Redaction Methodology Suggestions

1. Completely delete sensitive information in the original word processing document and replace it with innocuous filler characters such as 'X', save it, then convert the document to a PDF.

2. Read the NSA primer that explains how to check for other potentially sensitive information that might be hidden in a *Word* document's metadata.

    This document describes the process needed under *Word 2007*.

    This document describes the process needed under *Word 2010*.

    In *WordPerfect 13* and *WordPerfect 15*, simply select File, and Save Without Metadata.

3. Adobe Acrobat's redaction tool when used to remove sensitive material directly from a .pdf file is effective. Please see your version of Acrobat's Help instructions regarding the proper use of this tool.

4. It is recommended that a redacted document be cut and pasted into another document. If the redaction succeeded, no redacted text should be transferred.