Figure 167: Redaction toolbar

3) Do the redaction by using the **Rectangle Redaction** and **Freeform Redaction** tools on the Redaction toolbar. The shapes will be transparent and in gray so you can see what you are redacting.

4) Optionally use the **Export Directly as PDF** tool to make an in-redaction copy of the document in PDF to use as a verbatim copy for review. The redacted items will be in transparent grey.

5) To finalize the redaction, select the desired option (black or white) on the **Redacted Export** tool. The transparent grey shapes are converted to opaque black or white shapes and the document is exported as a pixellized PDF. There will be no selectable text in it, and the redacted content will be non-existent.

Auto-redaction

To partially automate the redaction process, you can define certain words (such as names) to be redacted wherever they are found in the document. To do this, choose **Tools > Auto-Redact** on the Menu bar to open the Automatic Redaction dialog (Figure 168). Here you can load a list of terms (targets), add targets, delete targets, edit targets, and save a list of targets.
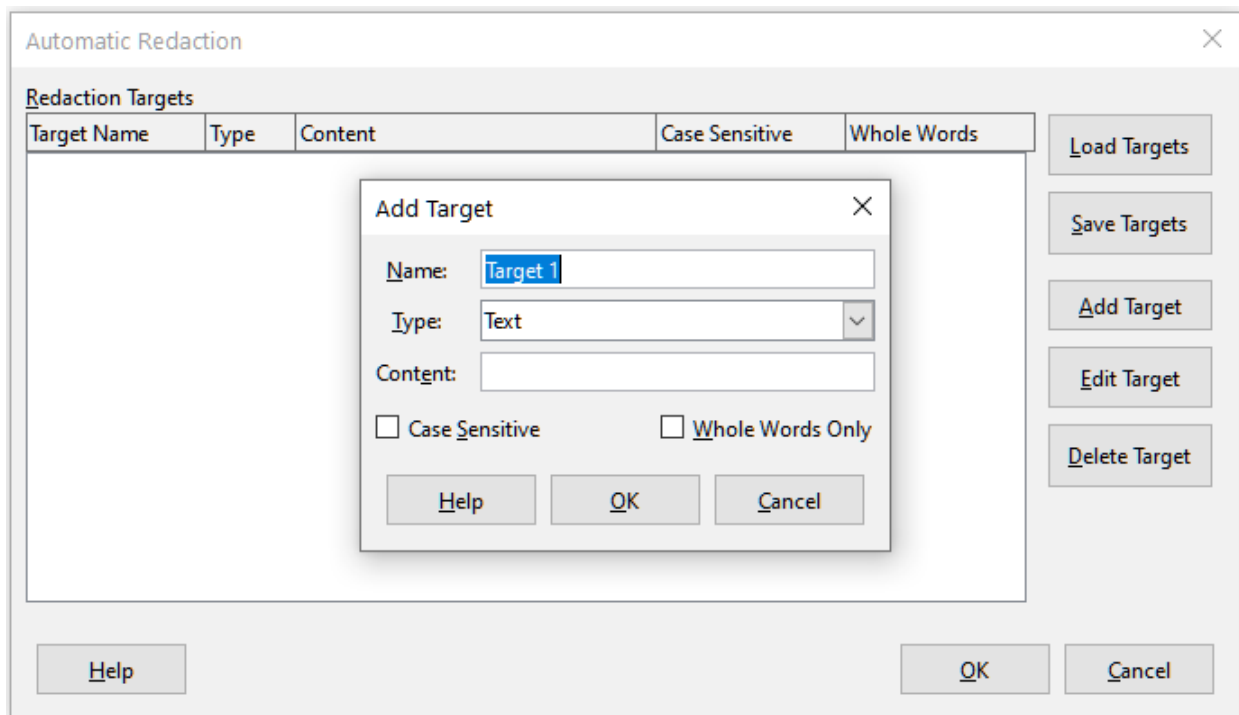

Figure 168: Automatic Redaction dialog