



WORKING WITH REDACTIONS

OVERVIEW:

The most important thing to remember when working with redactions is that they do not alter the original image. They merely serve as an overlay that can be removed or viewed at your discretion.

The Redact Tool Button on the toolbar is the key to controlling redactions. Whether it is active or in-active will determine if you will get the expected results when working with redactions.

Active = 

In-Active = 

Active = i

To add a redaction, simply activate the Redact Tool and click and drag to cover the area you wish to redact.

To remove a redaction, make sure the Redact Tool is active and double click on the redaction that you wish to remove.

To remove all redactions from the image, click on 'Tools' and select 'Delete all Redactions'. Remember that if you have a multiple pages it will remove all redactions from the image, not just those from the page that you are viewing.

It is possible to hide the redactions while you are working with your images without deleting them. Click on 'Options' and click on 'Show Redactions' to remove the small check next to it. This will automatically de-activate the Redact Tool. If you wish to show the redactions, just click on the Redact Tool to re-activate it and your redactions will reappear.

In order to print your redactions, it is important for the Redact Tool to be active. Even if your redactions are visible on the computer screen, they may not print properly (or at all) unless the Redact Tool is active at the time of printing.