



## For Adobe Acrobat DC 2015 software

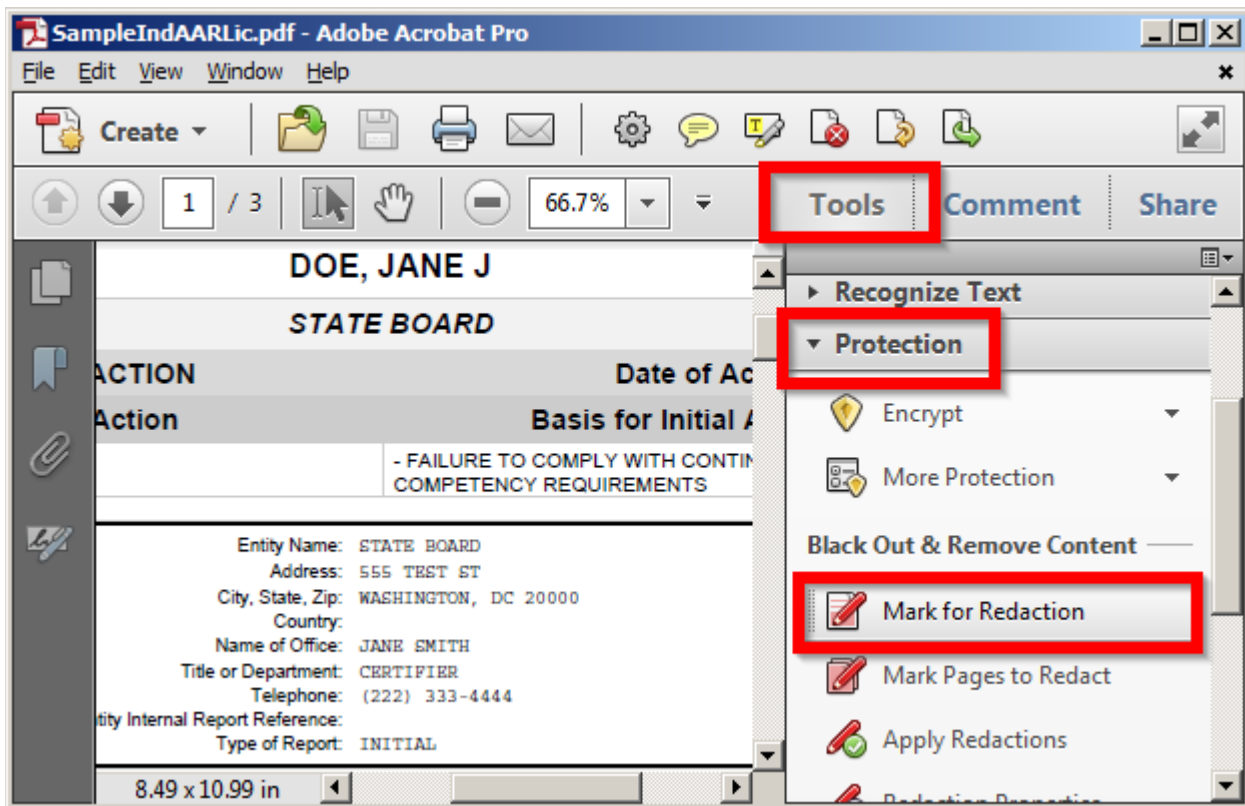
Visit the Adobe website for instructions:

<https://helpx.adobe.com/acrobat/using/removing-sensitive-content-pdfs.html>

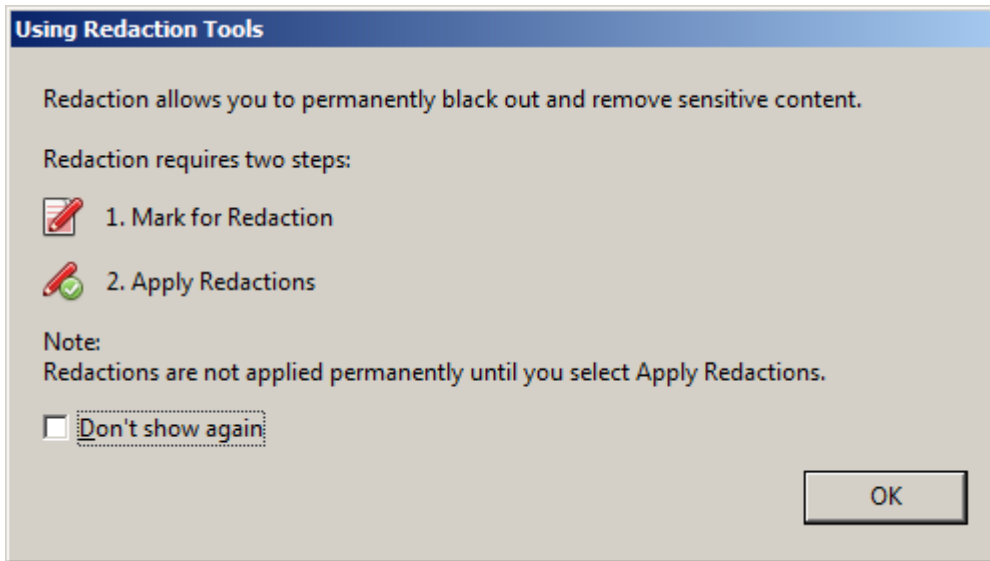
## For Adobe Acrobat Pro software

Follow these instructions:

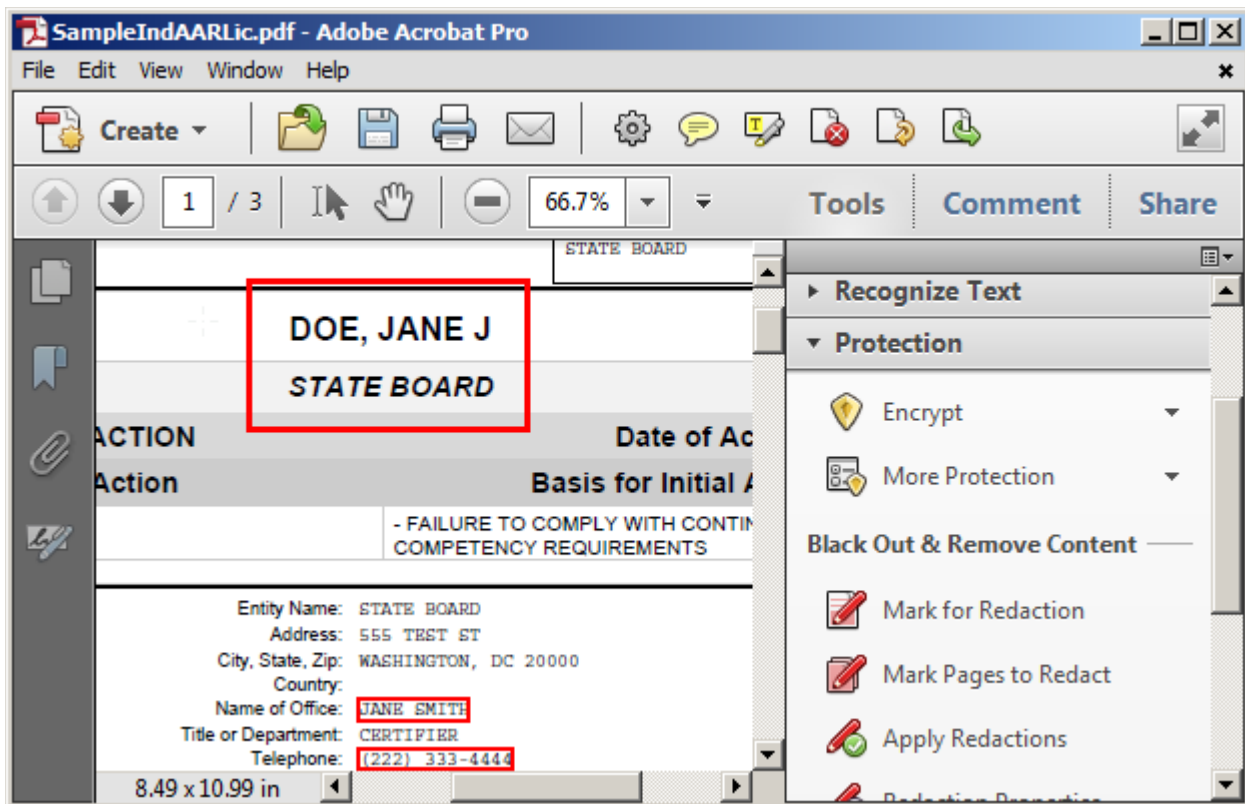
1. If you do not want to modify your original document permanently, make a copy of the file. (*Recommended*)
2. Open the file in Adobe Acrobat Pro, then from the tools menu choose “Tools”, “Protection” and “Mark for Redaction”.



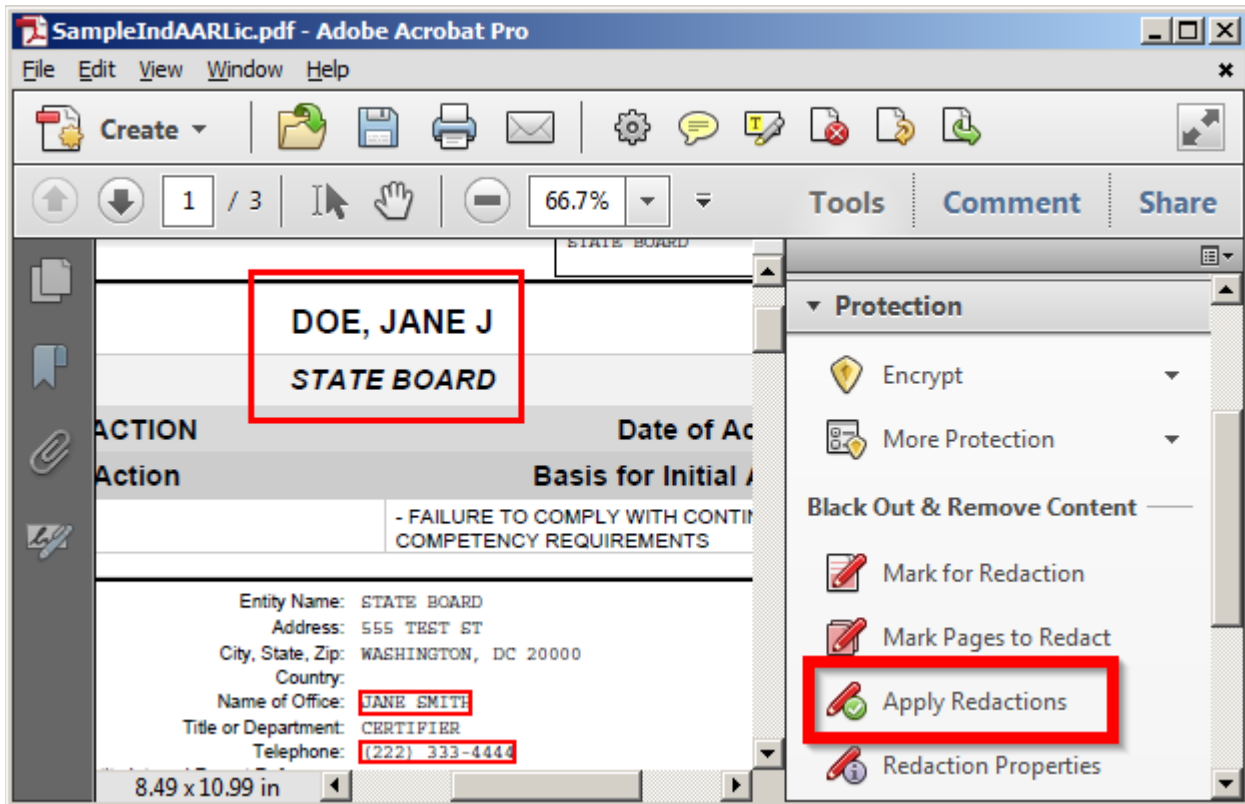
3. Note the two steps listed. This first step is “Mark for Redaction”. Check the “Don’t show again” box if desired, then click “OK”.



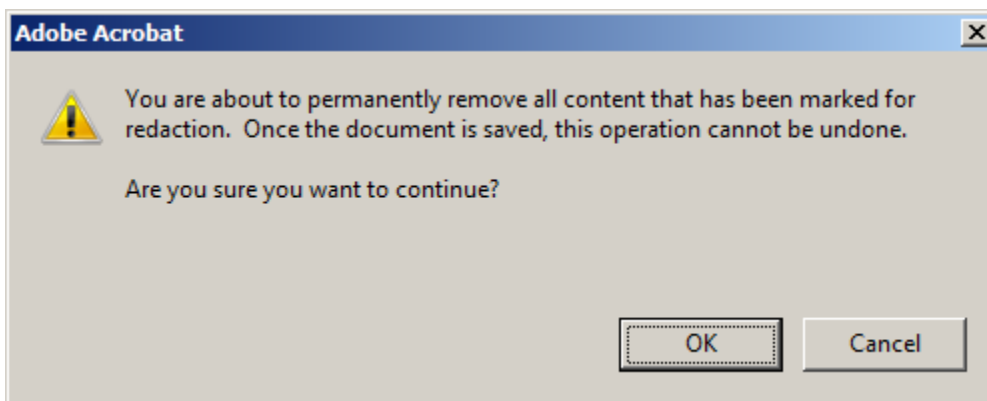
4. The redaction tool is now activated. Proceed with either highlighting the text that should be redacted or simply draw boxes around chunks of content like images. Everything inside the red borders will be redacted.



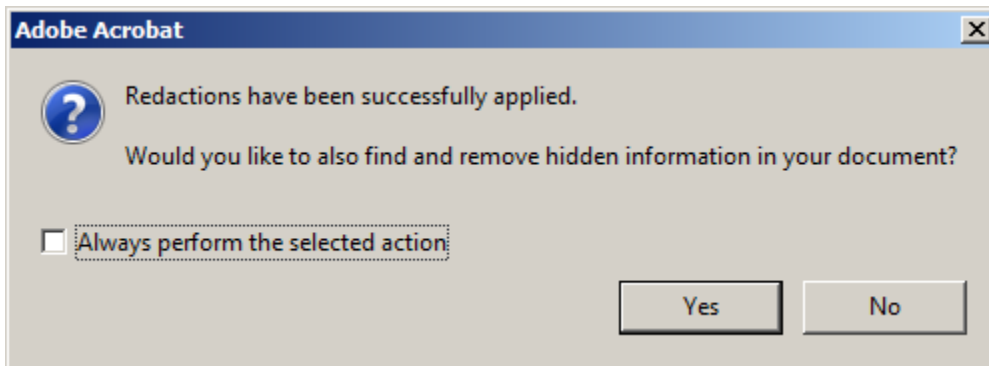
- When finished marking items for redaction, choose “Apply Redactions”.



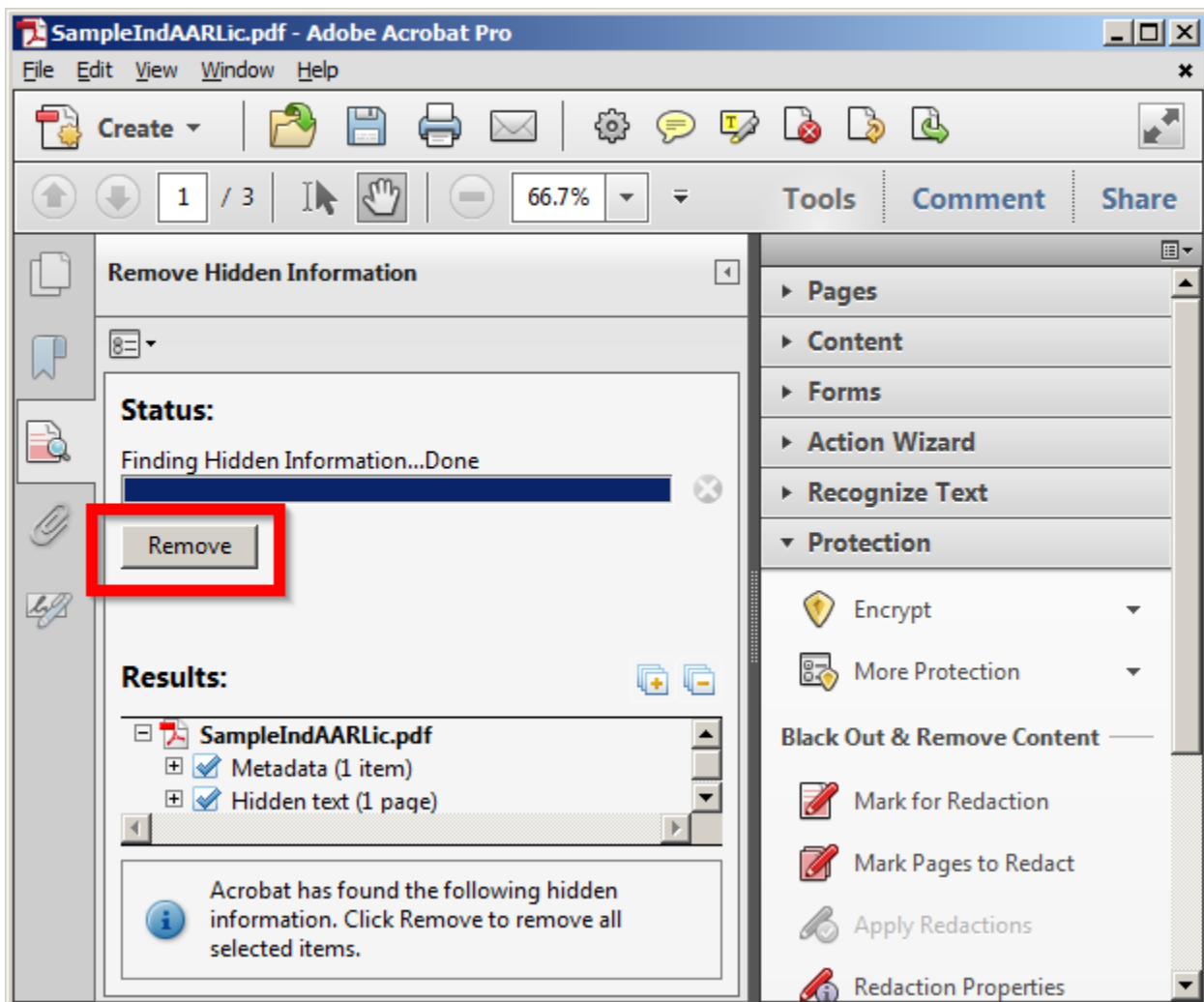
- This is the final confirmation. Choose “OK” if certain or “Cancel” to go back.



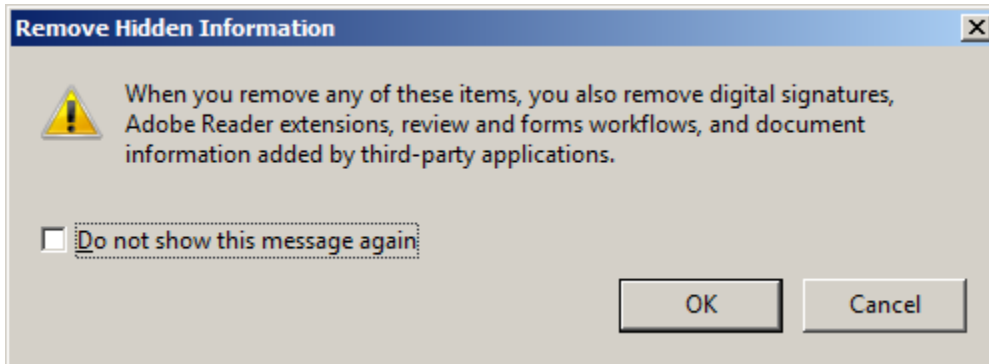
7. Your redactions were successful. Choose “Yes” to continue with further document sanitization.



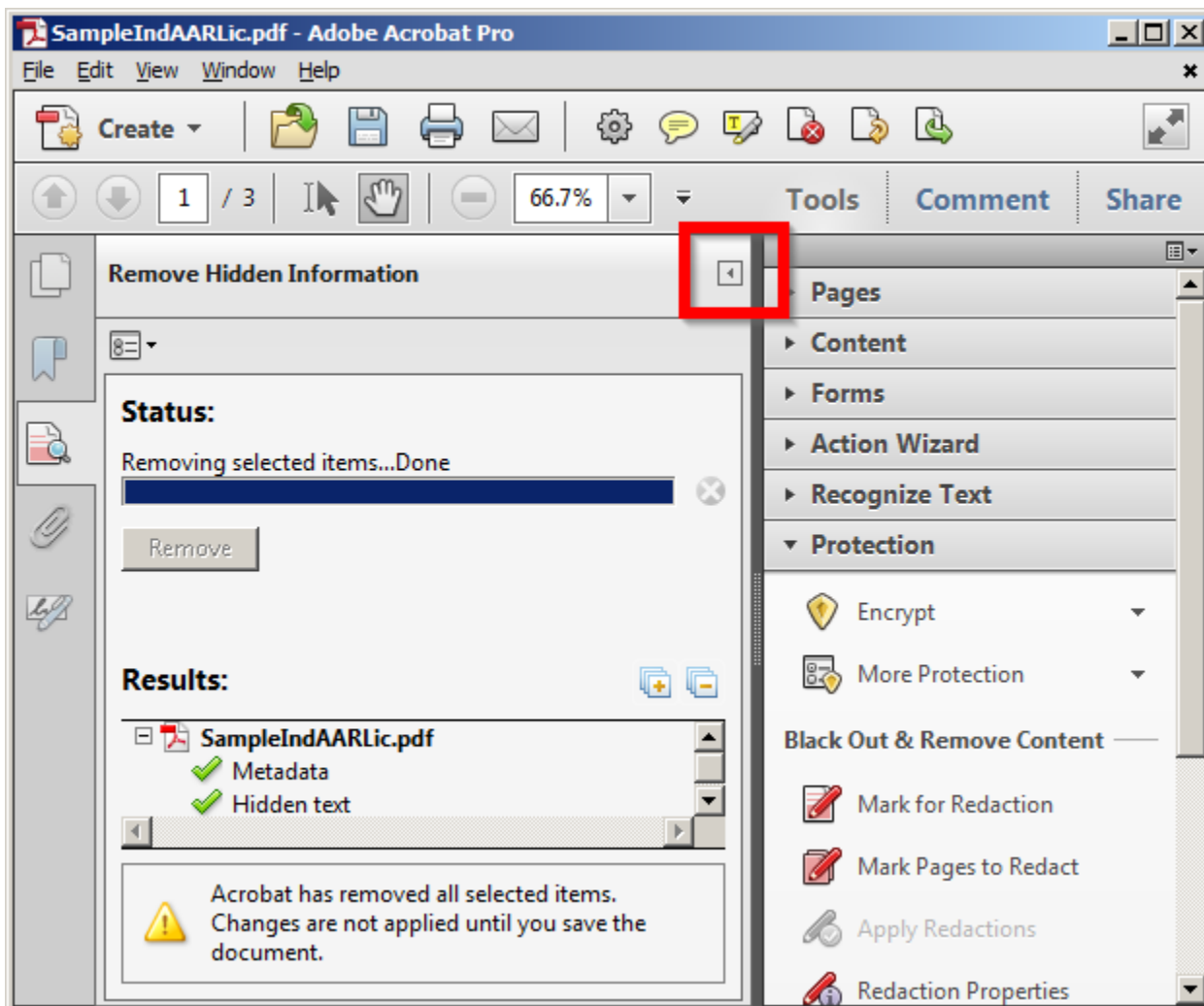
8. These are the results of the further sanitation. Here you can review what was found and choose “Remove” to accept the changes.



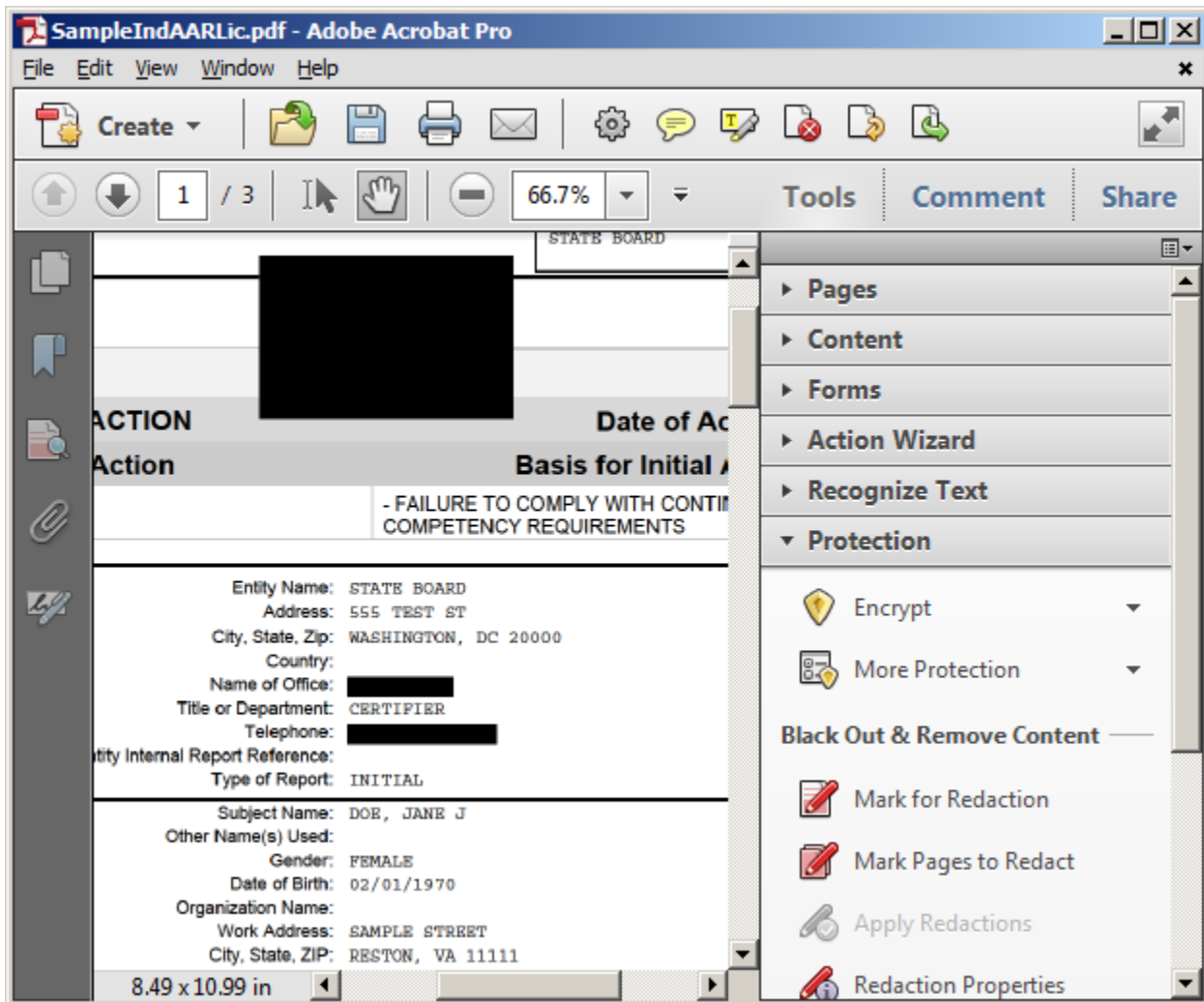
9. Review the information on document sanitization and choose “OK”.



10. This is the results page after the redaction and sanitization are complete. Click on the “collapse” button.



11. The redaction is complete. The data behind the black boxes is deleted and cannot be retrieved from this version of the file. **Save your changes.** The file name is automatically appended with the word “Redacted” or you can choose another file name.



12. Your document is now properly redacted and safe to post on the website.