



Affinity
INSIGHT

FOXIT PHANTOMPDF for LEGAL PROFESSIONALS

Versions 9 and 10



Foxit PhantomPDF

FOR LEGAL PROFESSIONALS

PERSONAL LICENSE

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The materials in this book were written using Foxit PhantomPDF 10 and all steps and instructions were tested prior to the publication date. Your software experience may vary slightly from what is seen in this manual if you have a previous version.

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Version 2.05



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- On-demand training videos
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- Custom training plans
- On-boarding plans
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Are you getting the most out of your technology investment? Turn your team into software experts and experience unprecedented gains in productivity and efficiency.

At Affinity, we believe that training should be woven into the fabric of a firm's culture—not a one-time event. Our team understands that implementing the right technology is only the first step toward an optimized practice. Realizing your firm's full potential requires an ongoing investment in training.

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MEET OUR TEAM OF PHANTOMPDF EXPERTS

Meet our team of PhantomPDF experts who have co-authored this manual.



BARRON HENLEY

Most people wouldn't relish the idea of spending a day in a conference room, teaching legal professionals how to manipulate PDFs. Barron is not most people. There are few things Barron enjoys more than teaching all-day software training classes.

As an attorney, he understands how challenging it is to practice law without the proper training on the technology tools. When Barron isn't training he focuses on automating documents and teaching CLE classes for attorneys across North America.

PAUL UNGER

Paul's passion is coaching lawyers on managing time, distractions, tasks, emails, and documents efficiently. As the author of *Tame the Digital Chaos – A Lawyer's Guide to Time, Task, Email and Distraction Management*, Paul is truly an expert on the topic.

Paul's expertise is well-founded from his time practicing law. When Paul isn't coaching lawyers, he teaches CLE classes for attorneys across North America.



DANIELLE DAVISROE

Passionate about remote learning, Danielle is the force behind Affinity's membership training program, Affinity Insight. Danielle focuses on creating easily accessible training materials and webinars tailored to meet each organization's needs. From one-on-one training to organization-wide training plans, Danielle has her clients covered.

When Danielle isn't providing remote training, she focuses on teaching CLE via webinar and providing legal organizations with the advice they need to run smoothly. With a background practicing law at a boutique firm, Danielle understands the challenges that legal professionals face every day.

FOXIT PHANTOMPDF FOR LEGAL PROFESSIONALS

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18 REDACTION

Can't find it? Something missing? Instructions not clear? Email manuals@affinityconsulting.com.

IMPORTANCE OF PROPER REDACTION

The importance of properly redacting a document cannot be understated. **Using the Redaction tools, as described in this chapter, is the only proper way to redact information.** Any other method may result in the disclosure of redacted information. One merely needs to read the news to see prominent attorneys in trouble for improperly redacting documents.

SAVE A COPY FIRST

Start by creating a copy of your PDF. **Redactions cannot be undone unless the PDF is closed without saving changes.**

TEXT-SEARCHABLE PDF: SEARCH AND REDACT

To search for text and redact, select **Protect** ➔ **Search and Redact**.

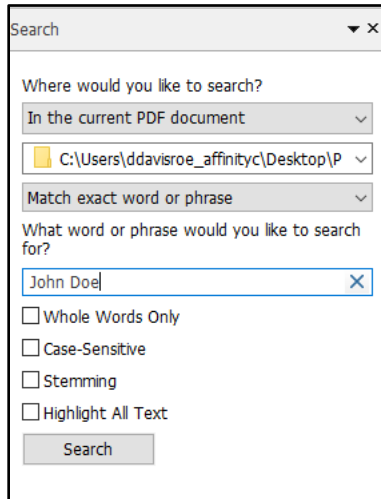
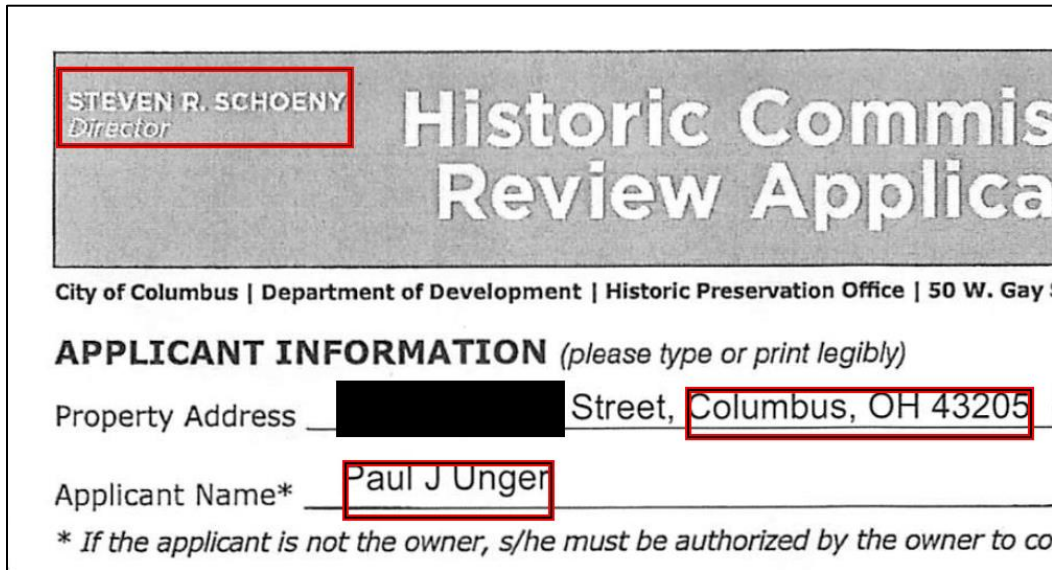


FIGURE 18-1

REDACT AREA

Mark your redactions next. Select **Protect** ➔ **Mark Redaction**. To redact a region or area, using your mouse, simply click and drag over an area, as represented in the larger red rectangle below.



The image shows a screenshot of a 'Historic Commission Review Application' form. At the top left, the name 'STEVEN R. SCHOENY' and title 'Director' are enclosed in a red rectangular box. The title 'Historic Commission Review Application' is prominently displayed in the center. Below this, the text 'City of Columbus | Department of Development | Historic Preservation Office | 50 W. Gay' is visible. The section 'APPLICANT INFORMATION (please type or print legibly)' contains several fields: 'Property Address' followed by a blacked-out redaction, 'Street, Columbus, OH 43205' (with 'Columbus, OH 43205' in a red box), and 'Applicant Name*' with 'Paul J Unger' in a red box. A footnote at the bottom reads: '* If the applicant is not the owner, s/he must be authorized by the owner to co'.

FIGURE 18-2

REDACTION PROPERTIES

To change the redaction properties, right click in the redacted area and click on **Properties**. You can change the redacted area fill color or add overlay text.

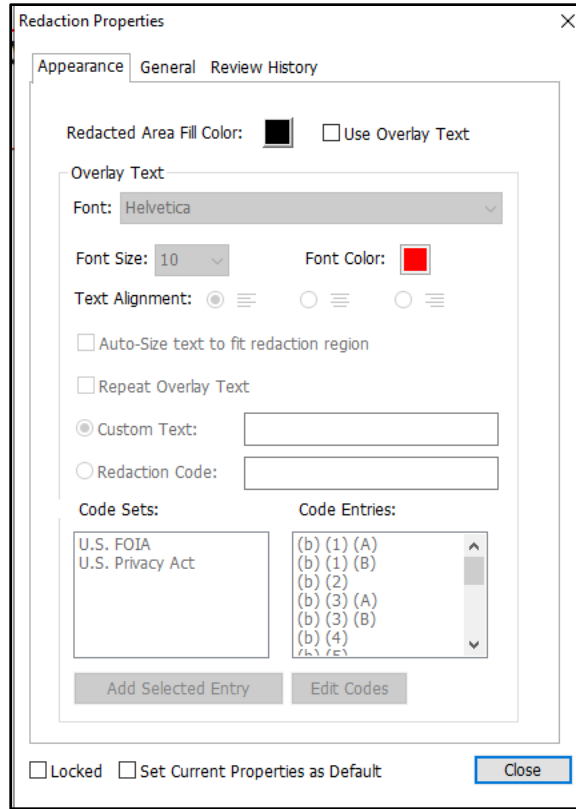


FIGURE 18-3

APPLY REDACTIONS

To apply the redactions, select **Protect** ➔ **Apply Redactions**. The redactions cannot be undone unless you exit the document without saving your changes.



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