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You can specify custom text or revision codes to view the editorial signs. If you want to locate and remove specific words, characters or phrases, use the Find text tool instead. Text marked for the editorial staff (left) and edited (on the right) Open the PDF in Acrobat DC, then do one of the following: Choose Tools> A, REDACT. In the Edit menu, select REDACT TEXT & EMPIES. Select text or image in a PDF, right-click and select Redact. Select text or image in a PDF, choose Redact in the floating context menu. (Optional) To set the appearance of the editorial signs, click the drop-down menu in the REDACT tool set in the secondary toolbar and select Properties. (See Change the appearance of the editors.) Mark the items you want to remove doing one of the following: Double-click to select a word or image. Drag to select a line, text block, object or area. To preview the mode in which the editorial signs appear, keep the pointer on the marked area. (Optional) To repeat a drafting mark, right-click and select Mark repeat between the pages. This function is convenient if a particular header, more page or watermark appears in the same position on many pages. When you have finished marking the items you want to edit, click Apply in the Secondary toolbar to remove the items. Alternatively, you can save the document, then select Apply & Save. In the Apply Restations dialog box, choose if you want to disinfect and remove hidden information by clicking the Assign button, then click OK. Items have not been permanently defined by the document until I save it. The Save As dialog box appears. Specify a file name and location. The suffix is A ç à,~ A " RedaltA ç à,~ is added to the file name. If you don't want to overwrite the original file, save the file with a different name, A ç in a different location, or both. 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To search for a model (for example, phone numbers, credit card numbers, e-mail addresses, social security numbers or dates), click Reasons. Choose one of the available models. You can change the version of the model language. (See Select a version of the language different for the models.) Click & Remove the text. In search results, click on the most (+) mark next to the document name to see all occurrences of the word or phrase. Then select the occurrences you want to mark for the editors: to select all occurrences in the list, click Check All. To select individual occurrences, click the check box for each you want to edit. Click on the text next to a check box to view the occurrence on the page. To mark any of the occurrences, close the search dialog or click the new search to start over. To mark whole words or partial words (characters) for editing, select the option under the editorial sign options. For partial words, select Mark Partial Word (S) The Settings dialog box appears. In the Settings dialog box, specify the number and location of the characters for the editors. The preparation of the character is useful if you are looking for a reason, such as credit card numbers and wish to leave part of the visible number for identification purposes. If you have selected occurrences you want to mark for the editors, click Mark the controlled results for the editors. The elements selected in the list are indicated marked for the preparation. If you have not saved the file, you can select the editorial signs in the document and press Delete to remove the editorial sign. Editorial signs become permanent after saved the file. To remove the marked items, click Apply in the Secondary Toolbar. In the Apply Restations dialog box, choose if you want to disinfect and remove hidden information by clicking the Assign button, then click OK. Items have not been permanently defined by the document until I save it. The Save As dialog box appears. Specify a file name and location. The suffix is A ç à,~ A " RedaltA ç à,~ is added to the file name. If you don't want to overwrite the original file, save the file with a different name, A ç in a different location, or both. Find and remove the hidden content (Acrobat Pro) use the Remove Hidden Information function to find and remove the content from a document you do not want, as hidden text, metadata, comments and attachments. When removing the elements, the additional elements are automatically removed from the document. Items that are removed include digital signatures, document information added by plug-ins and third-party applications and special features that enable Adobe Reader users to review, sign and fill out PDF documents. To examine each PDF for the hidden content before closing it or send it to the e-mail, specify this option in document preferences using the Preferences dialog box. Open the PDF in Acrobat DC, then do one of the following: choose Tools> A, REDACT. In the Edit menu, select REDACT TEXT & EMPIES. The REDACT tool set is displayed in the secondary toolbar. Click Document Sanitize. In the Document SANITIZE dialog box, to remove hidden information, click Click here. If the items are found, you are listed in the Remove Hidden Information Panel with a check box selected next to each item. Click Remove to delete the selected items from the file and click OK. Choose File> Save and Specify a file name and a location. If you don't want to overwrite the original file, save the file with a different name, in a different location, or both. The selected content is permanently removed when you save the file. If The file without saving it, repeat this process, making sure to save the file. Metadata metadata includes information about the document and its content, such as the author's name, keywords and copyright information. To view metadata, select File> properties. File attached files of any format can be linked to the PDF as an attachment. 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Click Save to save the document and automatically end the sanitation process. Sensitive information is permanently removed when saves the file. If you close the file without saving it, repeat this process, making sure you save the file. Select a different language version for templates (Acrobat Pro) Choose Edit> Preferences (Windows) or Acrobat> Preferences (Mac OS). From the categories to the left, select Documents. In the Editorial area, choose a language from the Choose Location for Search & Patterns Remove the menu text. Then click OK. Change the appearance of editorial signs (Acrobat Pro) by default, subtle red lines appear around the images and text that mark for the editors, and the black boxes appear instead of the written images and text. You can set the default appearance of the editorial signs before marking the elements for the editors. It is also possible to change the appearance of the editorial signs before applying the editors. Set the default appearance of all brands Open the PDF in Acrobat DC, and then do one of the following: Choose Tools> Dark. In the Edit menu, select REDACT TEXT & EMPIES. The REDACT tool set is displayed in the secondary toolbar. Click the drop-down menu and choose Properties. The Dialogue Tool Properties Dialogue dialog box appears. On the Appearance tab, select the options you want to change, then click OK. Click the Redacted Area Fill Color icon and select a fill color from the color palette for the boxes that replace the removed items. Choose No Color to leave the empty detaining area. Select Use superimposed text if you want to select custom text or or Code Options. Select the font, size, and text alignment. Select Custom Text, and type the text you want to display in the drawn area. Select drawing code, and then select a code within an existing set, or click Edit Code to define a new code set or a new code. (See Creating editorial codes and code sets.) In the Appearance Editor Mark, click the Outline Color or color fill, or both. Select a color from the color palette for the images and text you mark for redaction. Move the slider to adjust the opacity of the color. Choose No Color to leave the selected area blank. Property for text version of the text (Acrobat Pro) Show typing in the Custom Text option over the sign writing. Displays custom text in the selected font. Displays custom text in the selected point size. Auto-size text to fit within the redacted area. When is selected, this option overrides the setting of the font size for the overlay text. Displays custom text in the selected color, which you can change by clicking the color swatch. Fills the redacted area with as many instances of the custom text as needed, without changing the font size. For example, if you specify the letter x or a hyphen (-) as the custom text, these characters are repeated throughout the redacted area. Align text left, right or center. Drafting codes (Acrobat Pro) Acrobat uses overlay text to overprint areas selected for redaction. An example of overlay text is a drafting code, which consists of one or more code entries from a set of codes. Acrobat includes the set of the United States Code FOIA and the United States on the law that you can use. You can use either codes or custom text to create overlay text. The difference is that the editorial codes are text entries that you can save, export and import. One code set can contain more codes. Codes gives t save the current attributes for overlay text as part of the definition of the code, such as colors, font characteristics, and repetition or size of text. Codes only make the overlay text in itself © reusable in future sessions and by other users with whom you share code sets. You can set other attributes for the code in the drafting Property dialog box tool. Create editorial codes and code sets Open the PDF in Acrobat DC, and then do one of the following: Choose Tools> It's Dark. In the Edit menu, select REDACT TEXT & EMPIES. The REDACT tool set is displayed in the secondary toolbar. Click the drop-down menu and choose Properties. displays the dialog editors Property for dialogue. Create editorial codes using the Property Editor tool dialog box. To add more code entries to a drafting code, select an entry from the list of code entries, and click Add selected item. Repeat, if you wish. Select Remove the selected item to delete an entry of this Code in the list of drawing up codes. Click Edit Codes to make additional changes. In the code editor editing dialog box, click Add Set. (Optional) Type a new name for the set in the text field below the list of code sets, and then click Rename Group. To do On Add Code and type the text you want to appear as superimposed text in the text field below the list of code entries, and then click Rename Code. Repeat the previous step to add another code item to that series of codes, or repeat the previous three steps to create additional codes and codes. Changing the editorial codes and codes set (Acrobat Pro) Open the PDF in Acrobat DC, and then do one of the following: Choose Tools> A, Dark. In the Edit menu, select REDACT TEXT & EMPIES. The REDACT tool set is displayed in the secondary toolbar. Click the drop-down menu and choose Properties. The Dialogue Tool Properties Dialogue dialog box appears. Select Use superimposed text and then select Drafting Code. Select a set of codes from the left list, and click Edit Codes. In the Dialogue Editor Dialogue Editor box, do one of the following: To remove a set of codes and all code entries within it, select the registration form the code and click Remove Remove Remove To export a set code to a separate XML file where you can reuse in other PDFs or share with others, select the code set. Then click Export Set, specify a file and location name and click Save. To import a previously saved code set, click Import Set, locate and select that file and click Open. To rename a code set, select an entry from the code set, type a new name in the box below the list and click Rename set. With the selected code set, select the code item you want to change and do one of the following: To remove a code item, click Remove Code. To rename a code item, type a new name in the box below the list and click Rename Code. Apply more code items to a single revision of the right mouse button on the editorial marker. Select a code set from the list at the bottom of the shortcut menu, then select a code item from the drop-down menu. A check mark appears next to the code item when the code is applied. Repeat the previous steps to add another code item to the editors. Keep the pointer on the editorial staff to see the voices of the code, each one separated by a comma. To apply the same more editorial code, set the editorial property before marking the content. In the Secondary toolbar, click Properties. Select Use the Overlay text, then select the editory code. Select a code set and a code entry, then click Add Selected Voice. Registration.

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