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## Redact-It® Desktop

Redact-It Desktop is an easy-to-use desktop application that helps you quickly remove sensitive content and privacy information from documents—including PDFs, office documents and scanned images. It creates a new PDF or TIFF rendition of the redacted file, leaving the source file untouched.



### Text Search

Redact-It offers the ability to search for words or phrases, or a list of search terms. Redact-It is the only software that lets you highlight text while reading and automatically redact all instances of that text throughout the document.

### Pattern Matching

Need to redact account numbers, ID numbers, or other unique elements? Just use regular expressions to create custom search patterns. Redact-It comes with built-in search for standard patterns like phone numbers, Social Security numbers and credit card numbers.



### Collaborative Review

Redact-It is a great review tool. It offers threaded discussions and the ability to mark the state of the conversation (like “Investigate” or “Completed”). It allows multiple reviewers to contribute to the conversation, with each reply recording their username and the date and time. Comments are stored in a separate XML file, leaving the original document untouched.

### Logging

As you work, Redact-It Desktop will create an audit log to show all steps taken during the redaction process, proving due diligence. It can also create a redaction log that can be imported into larger reports, like a privilege log or Vaughn index.



### OCR TIFF and PDF

Scanned or otherwise “flat” documents won’t slow you down with Redact-It. The OCR (Optical Character Recognition) option renders documents as text-searchable, creating a text layer over the document image. Redactions are applied to both the text layer and the image layer.

## Remove sensitive information in three easy steps.

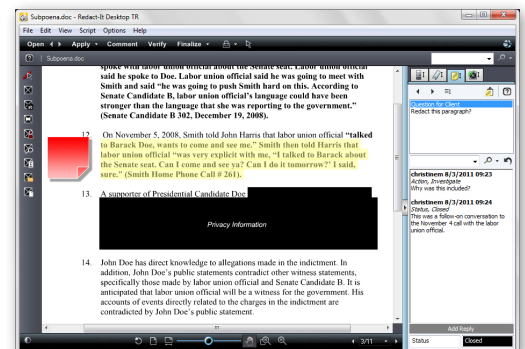
### 1. Redact

Redact-It Desktop provides a rich set of tools that makes it easy to mark the areas to redact. You can simply draw a box, select text to redact throughout the document as you read, or search for a word, phrase or pattern or do a combination of all three. Whatever type of data you need to redact, Redact-It has tools to do it quickly and accurately.

As you create redaction areas, you can apply a reason by typing it in on-the-fly or choosing from a list of pre-defined reasons. Redact-It includes some industry standard reasons, such as USA FOIA exemptions, but you can also provide a pre-defined set of reasons specific to your needs.

### 2. Verify

Redact-It Desktop makes it easy to verify the quality of the redactions. Users can step through each redaction, ensuring that it covers the correct content. If needed, redactions can be resized or rotated to fit the appropriate area. Users can also filter redactions to look at only ones with a certain reason or color. Redact-It Desktop even includes a view that helps users visually scan the entire document and make sure no areas were missed.



If multiple people are reviewing the redactions, Redact-It Desktop lets them comment on redactions and discuss whether individual redactions are appropriate. These discussions include a status to indicate which items still need to be resolved.

### 3. Finalize

Once all the redactions have been created and verified, Redact-It Desktop will create a new PDF, TIFF, or secure CSF file. This file contains all of the original unredacted content but none of the redacted content. Unredacted content in PDFs and CSFs will still be searchable, but the redacted content is gone. Metadata from the original document is never transferred to the redacted version, so you do not have to worry about hidden data making it through. Because Redact-It Desktop creates a new document, you will never accidentally overwrite your original with a redacted version.