



# KOFAX / NUANCE POWER PDF ADVANCED for LEGAL PROFESSIONALS

Covering Power PDF Advanced  
Versions 2 & 3



# KOFAX POWER PDF

## FOR LEGAL PROFESSIONALS

### PERSONAL LICENSE

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The materials in this book were written using Power PDF Advanced 3 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 1.05



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- On-demand training videos
- Software manuals
- Training webinars
- Custom training plans
- On-boarding plans
- Quarterly training reviews

TRAINING

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 POWER PDF EXPERTS

Meet our team of Power PDF 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.



### JOHN FEDERICO

With a drive to make software bend to his will, John pushes the limits of what Power PDF can do with automation tricks. His experience practicing law taught him the value of working efficiently.

When John isn't working in Acrobat, he focuses on automating complex documents with document automation software. He's passionate about creating a simple user interface, reducing the amount of data entry required to generate complex documents. Never one to back down from a challenge, John will find a way to make anything happen.



### 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.



# KOFAX/NUANCE POWER PDF FOR LEGAL PROFESSIONALS

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# 18 REDACTION

Can't find it? Something missing? Instructions not clear? Email [manuals@affinityconsulting.com](mailto: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.**

## REDACTION PROPERTIES

Set your Redaction properties first (color, text within redaction options, etc.). Open the desired PDF and select **Security → Redaction (group) → Redaction Properties**.

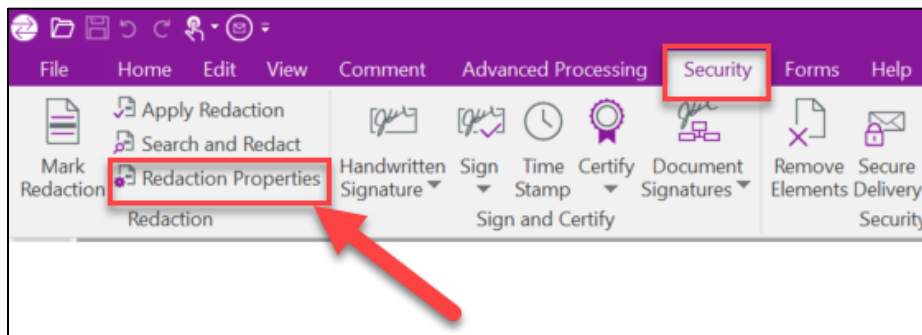


FIGURE 18-1

## TEXT-SEARCHABLE PDF

### Manually Redact

To redact text in a text-searchable PDF, simply click on the **Mark Redaction button** and select the desired text.

## Search and Redact

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

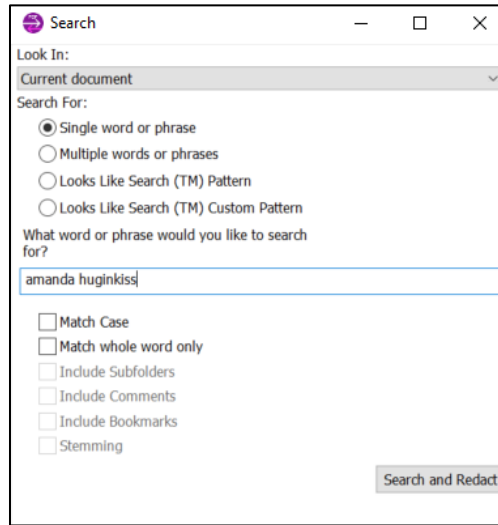


FIGURE 18-2

## REDACT AREA

Mark your redactions next. Select **Security** ➔ **Redaction** ➔ **Mark Redaction**. To redact a region or area (images or non-text searchable PDF), using your mouse, simply click and drag over an area, as represented in the larger red rectangle below.

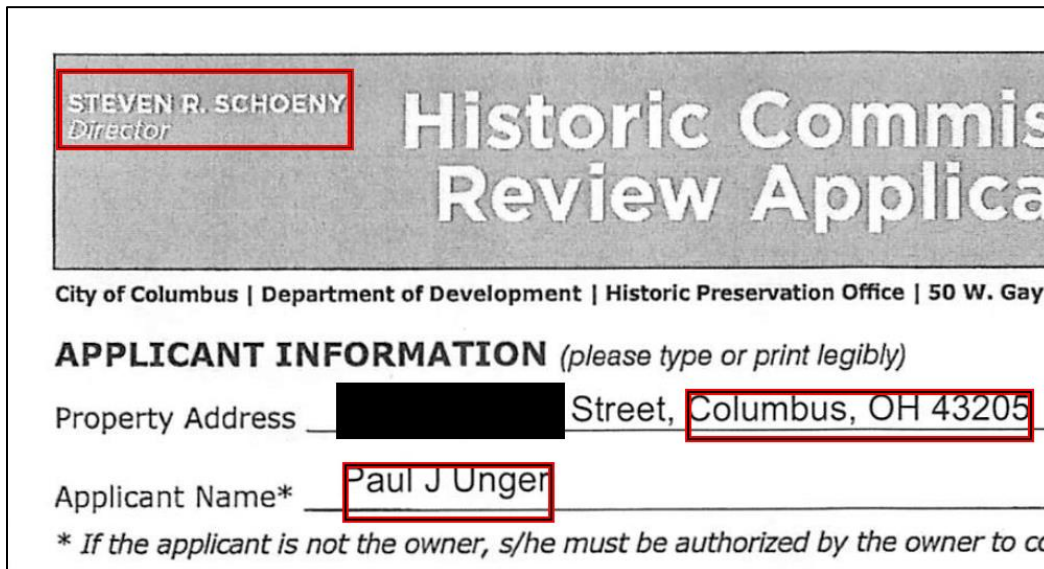


FIGURE 18-3

## APPLY REDACTIONS

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

Once finished applying redactions, Power PDF will always ask you if you would like to scrub the metadata (they call it "additional document elements") from the document. Be careful with this function: if you do this, be sure

that you have the original unredacted version somewhere in case you must produce it to the court or other side by court order. You do not want to face an unnecessary adverse interference instruction for accidentally destroying metadata.

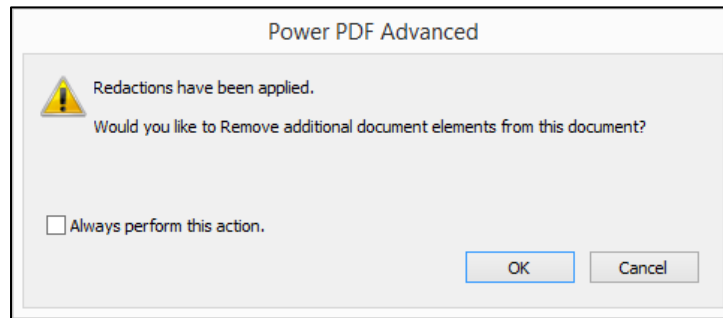


FIGURE 18-4



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