Redaction—Remove visible data from PDF files with Adobe® Acrobat® XI Pro

Remove confidential information from a document before distributing it.

Select text for redaction

1. At the top right in Acrobat, click the Tools pane. Open the Protection panel. The redaction tools are listed under the heading Black Out & Remove Content.
2. Chose one of the methods below to select text. In each method, the area is just marked for redaction. The information is not permanently removed until you apply the redaction and save the file.
   - **Highlight text to redact**
     a. Click Mark For Redaction.
     b. Select the text to redact. A red outline appears around the selected text. As you scroll over the text, a black patch appears. You can also click your mouse to draw a box over large amounts of text or images.
   - **Redact an entire page**
     a. Click Mark Pages To Redact.
     b. Mark the current page or specify a page range for redaction.
   - **Search for and redact every instance of a word, phrase, or pattern**
     a. Click Search & Remove Text.
     b. In the search dialog box, select whether you want to redact only the current document or a group of files within a folder.
     c. Select whether you want to search for a single or multiple words, phrases, or patterns such as credit card or phone numbers. Type the text, and click Search & Remove Text.
     d. Review the results returned. Check the items that you want to redact. Click Mark Checked Results For Redaction.
3. When you are done marking the file for redaction, move to the next section to learn how to to permanently remove the text.

Apply redactions

1. Click Apply Redactions. Confirm that you want to permanently remove the content marked for redaction. You must save the document to apply the changes.
2. Acrobat asks if you wish to remove hidden information (sanitization).

*Tip: To learn more about removing hidden information, such as metadata, see **Sanitization—Remove hidden data from PDF files with Acrobat XI**.*

3. Type a name for your file. By default, Acrobat adds, " _Redacted" to the filename so that you do not lose your original file in the redaction process. Click Save.

Tip: You can add a note that describes the redacted content or explains the reason for redaction. Double-click on the redacted area to open a blank sticky note. You can also change the area fill color, overlay text, or opacity of the redaction.

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