# Redacting Portions of a Document in Laserfiche

Sometimes documents may contain information that is of a sensitive nature and should not be accessible to others (SSN's, Credit Card Numbers, etc). If these documents need to be made available to others, steps should be taken to keep this sensitive information secure.

Laserfiche allows individual to redact areas to keep it from view. The Laserfiche user should have the appropriate Entry Access Rights on the document in question to allow them to make redactions (Read, See Annotations, Annotate, See Through Redactions). To redact a portion of a document, follow the following steps:

1. Open the document that has information that needs to be secured from view through the use of a redaction.

2. Select the Redaction annotation mode either through clicking on the Redaction icon in the toolbar, or using the menu items Tools>Add Annotation>Redaction.

3. If the document is OCR'd (has text associated with it in the document viewer), then it is important to redact the text in the text pane and this will in turn redact the image as well. If only the image is redacted, the associated text generated through the OCR will still be visible.

4. Select Tools>Link Text Annotations. This will allow you to redact the text in the text pane and it will automatically redact in the image pane as well.

5. Using the mouse pointer (now shaped like a dark colored marker) highlight the text that you desire to redact. The image pane will automatically redact as well.
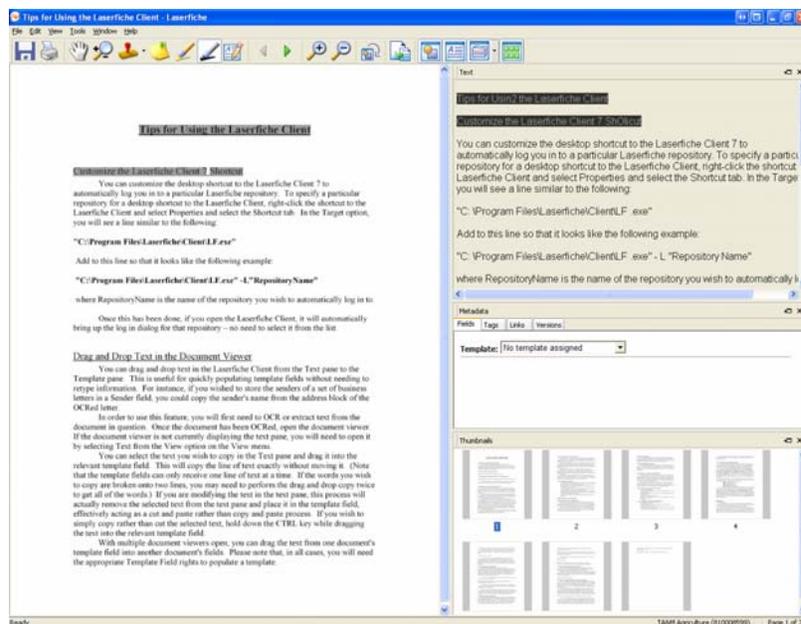
6. The redaction will appear as a shaded area over the text in the text pane and the image pane.   The user creating the redaction will see the text because they have the Entry Access Right to See Through Redactions.

7. If there is no text associated with the document through an OCR process, then to redact the image pane, simply use the redacting tool to draw a rectangle over the area that you desire to redact.
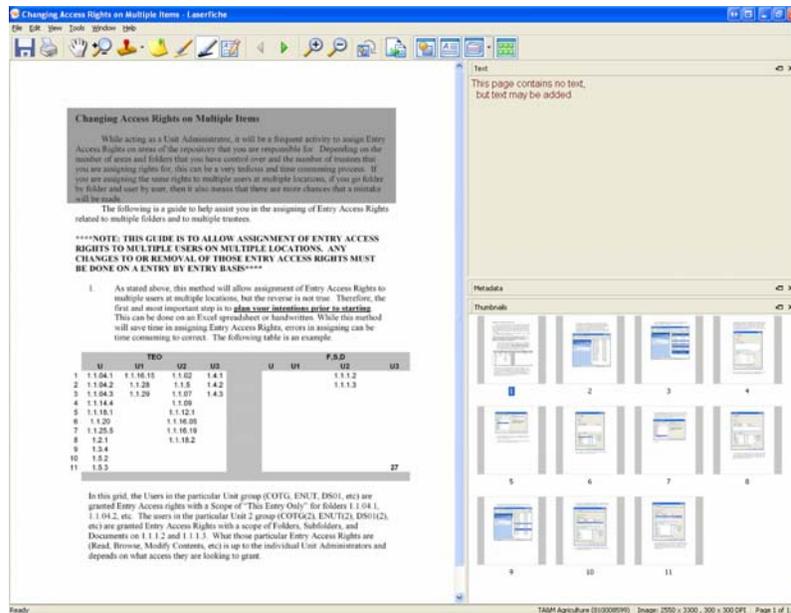
8. **If you are redacting a document that has not had the OCR process performed on it, it is recommended that the OCR process be performed and the redaction completed as explained above in steps 1-5.**

9. The user can change the redaction color to white by right clicking on the redaction area and choosing "Change Color".

10. The Redaction Properties dialog box comes up and allows the user to change the redaction color to white. Click on OK to save the change.
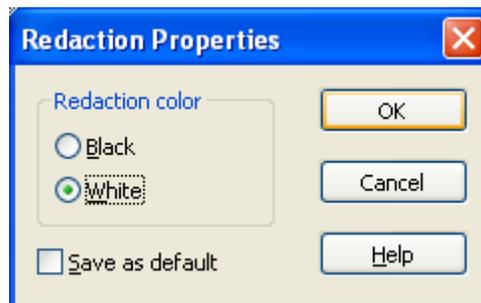
11. The redaction portion will now appear a lighter color and will print a "whited out" area on the page if selected. When viewed by a user that does not have the Appropriate Entry Access Rights (See Annotations, See Through Redactions), then the user will not see the redacted information.