Document redaction

Document Management · https://disclosureready.legalready.ai/knowledge/document-redaction/

IMPORTANT: This feature is currently live for users in the US and UK. We are actively beta testing in AU with a limited group of users and will expand access to all AU clients upon full release.

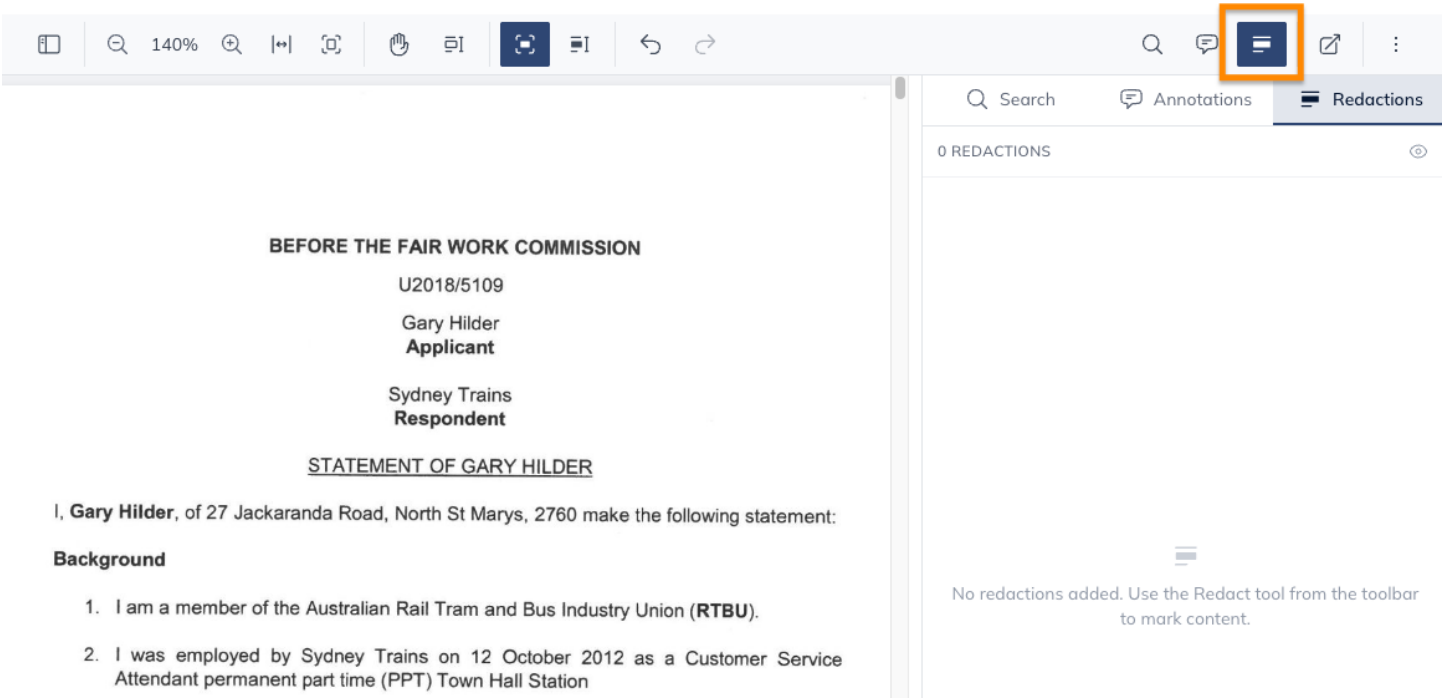
Before you share a document with clients, counsel, courts, or other parties, identify and remove any sensitive information it contains. Document Redaction lets you permanently remove confidential information from PDF documents, without switching to separate software or disconnected processes. All redactions processing and resulting files are hosted exclusively within Australia only.

Note: Redactions apply to the output file, such as a Bundle or a printed individual document, rather than changing the original document.

This article walks you through marking a document for redaction, applying the redactions, and removing a redaction if needed.

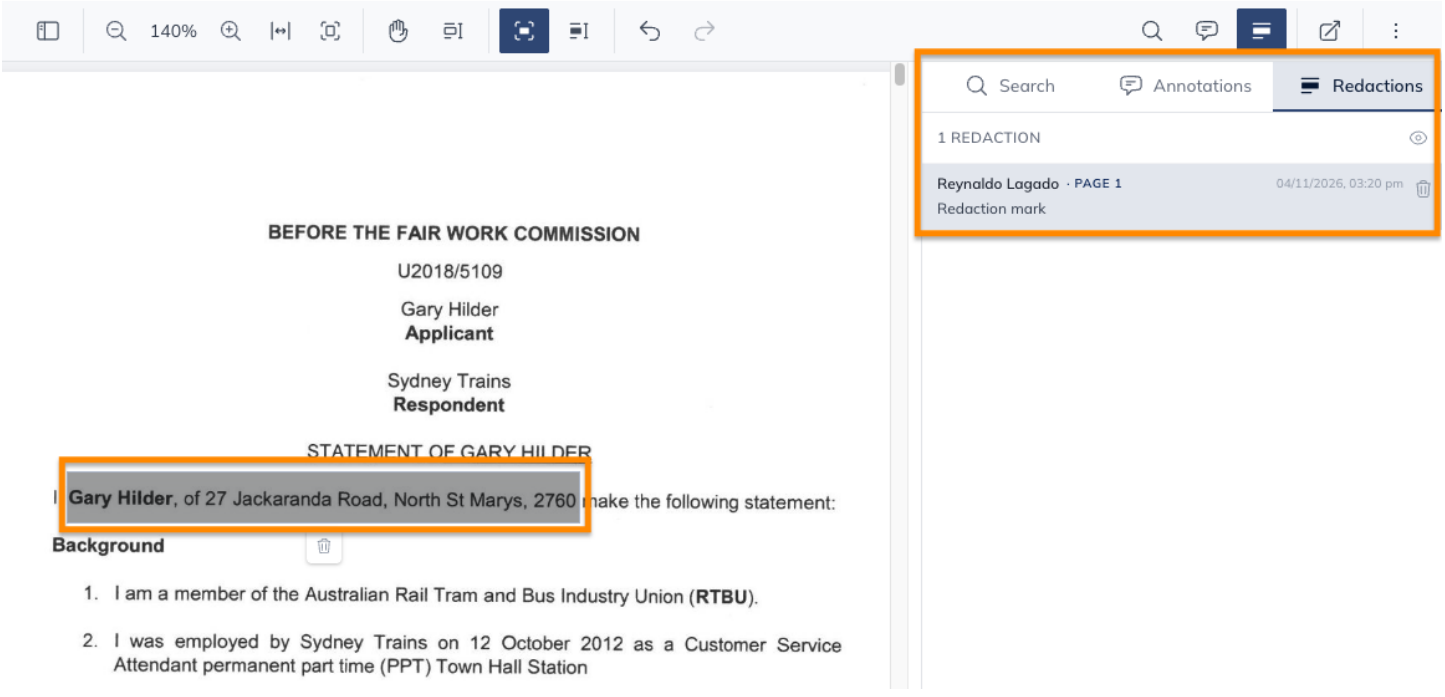
Marking a document for redaction

1. Click into your matter and open the document you want to redact
2. Click **Toggle Redactions** on the right to activate the redaction tool



3. Click and drag to highlight a word or section you want to redact — a **grey box** will mark the selection

   Note: Each marked selection appears in the redaction list in the right side pane.



Applying your redactions

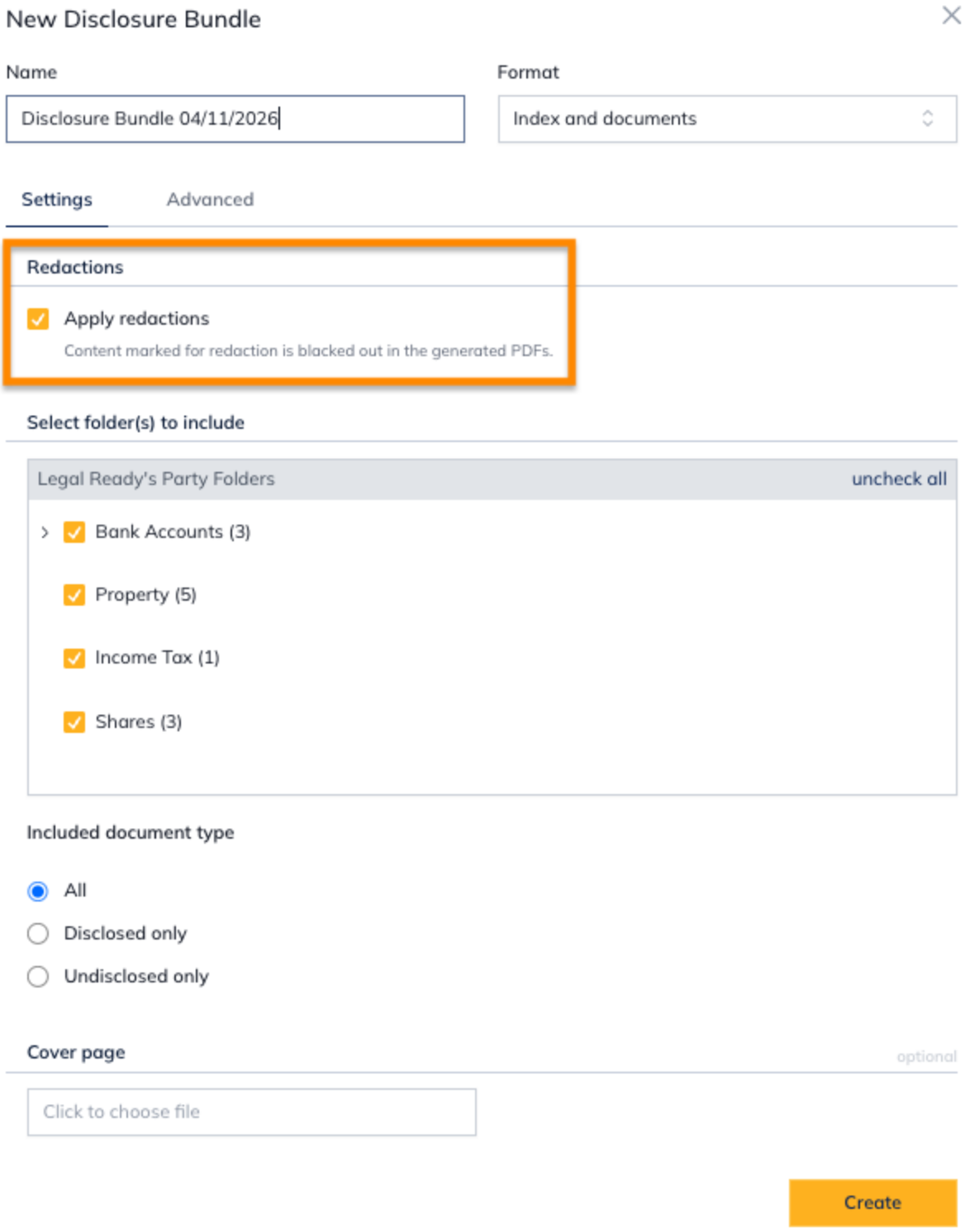
There are a few options available to apply your redactions once you've finished marking a document and it has been reviewed:

- **Option 1:** Create a Disclosure Bundle
- **Option 2:** Print the document from the PDF Viewer
- **Option 3:** Create Download

IMPORTANT: Downloading the document from the PDF Viewer, **DOES NOT** apply redactions. Use one of the options above instead.

Option 1 - **Create a Disclosure Bundle**

1. Open your matter and click **Actions** in the top right corner
2. Click **Create Disclosure Bundle**
3. Enter a name for your bundle
4. Under **Redaction**s, tick **Apply redactions**
5. Select which folders to include



6. Click **Create** — your redactions are applied and appear as a solid black box



BEFORE THE FAIR WORK COMMISSION

U2018/5109

Gary Hilder
Applicant

Sydney Trains
Respondent

STATEMENT OF GARY HILDER

I, [redacted] make the following statement:

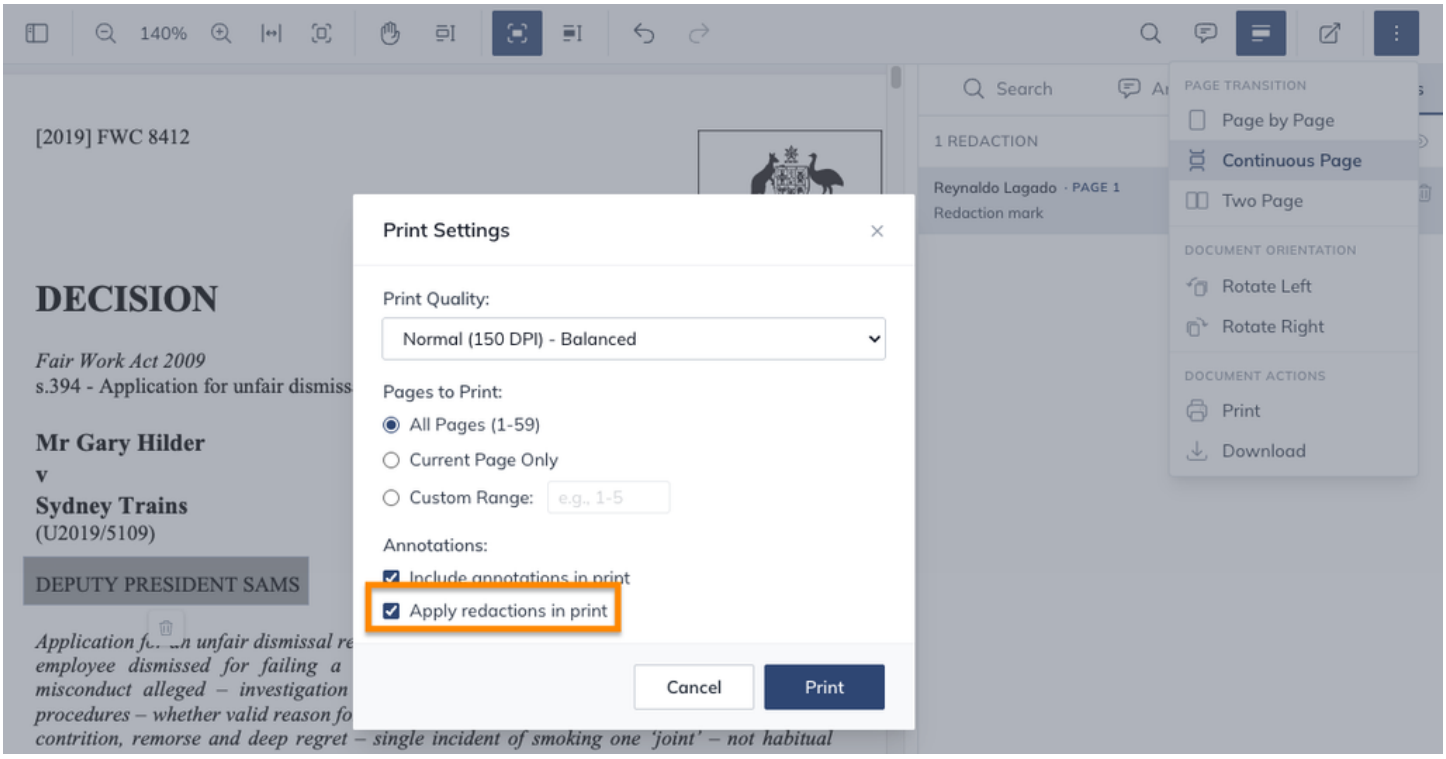
Background

1. I am a member of the Australian Rail Tram and Bus Industry Union (**RTBU**).
2. I was employed by Sydney Trains on 12 October 2012 as a Customer Service Attendant permanent part time (PPT) Town Hall Station
3. In 2013 I was awarded a Permanent Full-time Augmented Relief (PAR) Position at Town Hall Station. Shortly after I was transferred into a Full-time (PAR) position at Penrith Station.

Option 2 - Print the document from the PDF Viewer

Use the **Print** option to apply redactions when printing individual documents, instead of creating a bundle.

1. Open your matter and click document to open it in the **PDF Viewer**
2. Click the **Three Dots** and select **Print**
3. Under **Annotations**, tick **Apply redaction in print**
4. Click **Print**



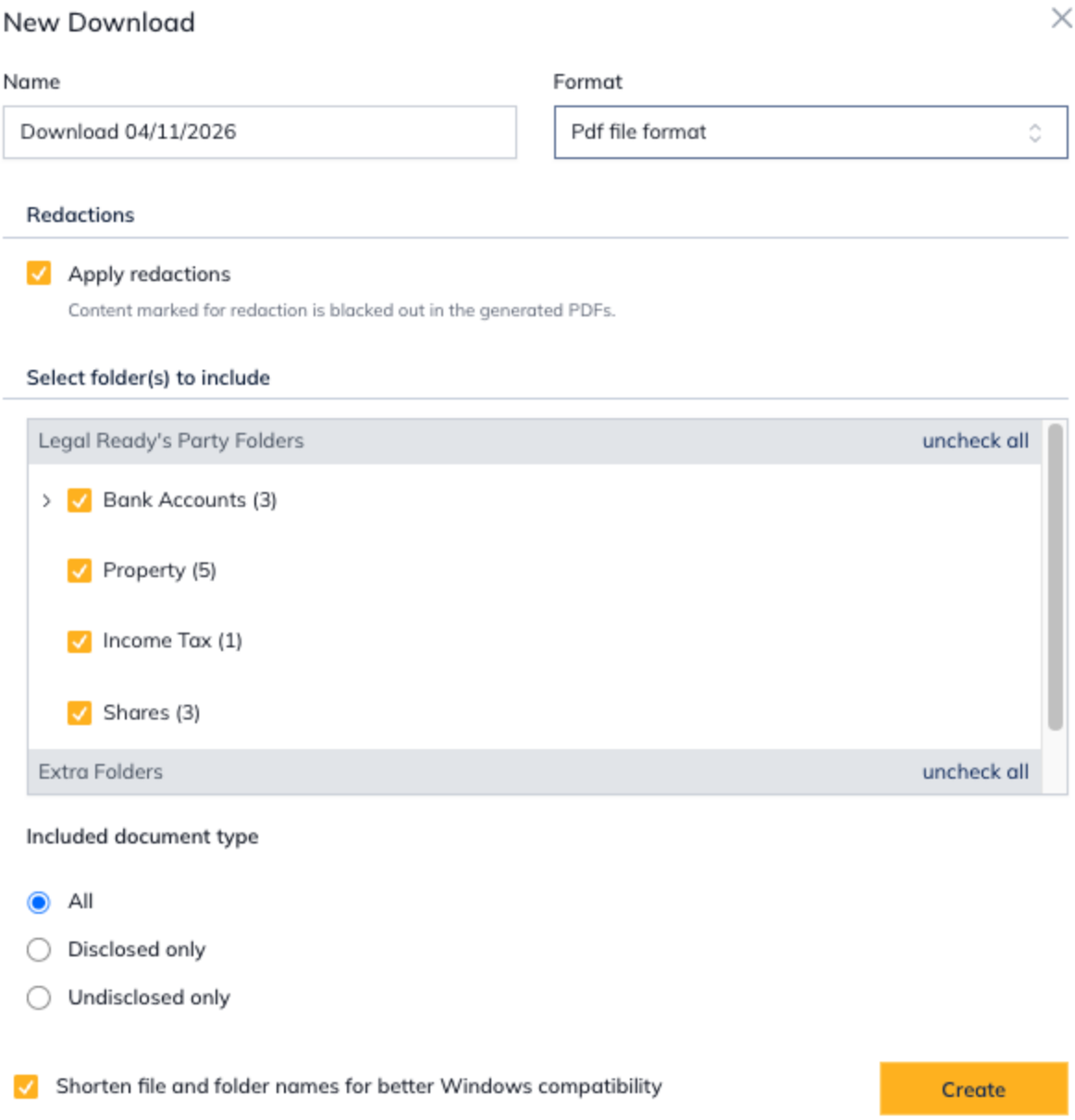
Option 3 - Create Download

Download your matter documents as a ZIP file to save redacted PDFs directly to your computer.

Note: Files must be exported as PDFs to apply redactions; original file formats will remain unredacted.

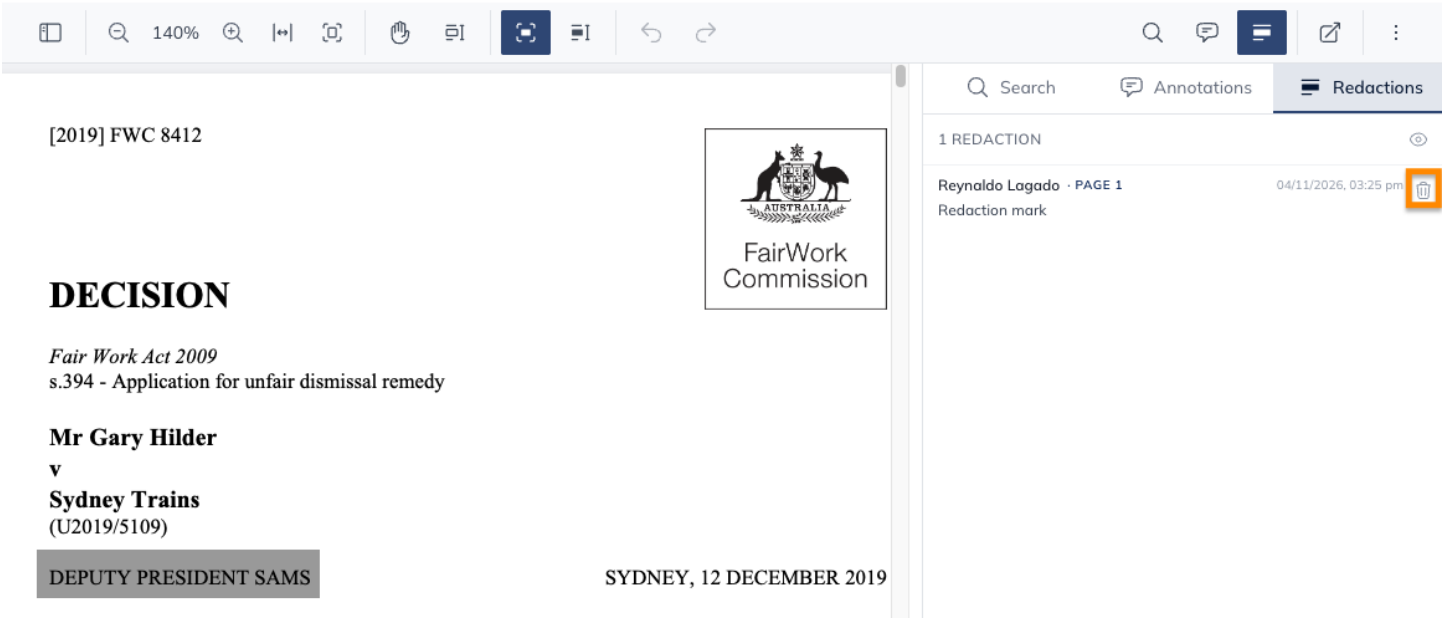
1. Open your matter and click **Actions**
2. Select **Create Download**
3. Enter a **Name** for the download
4. Under **Format**, select **PDF file format**
5. Tick **Apply Redactions** and under **Select folder(s) to include**, tick the folders you want to include in the download
6. (Optional) Untick **Shorten file and folder names for better Windows compatibility** if you have a specific reason to untick it
7. Click **Create**

Tip: To access downloaded files go to **Documents** > **Extras** > **Download**.



Deleting a redaction

You can easily delete redactions from a document by clicking the **Recycling Bin** icon in the **Redactions** pane on the right hand side.



For further information or assistance, please do not hesitate to reach out to our dedicated Support Team via support@legalready.ai or +61 3 9020 4456.