

# Permanently Redacting a Scanned Image

## Document Detail

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Click on the name of the document you wish to redact. This takes you to the **Document Detail** screen.

### Remove Order book and page number

If the document has been placed in the order/minute book, you must remove the Order book number and page number.

- Copy and paste them in the notes so you can add them back in after you are finished redacting. (or write them on a piece of paper)
- Click the Update button to save the document without the order book and page.

### View the document

- Click the View button. This brings up the scanned image.
- Close the image browser tab by clicking the X on the tab.
- On the document page that shows View as PDF View attachment image
  - Click Edit Attachment button. This brings up a pdf editor screen. (the first time you do this it will take several minutes for the image to appear.)
  - Click the Protect option at the top.
  - Click the **Mark for Redaction** drop down option.
  - Click **Mark Area**
    - Using your mouse draw a box around the information you wish to redact.
    - Click the **Apply** option at the top. Click **OK**.
    - Repeat to redact all information necessary.
    - When finished redacting, click the Update button to save the document.
  - Click the Cancel button to return to **Document Detail** screen.
    - Put the Order book and Page number back in their spot.
    - Click Update to save
    - Click Cancel to get out of **Document Detail**.
- View the document to make sure it is appropriately redacted.

This is permanent.