to Search & Remove Text

New word or phrase:

Add

Word and phrase list:

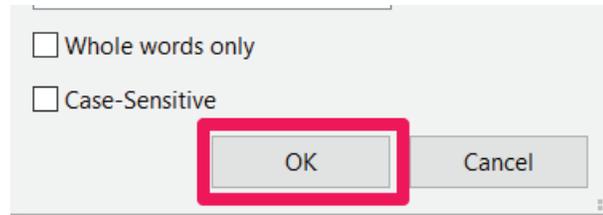
Remove

Import...

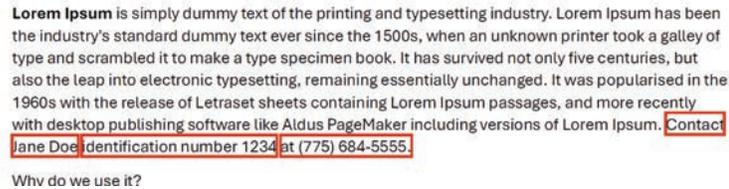
Export...

Contact  
Jane Doe  
identification number 1234  
at (775) 684-5555

5. Click the OK button when you are done adding all the words and phrases.



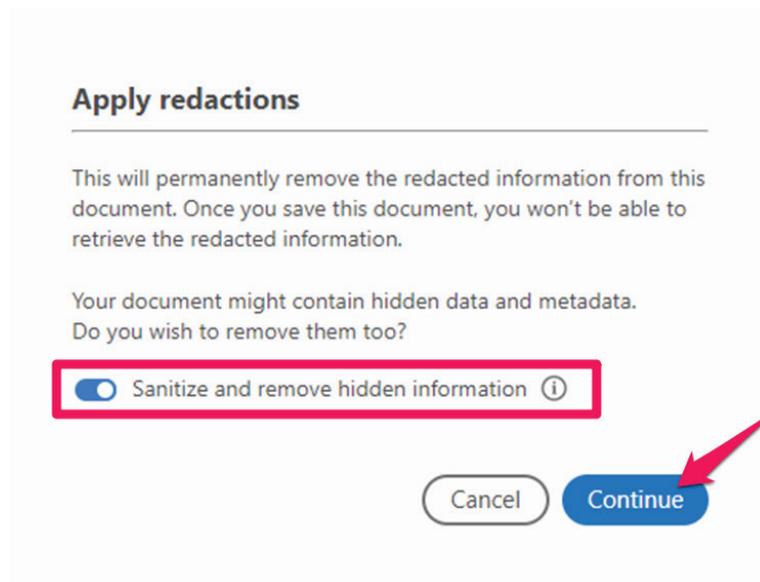
6. The identified text will be shown as selected in the document as shown below.



7. Click the Apply button at the top right of the window.



8. Make sure the Sanitize and Remove Hidden Information option is selected then click Continue.

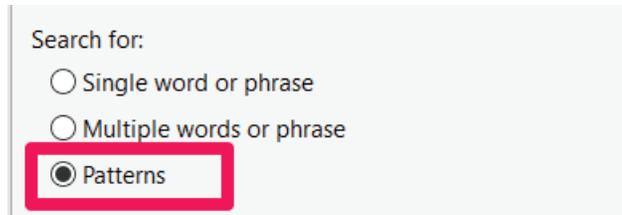


9. Save the document with a different name as once saved the redacted information is non retrievable. So best practice is to save the document as a different name than the original.

## PATTERNS IN OLDER VERSIONS OF ADOBE

Selecting patterns allows you to search for phone numbers, credit card numbers, social security numbers, email addresses and dates.

1. Under "Search for" click the Patterns radio button



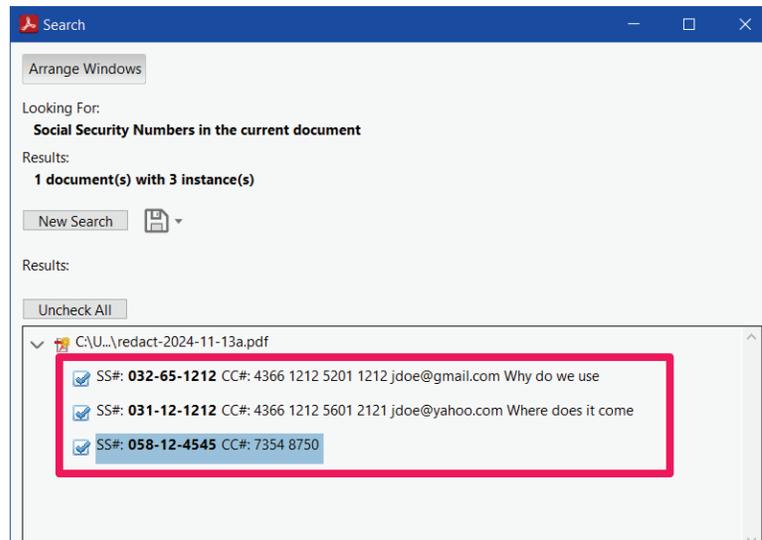
2. Under "Select your pattern", choose the appropriate pattern. In this case, we choose Social Security Numbers.



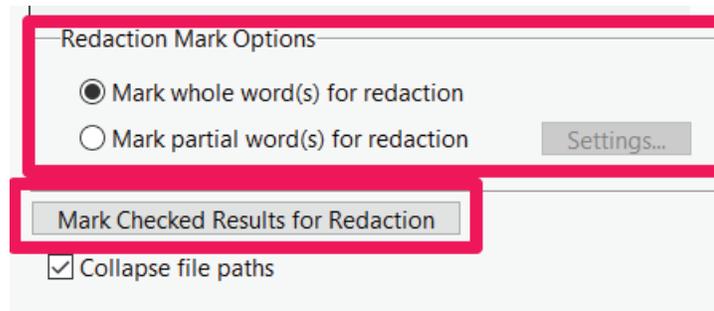
3. Click the Search & Remove Text button.



4. The following screen will appear, check the check boxes that apply.



- Under Redaction Mark Options click on the appropriate radio button. Options include "Mark whole word(s) for redaction" and "Mark partial word(s) for redaction" or choose not to select either option. Then click "Mark Check Results for Redaction" button.



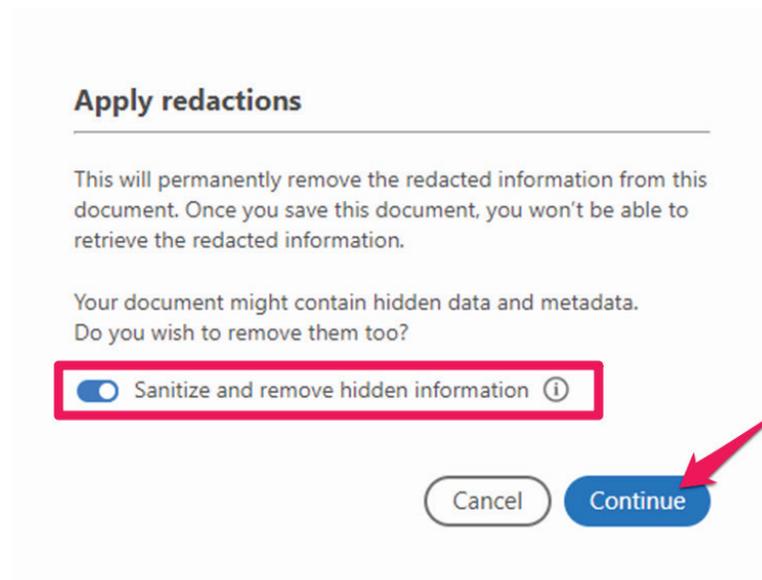
- In the document it will identify each selected pattern you checked in Step 4.

John Doe  
SS#: 031-12-1212  
CC#: 4366 1212 5601 2121  
[jdoe@yahoo.com](mailto:jdoe@yahoo.com)

- Click the Apply button.



- Make sure the Sanitize and Remove Hidden Information option is selected then click Continue



9. The identified material will be blacked out in the document.

John Doe

SS#: [REDACTED]

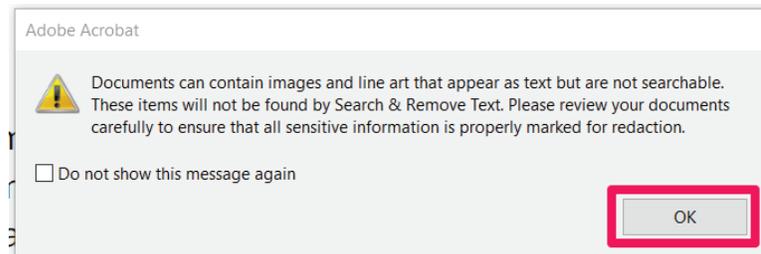
CC#: 4366 1212 5601 2121

[jdoe@yahoo.com](mailto:jdoe@yahoo.com)

10. Save the document with a different name as once saved the redacted information is non retrievable. So best practice is to save the document as a different name than the original.

## MANUALLY REVIEW DOCUMENT FOR IMAGES/LINE ART IN OLDER VERSIONS OF ADOBE

Remember the Adobe Acrobat dialog box that appeared notifying you that “Documents can contain images and line art that appear as text but are not searchable. These items will not be found by Search & Remove Text. Please review your documents carefully to ensure that all sensitive information is properly marked for redaction.”



## REDACT AN IMAGE

1. To redact an image, click on the “Redact” button on the toolbar.



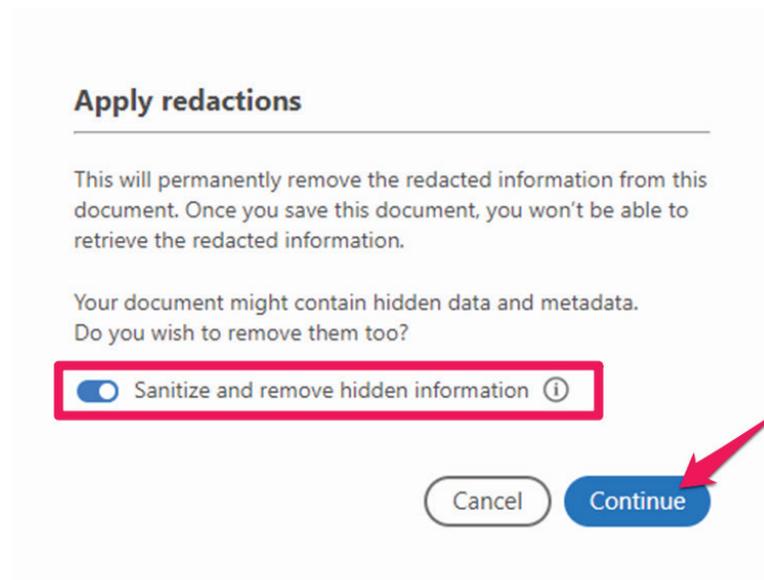
2. Click and drag around the image or the portion of the image to be redacted. A red outline will appear.



3. Click the Apply button.



4. Make sure the Sanitize and Remove Hidden Information option is selected then click Continue



5. Save the document with a different name as once saved the redacted information is non retrievable. So best practice is to save the document as a different name than the original.
6. The image or the portion of the image selected will be blacked out in the document.



7. Repeat these steps for each image to be redacted.



**STATE OF NEVADA**

**OFFICE OF THE CHIEF INFORMATION OFFICER**