Redaction Guide
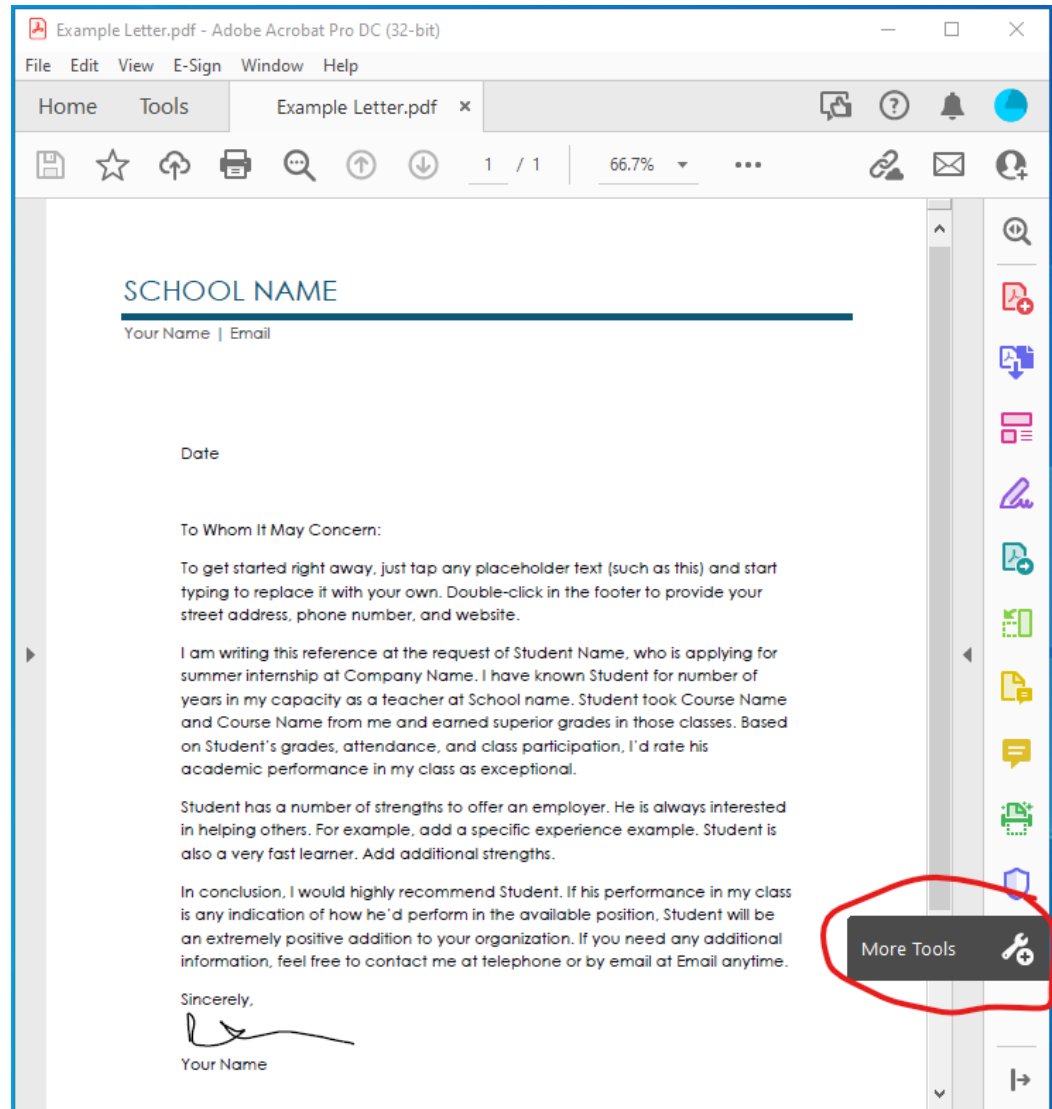# for Academic Personnel Analysts - UCBerkeley

1) **Open the document in Adobe Acrobat Pro**

2) **Set up your reaction tools**
   a) **If you already have the redaction tools visible in your tool bar go to Step (3)**
   b) **If you have not added the redaction tools to your tool bar, then go to the bottom right corner of your pdf window and**
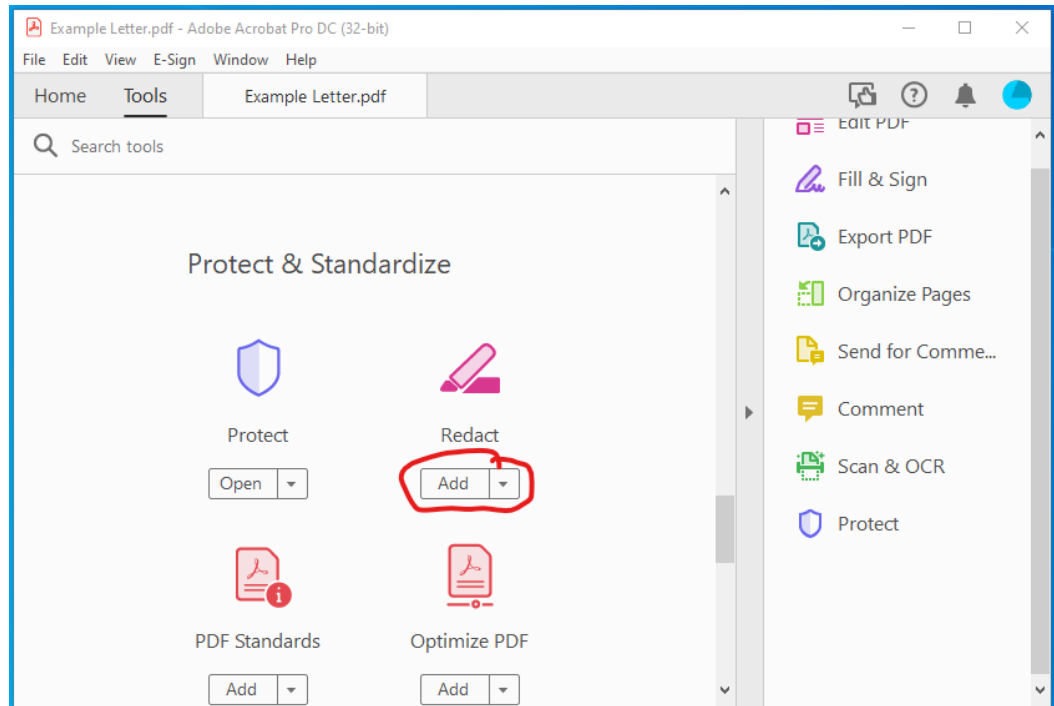
select More Tools:
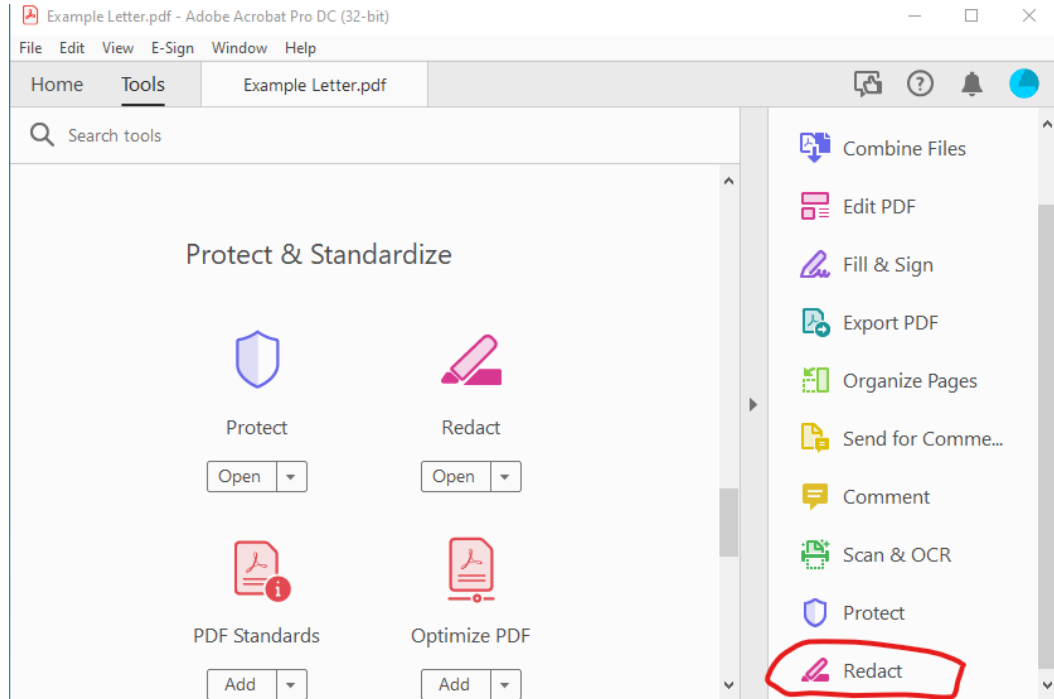

c) Scroll down to find the Redact Tool

Redact

d) Click Add

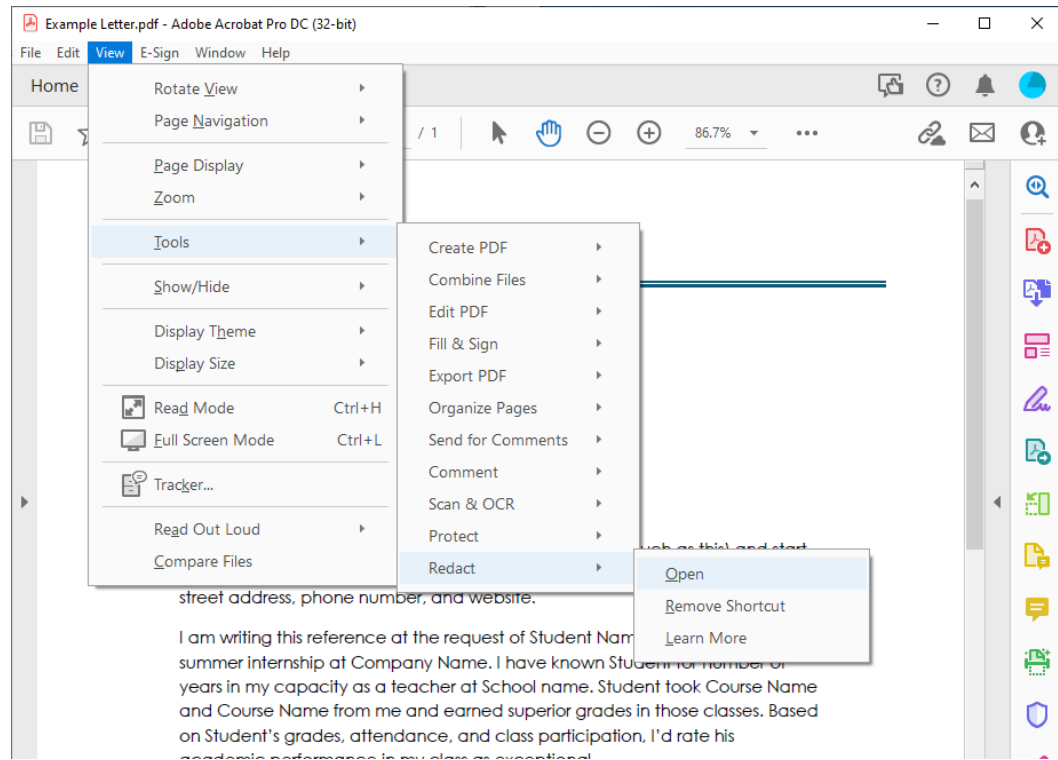**e) And it will now show up in your Tools Bar and Menu**

3) Select the View Menu
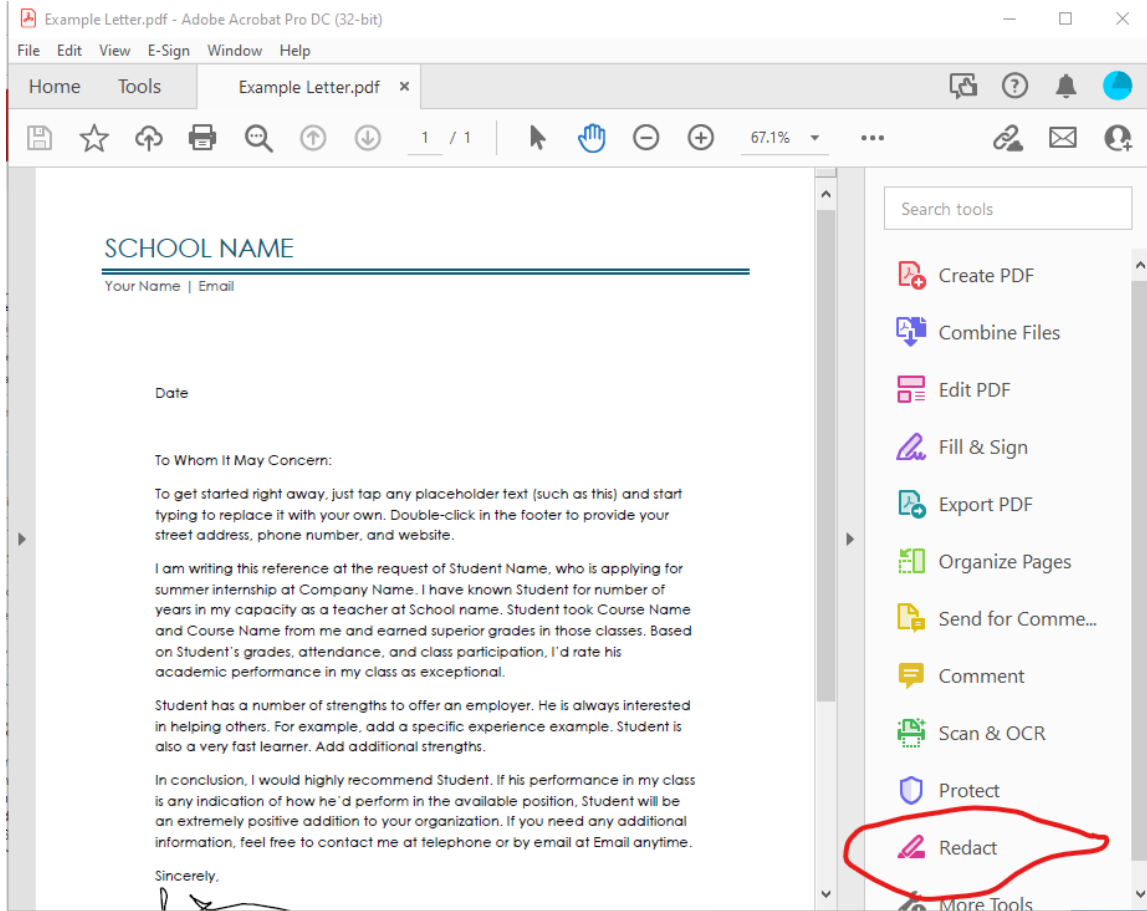
a) **Select Tools**
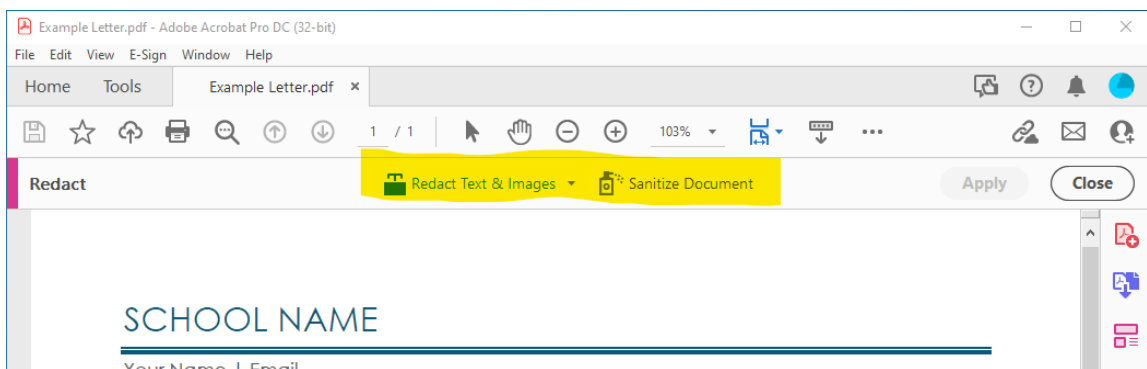
b) **Select Redact**

c) **Select Open**

4) Or Select from the Tools Bar

5) Now you are ready to start Redacting

Please keep in mind the policy for redactions in Faculty Cases detailed here: https://bmap.berkeley.edu/ucb-confidentiality-policy

6) The Top Bar in your Adobe Window should look like this:

7) Start by selecting Redact Text and Images

8) The cursor will change

9) Select the text you want to redact and release, it will black out the text you have selected
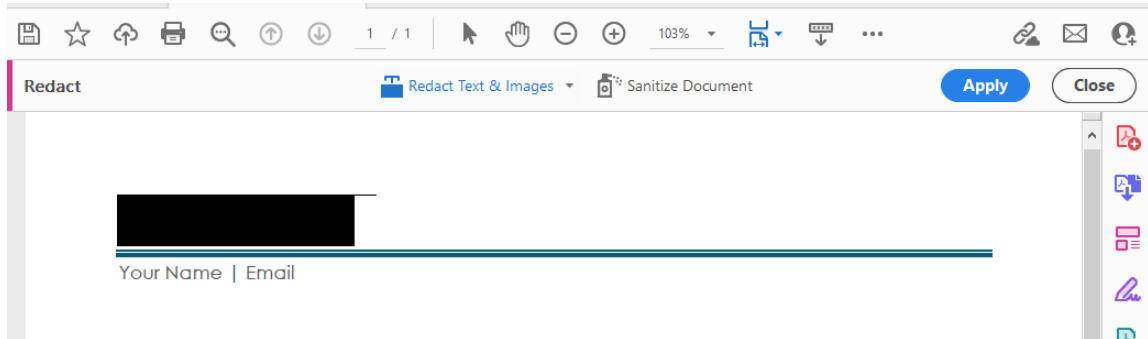
10) Redact Images by drawing a box over them, so in the example for the line under the school name when I draw the box it looks like this:

No redactions should be done in the body of any letter.

11) Once you have highlighted, or drawn boxes over all the areas that need to be redacted you will click the Apply button. This will save all the changes you have made.

12) **You may get a text box that looks like this, and you can remove the rest of the metadata in one go.**

Apply redactions

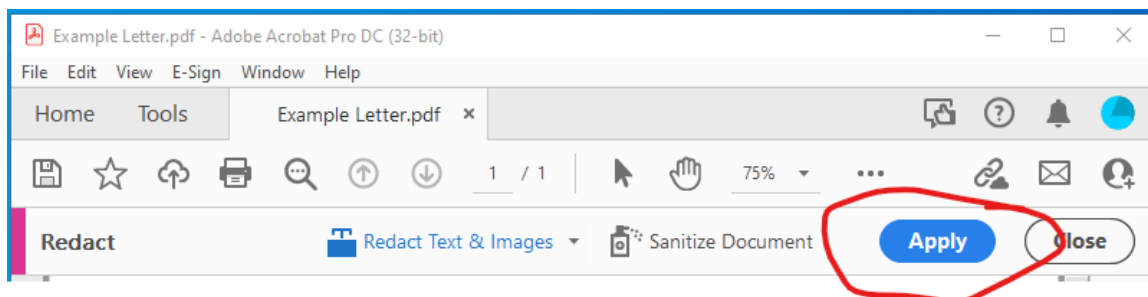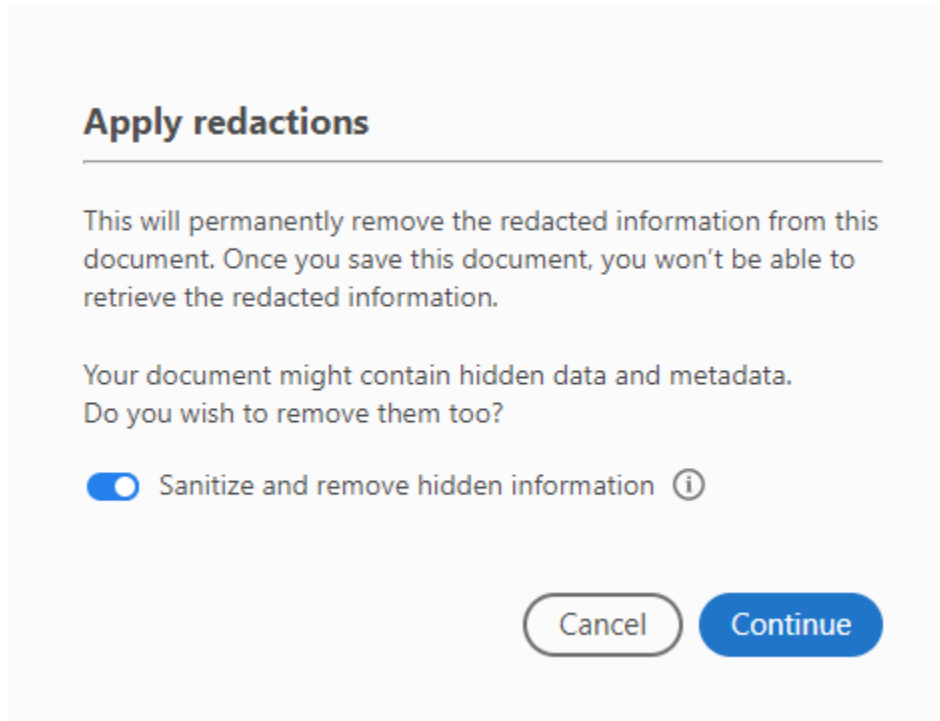This will permanently remove the redacted information from this document. Once you save this document, you won't be able to retrieve the redacted information.

Your document might contain hidden data and metadata. Do you wish to remove them too?

🔵 Sanitize and remove hidden information ⓘ

(Cancel)   (Continue)

Double-check that all identifying information on <u>each</u> page has been removed.

13) **For the final step in order to remove any hidden Metadata that may still be in the document, you will need to select Sanitize Document. If you are redacting individual documents that will be combined into a single pdf at a later stage, you can sanitize the pdf now and again when the full bundle is saved together.**

Home   Tools   Example Letter.pdf   ✕

1 / 1   75% ▼   •••

Redact   Redact Text & Images ▼   📄 Sanitize Document   Apply   Close
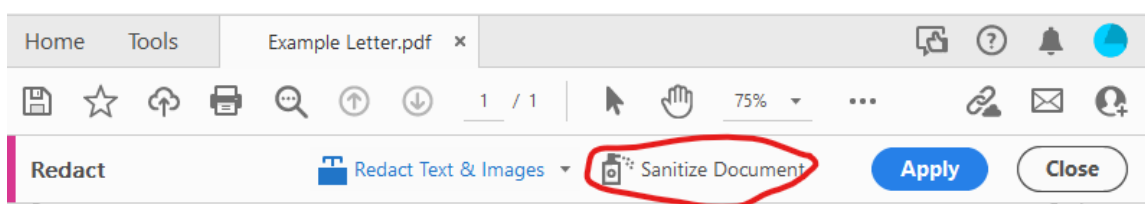
How to know if your metadata has been redacted

1) **Check for bookmarks, click the side bar on the left of your document**
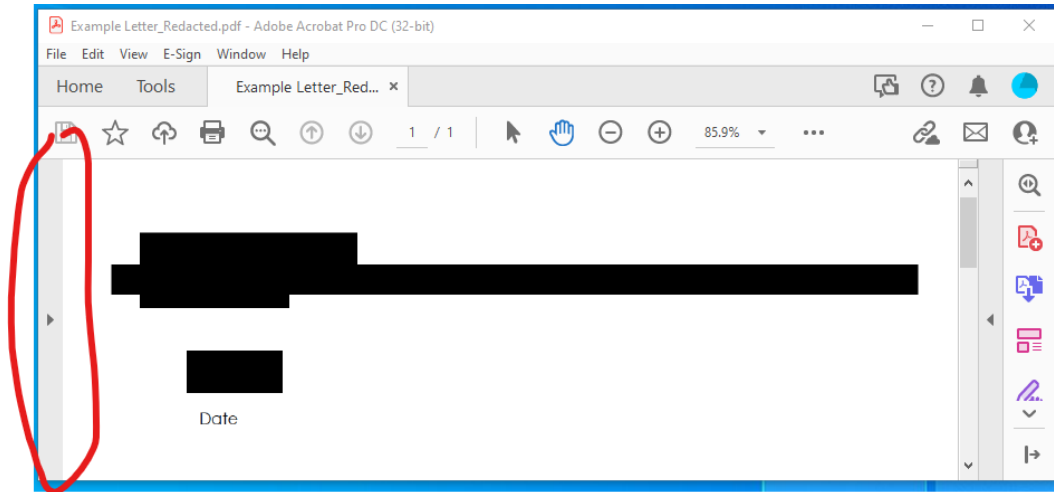
2) **Select the Bookmark Icon**
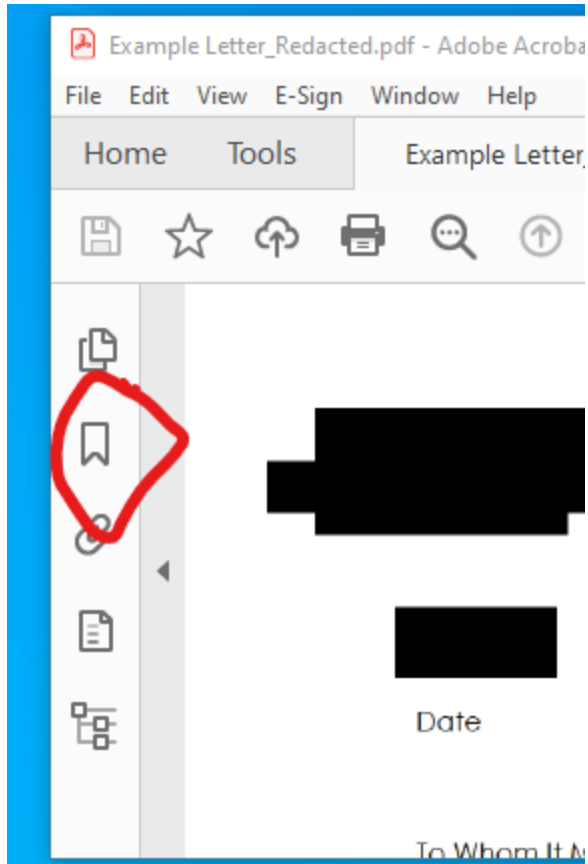
3) If there are any bookmarks they will be listed here:
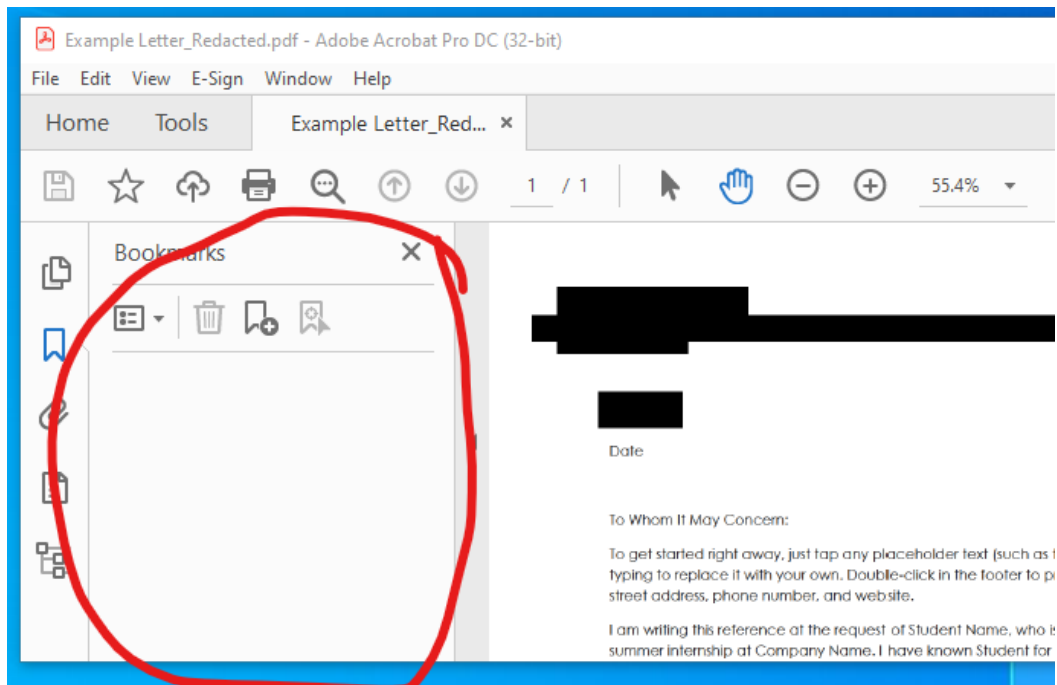
4) Then select the File menu, and select Properties

Example Letter_Redacted.pdf - Adobe Acrobat Pro DC (32-bit)

File   Edit   View   E-Sign   Window   Help

Open...		Ctrl+O
Reopen PDFs from last session		
Create		▶
Insert Pages		▶
Save		Ctrl+S
Save As...		Shift+Ctrl+S
Save as Other		▶
Reduce File Size		
Export To		▶
Protect Using Password		
Share File		
Revert		
Close File		Ctrl+W
Properties...		Ctrl+D
Print...		Ctrl+P
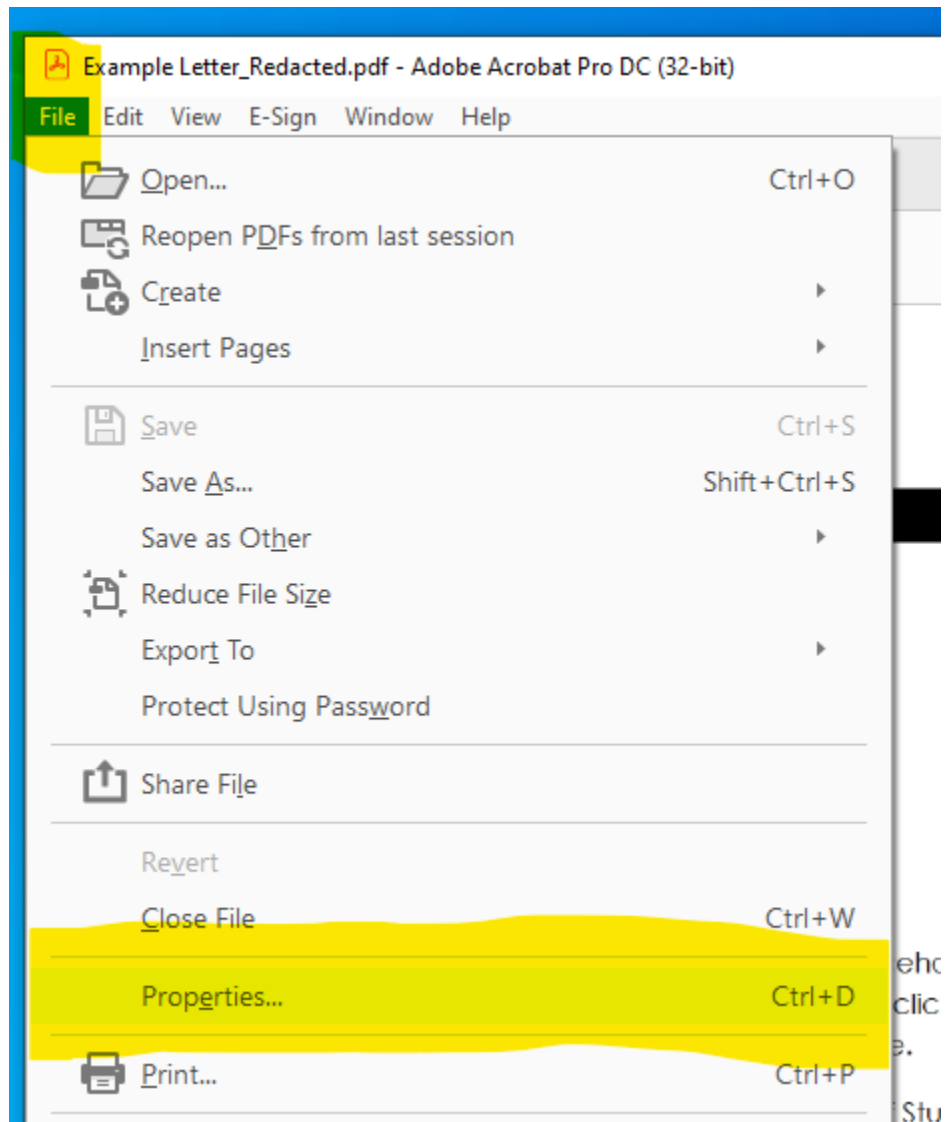
5) **Check for any identifying data on this screen**

Document Properties   ✕

Description | Security | Fonts | Initial View | Custom | Advanced

Description

File: Example Letter_Redacted.pdf

Title: ▓▓▓▓▓▓▓▓▓▓

Author: ▓▓▓▓▓▓▓▓▓▓

Subject: ▓▓▓▓▓▓▓▓▓▓

Keywords: ▓▓▓▓▓▓▓▓▓▓

Created: [Additional Metadata...]

Modified:

Application:

Advanced

PDF Producer:

PDF Version: 1.6 (Acrobat 7.x)
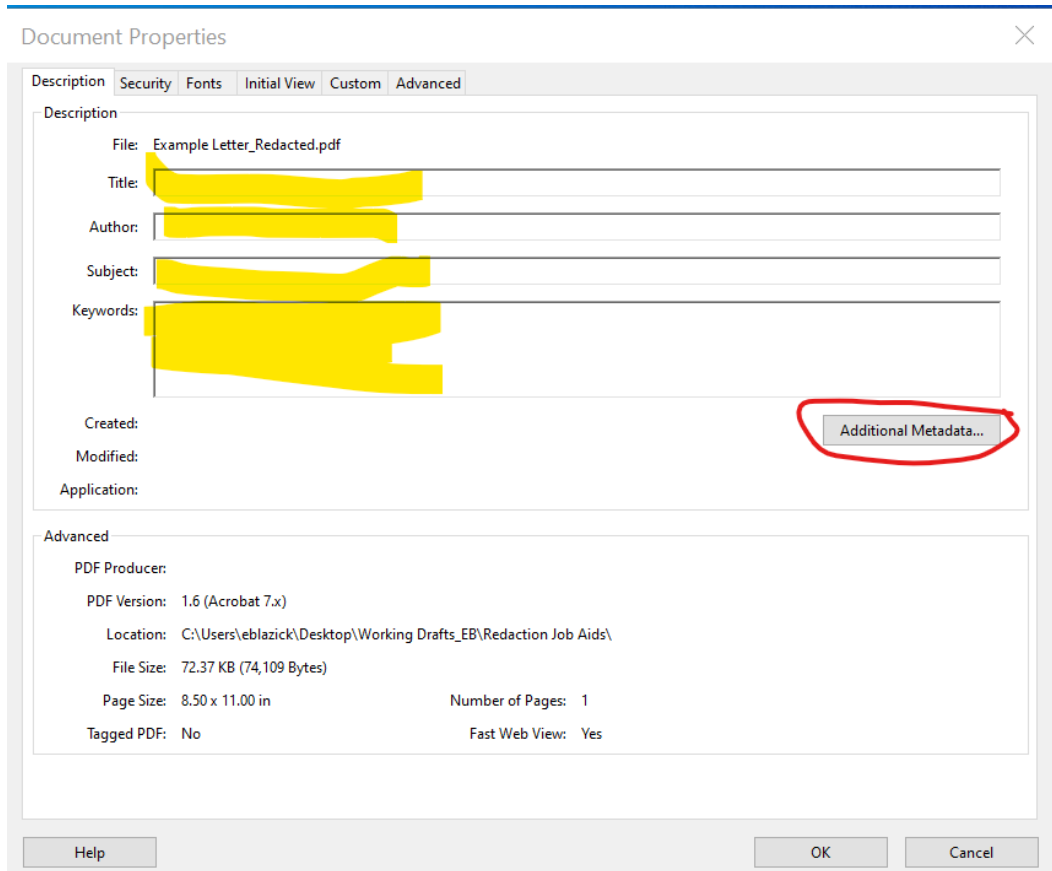
Location: C:\Users\eblazick\Desktop\Working Drafts_EB\Redaction Job Aids\

File Size: 72.37 KB (74,109 Bytes)

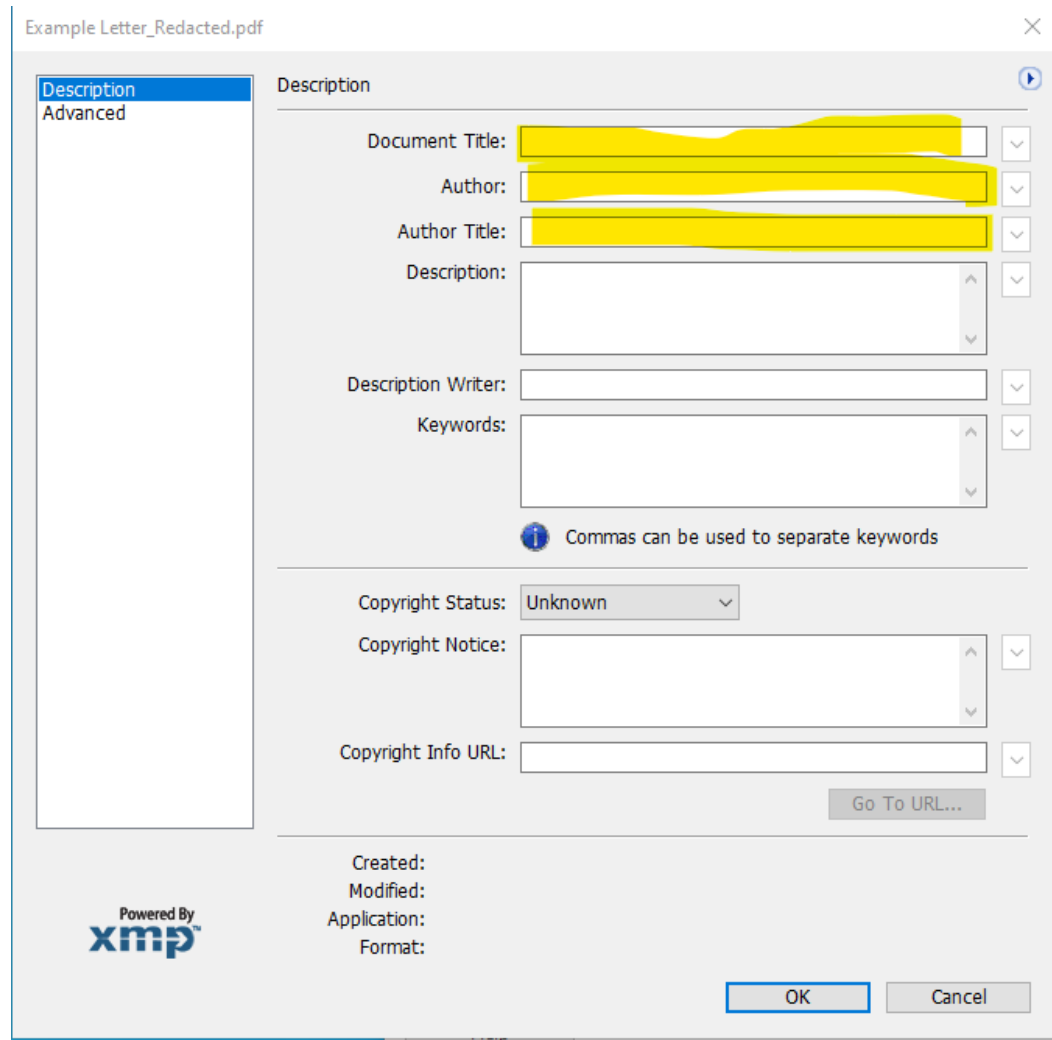Page Size: 8.50 x 11.00 in   Number of Pages: 1

Tagged PDF: No   Fast Web View: Yes
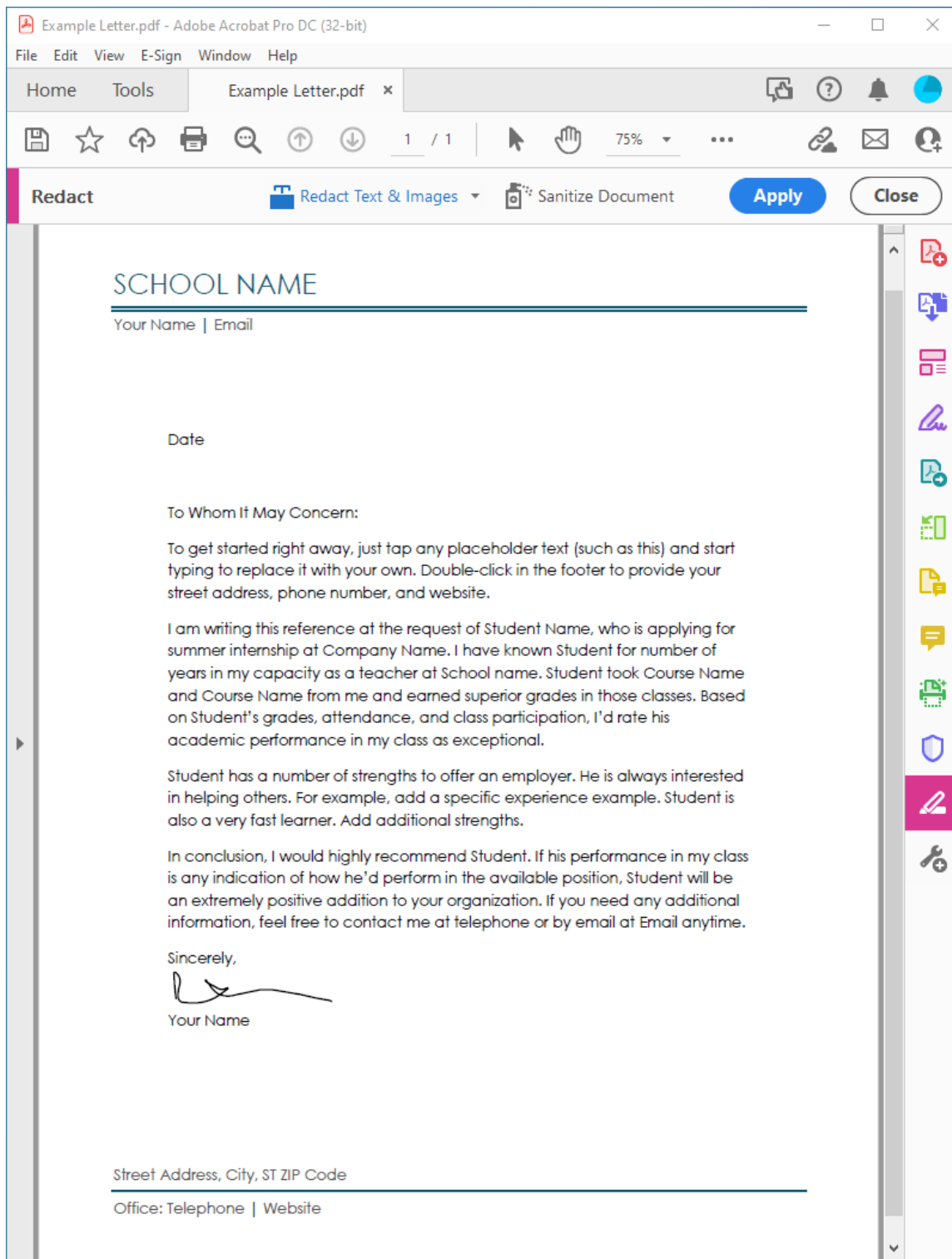
[Help]   [OK]   [Cancel]

6) Then click additional Metadata and check for identifying information

<u>What It Looks Like:</u>

My full document before redactions:

File   Edit   View   E-Sign   Window   Help

Home   Tools   Example Letter.pdf   ✕

1 / 1   75% ▾   ...

Redact   Redact Text & Images ▾   Sanitize Document   **Apply**   Close

SCHOOL NAME

Your Name | Email

Date

To Whom It May Concern:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own. Double-click in the footer to provide your street address, phone number, and website.

I am writing this reference at the request of Student Name, who is applying for summer internship at Company Name. I have known Student for number of years in my capacity as a teacher at School name. Student took Course Name and Course Name from me and earned superior grades in those classes. Based on Student's grades, attendance, and class participation, I'd rate his academic performance in my class as exceptional.

Student has a number of strengths to offer an employer. He is always interested in helping others. For example, add a specific experience example. Student is also a very fast learner. Add additional strengths.

In conclusion, I would highly recommend Student. If his performance in my class is any indication of how he'd perform in the available position, Student will be an extremely positive addition to your organization. If you need any additional information, feel free to contact me at telephone or by email at Email anytime.

Sincerely,

Your Name

Street Address, City, ST ZIP Code

Office: Telephone | Website

The example document after redactions have been applied:

Redact   Redact Text & Images ▾   Sanitize Document   Apply   Close

Date

To Whom It May Concern:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own. Double-click in the footer to provide your street address, phone number, and website.

I am writing this reference at the request of Student Name, who is applying for summer internship at Company Name. I have known Student for number of years in my capacity as a teacher at School name. Student took Course Name and Course Name from me and earned superior grades in those classes. Based on Student's grades, attendance, and class participation, I'd rate his academic performance in my class as exceptional.

Student has a number of strengths to offer an employer. He is always interested in helping others. For example, add a specific experience example. Student is also a very fast learner. Add additional strengths.

In conclusion, I would highly recommend Student. If his performance in my class is any indication of how he'd perform in the available position, Student will be an extremely positive addition to your organization. If you need any additional information, feel free to contact me at telephone or by email at Email anytime.

We hope this was helpful and as always with AP this should serve as a guide based on the current policies in place. If you have questions or concerns please reach out to socsciap@berkeley.edu.

Additional videos and helpful links:

Removing Sensitive Content from PDFs

Sanitization - Remove Hidden Data from PDF files