

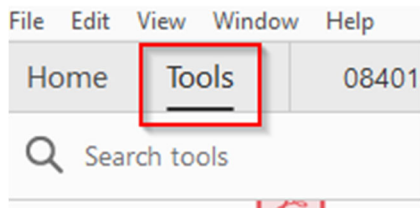
How to Redact Information and Flatten PDF Document

Redactions are crucial when submitting documents that contain sensitive information about individuals. To prevent any errors in the transfer of information after redaction, it is important to sanitize and flatten the PDF document prior to submission to external parties.

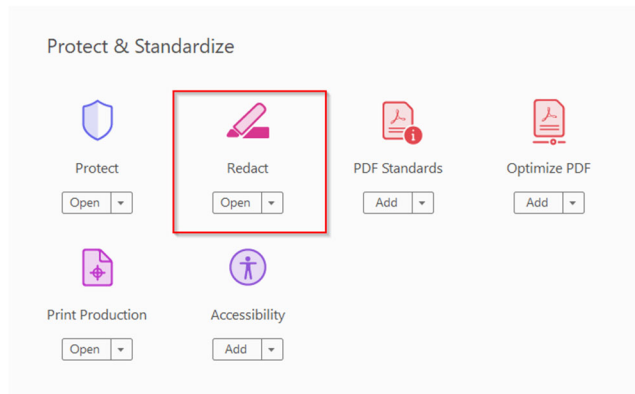
How to Redact Information

Step 1: Open your document in Adobe Acrobat.

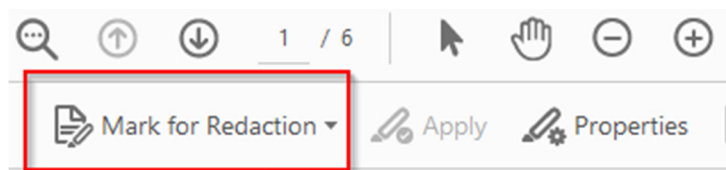
Step 2: Click **Tools** at the top left corner of the screen.



Step 3: Now, select the **Redact** option in the **Protect & Standardize** section.

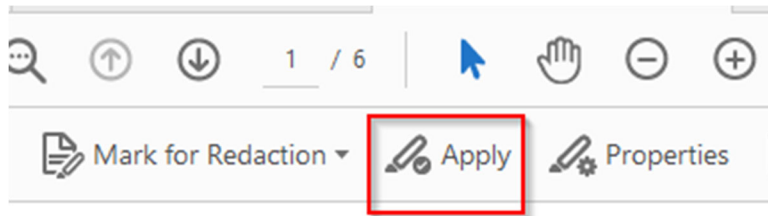


Step 4: Select **Mark for Redaction**

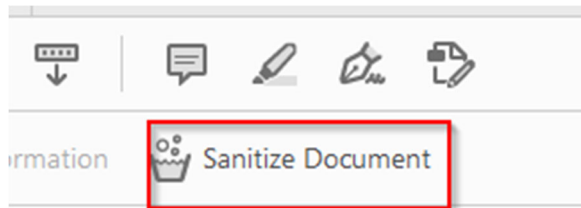


Step 5: Outline/highlight the information that needs to be redacted from the document.

Step 6: Select Apply

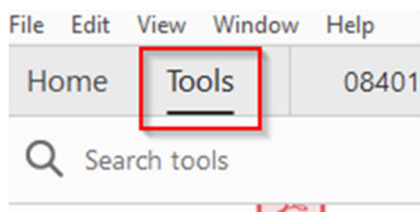


Step 7: Once you have redacted all the necessary information in the document, select **Sanitize Document**. This is to ensure that all sensitive information has been removed from the document and can not be passed along to other viewers once the document is saved.

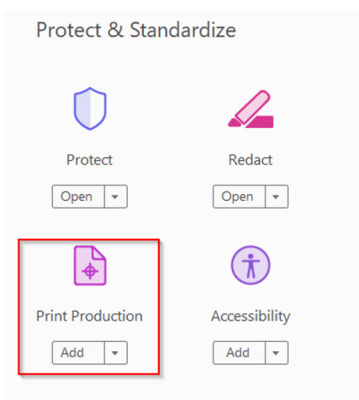


How to Flatten PDF After Redaction

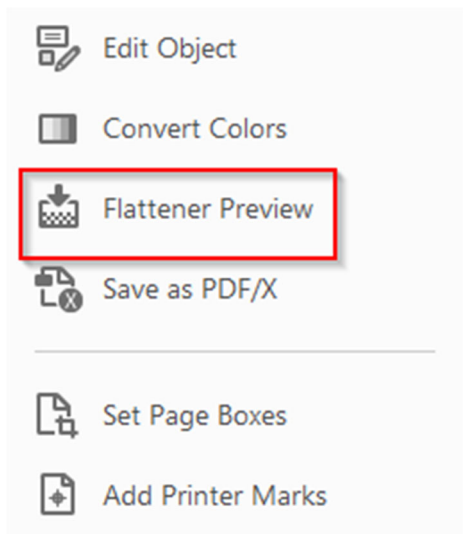
Step 1: Once the redacted document is sanitized and opened, click back into **Tools**.



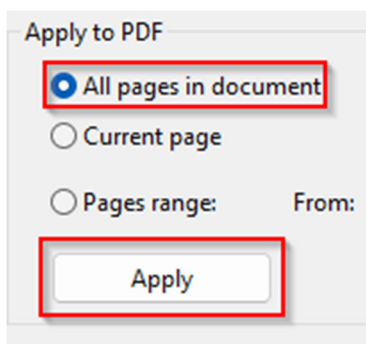
Step 2: Step 3: Now, select the **Print Production** option in the **Protect & Standardize** section.



Step 3: Click **Flattener Preview** option in popup menu.

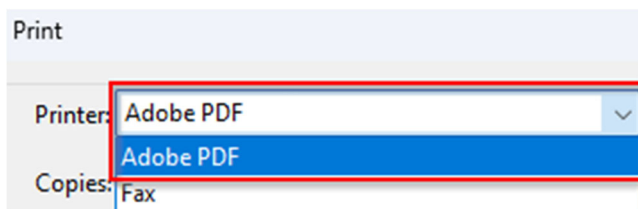


Step 4: In the **Apply to PDF** section, make sure to select **All pages in document** and then **Apply**.



Step 5: Close Flattener Preview window.

Step 6: To save document as a PDF, select the **Print** option. In the **Print** window, open the drop down menu and select **Adobe PDF**.



Step 7: Save Document