

HOW TO REDACT PERSONAL INFORMATION FROM PDF FILES

Under the campus Cyber-Safety Program campus units are required to identify systems and applications that house personal information (PI), which is defined as personal name along with one or more of the following:

Social Security Number

Financial account info (including credit card and bank account numbers)

CA driver ID number

Health insurance info (including medical insurance ID number)

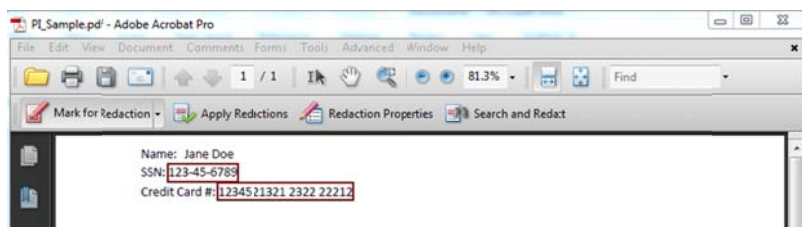
PI must be removed from all computers for which it is not required. If PI cannot be removed from a computing system, the campus unit must develop a plan for keeping the system secure, such as through the use of encryption (contact IT staff for assistance). Below are instructions on how to properly redact areas of a PDF file that contain PI. Note that these instructions are for Adobe Acrobat 9 Pro.

1) Open the PDF file in question in Adobe Acrobat 9 Pro. **Go to View, Toolbars, Redaction.** This will display the following toolbar, which has the buttons to use for redacting text.



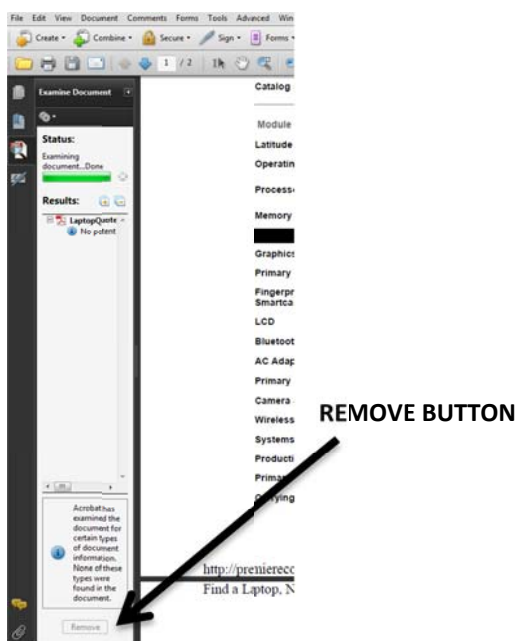
Click on the “**Mark for Redaction**” button.

2) Now **use your mouse to drag and select the personal information text in question** (such as a Social Security Number). This will create a red box around the text in question as shown below.



3) Click on the Apply Redactions button. You will be prompted with an alert that says “You are about to permanently redact all content that has been marked for redaction. Are you sure you want to continue?” **Click on OK.** This will begin the redaction process.

4) If relevant metadata (hidden data about the file) is also found in the document during the redaction process, then the below left hand pane will appear showing the progress of the redaction and the “Remove” button will be available. If available, click on the “Remove” button when the redaction procedure is completed and proceed to the final step. If the Remove button is grayed out and it says “Acrobat has examined... none of these types were found...” at the bottom of the left hand pane, then move directly to the below final step.



5) **FINAL STEP:** When you are done with the above save the file with the same name and location as before so that you copy over the old version. Go to File, Save and when prompted click on “Yes” to replace existing file. Then, close the file. You’re done!