Redacting a PDF document using Adobe Acrobat X

You may use the following steps to redact text based or scanned PDF's.

STEP 1   Open the PDF document you wish to redact in Adobe Acrobat

STEP 2   Select TOOLS > PROTECTION

STEP 3   Click MARK FOR REDACTION

STEP 4   Drag the mouse to highlight the text or area to be redacted

STEP 5   Click APPLY REDACTIONS

STEP 6   Click FILE > SAVE AS and save the file

The steps to redact are similar in earlier versions of Adobe Acrobat. For more information click the Help menu in Acrobat and search the term REDACT.

PLEASE NOTE: Adobe Acrobat Reader does not have redaction functionality.