

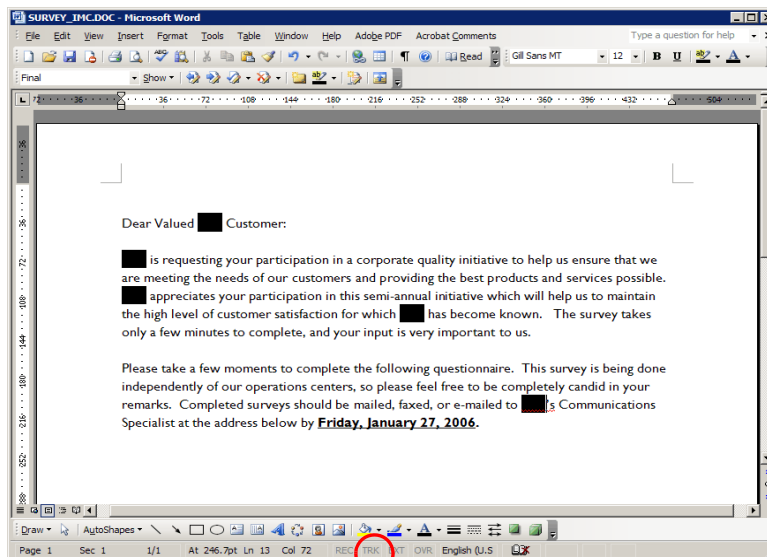
# Techniques to remove sensitive/unwanted text or image(s) in MS-Word

Using the following techniques, you can remove sensitive/unwanted text (along with any associated Codes) that was redacted incorrectly.

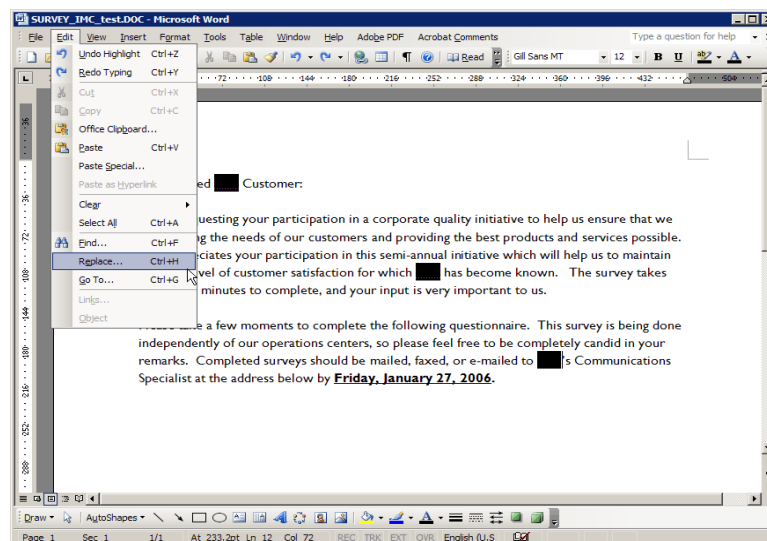
## I. Formatting (blackout text or whiteout text)

### A. Look for and delete blackout text (e.g., black highlighting).

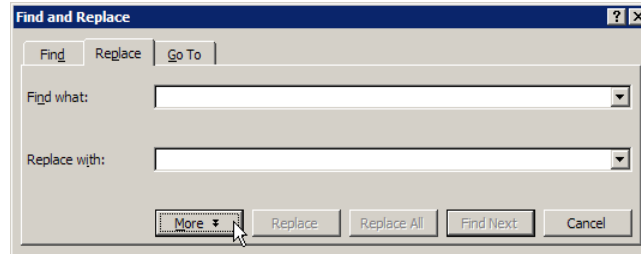
1. Open the document with blackout text. Create a copy of the document by selecting **File -> SaveAs**.
2. Start from the beginning of the document. Make sure **Track Changes** is off by looking at the bottom status bar to see if **"TRK"** is dimmed (indication that **Track Changes** is OFF). Otherwise from the top menu bar, select **Tools -> Track Changes** will toggles the feature off.



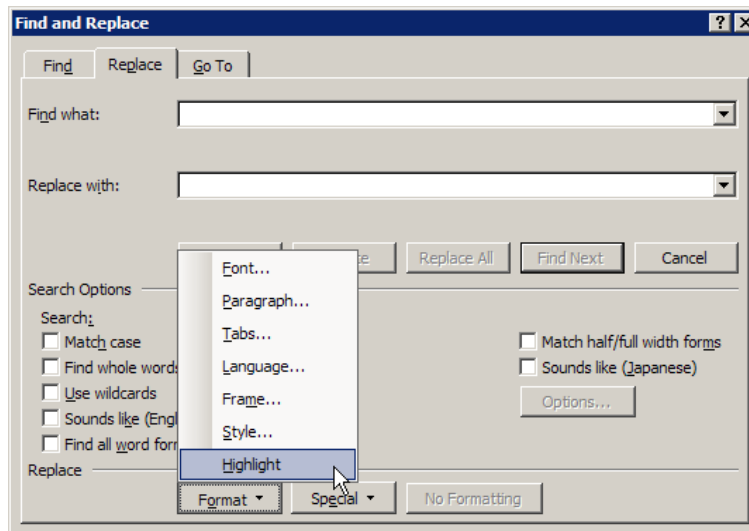
3. From the top menu, click on **Edit** and select **Replace**.



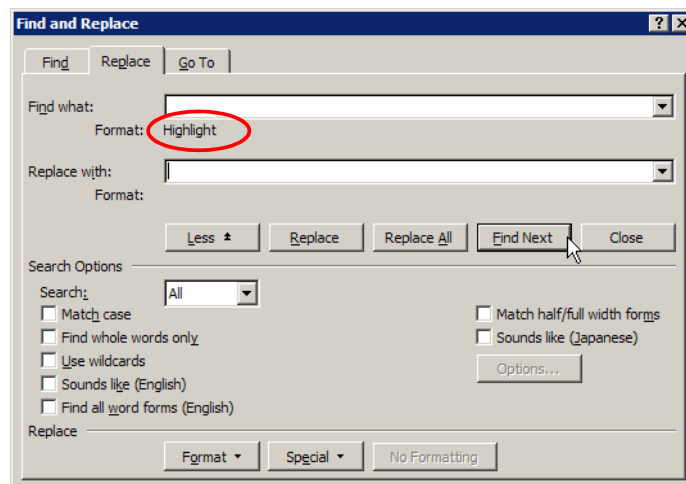
4. The Find and Replace window pops up. Click on the **More** button and the Find and Replace window will expand to give more options.



5. Place the cursor on the **Find what** box. Click on the **Format** button and choose **Highlight**.

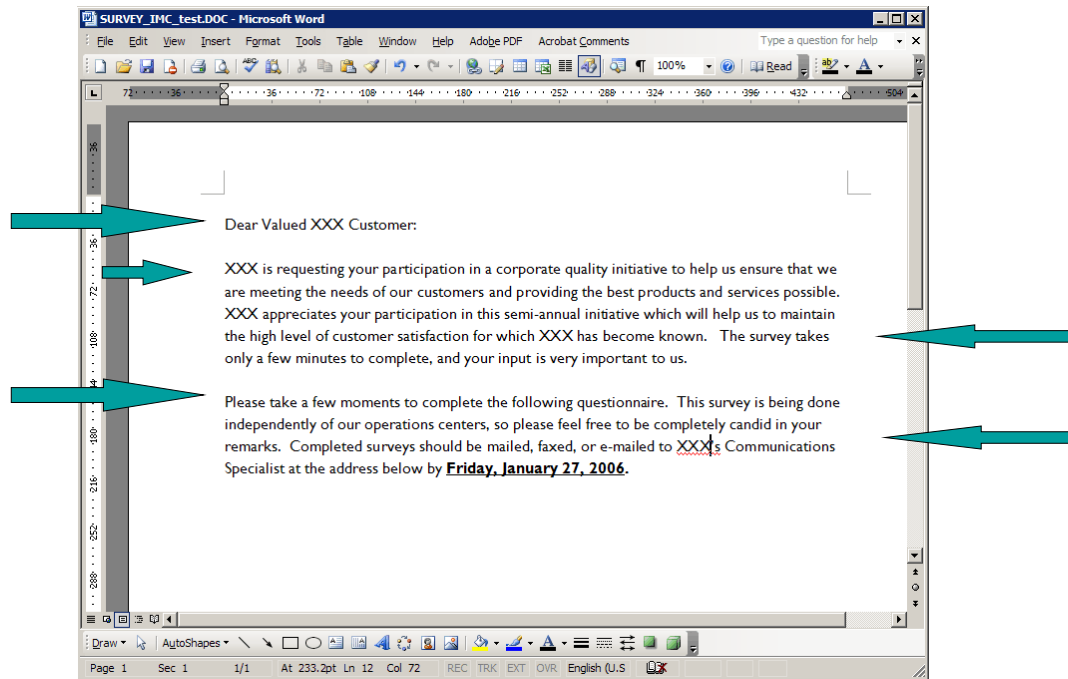


6. Leave the Replace with box blank. Then click on **Find Next** button.



**Note:** For each Highlight instance found, please make sure the text is completely removed by using the Delete or Backspace keys. **Replace the deleted text with copies of a single character such as all As or all Xs.** See figure 7a.

7. Continue until all the Highlighted text are found and deleted.

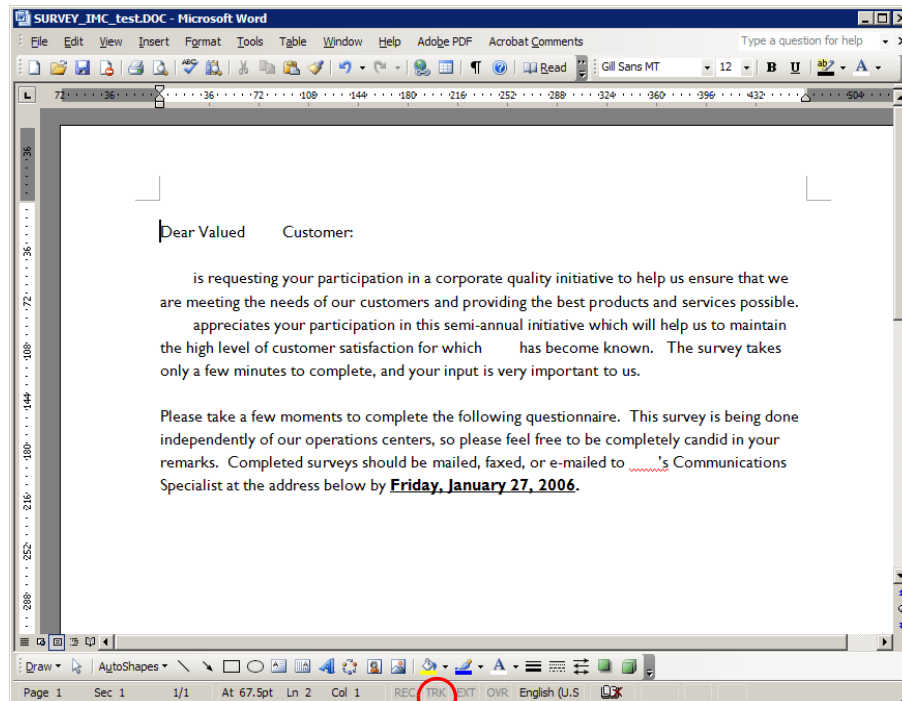


(Figure 7a: Highlighted text are removed)

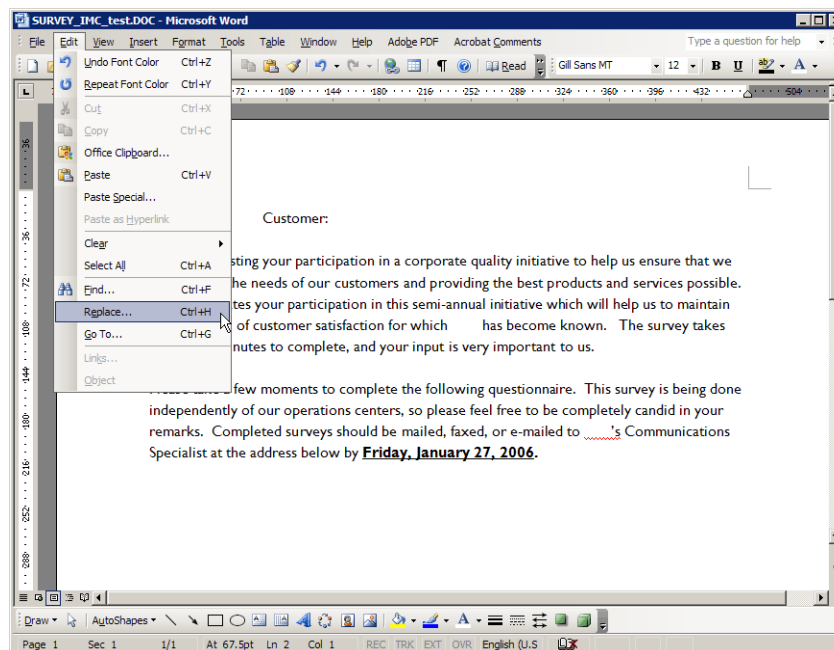
8. Once the unwanted text are removed, close the Find and Replace window.
9. Create a clean redacted version of the document by:
  - 9a. Select all contents in the document by selecting **Edit -> Select All** from the top menu.
  - 9b. Copy the selected contents by selecting **Edit -> Copy** from the top menu.
  - 9c. Create a new document, **File -> New**.
  - 9d. Paste the copied contents onto the new document by selecting **Edit -> Paste** from the top menu.
  - 9e. Save the document as a redacted version by select **File -> SaveAs** from the top menu and then close MS-Word.

B. Look for and delete whiteout (white text), or [Color: White].

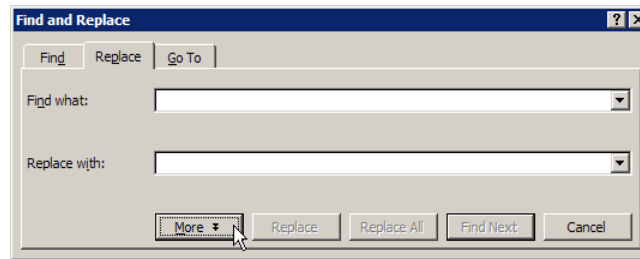
1. Open the document with whiteout text . Create a copy of the document by selecting **File -> SaveAs**.
2. Place the cursor at the beginning of the document. Make sure **Track Changes** is off by looking at the bottom status bar to see if "**TRK**" is dimmed (indication that **Track Changes** is OFF). Otherwise from the top menu bar, select **Tools -> Track Changes** will toggles the feature off.



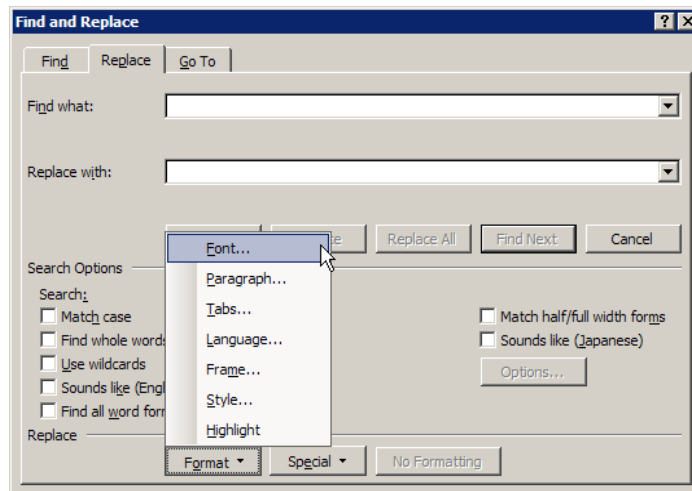
3. From the top menu, click on **Edit** and select **Replace**.



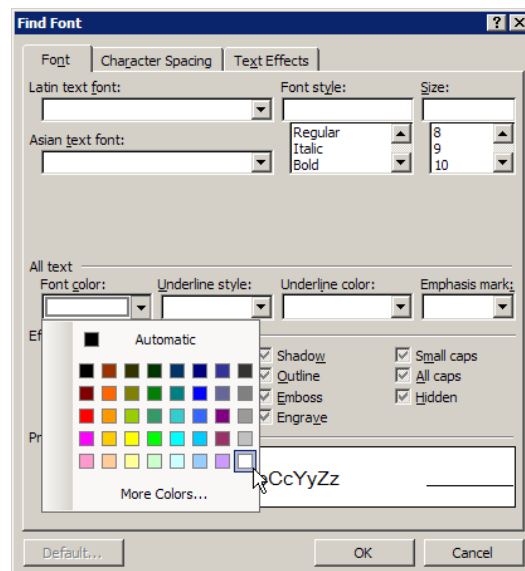
4. The Find and Replace window pops up. Click on the **More** button and the Find and Replace window will expand to give more options.



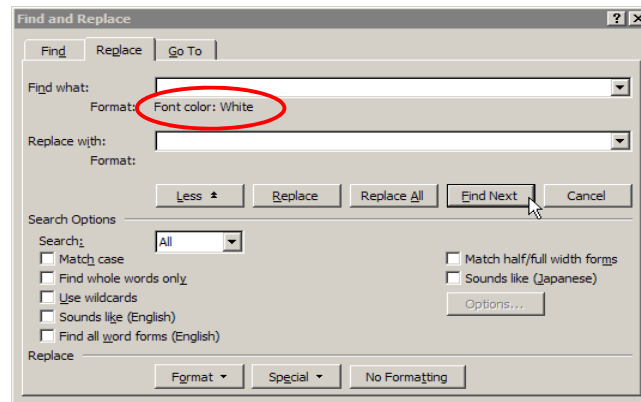
5. Place the cursor on the **Find what** box. Click on the **Format** button and choose **Font**.



6. A Find Font window pops up. Click on the drop-down arrow of the **Font color** section and choose **white** color. Then click on **OK**.

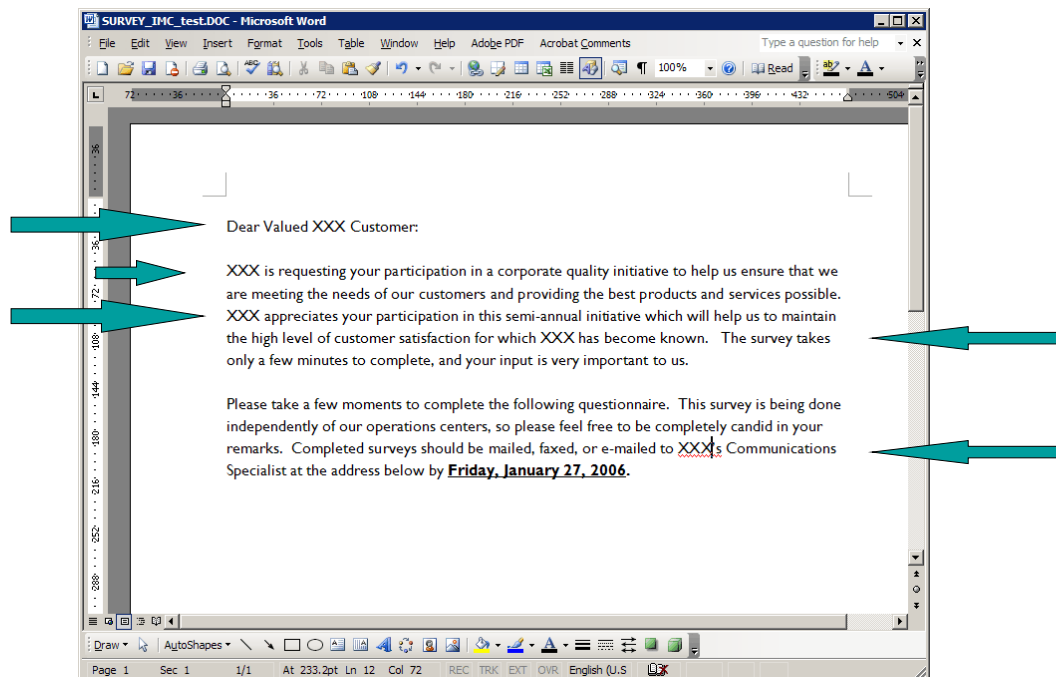


7. Leave the Replace with box blank. Then click on **Find Next** button.



**Note:** For each Color:white/instance found, please make sure the text is completely removed by using the Delete or Backspace keys. **Replace the deleted text with copies of a single character such as all As or all Xs.** See figure 8a.

8. Continue until all the White color text are found and deleted.



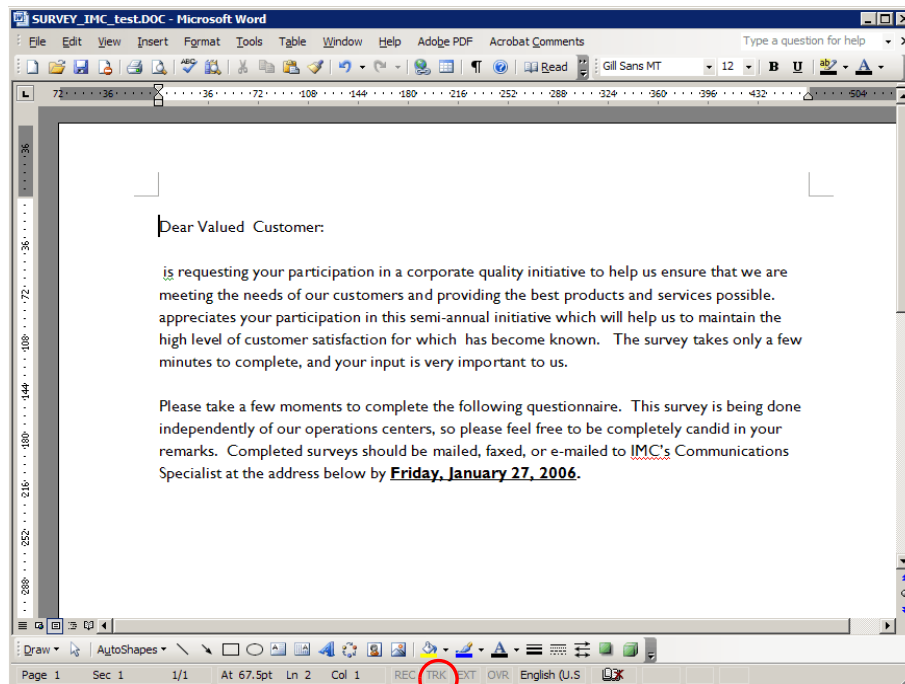
(Figure 8a: White color text and Codes deleted)

9. Once the unwanted text are removed, close the Find and Replace window.
10. Create a clean redacted version of the document by:
- 10a. Select all contents in the document by selecting **Edit -> Select All** from the top menu.
  - 10b. Copy the selected contents by selecting **Edit -> Copy** from the top menu.
  - 10c. Create a new document, **File -> New**.
  - 10d. Paste the copied contents onto the new document by selecting **Edit -> Paste** from the top menu.
  - 10e. Save the document as a redacted version by select **File -> SaveAs** from the top menu and then close MS-Word.

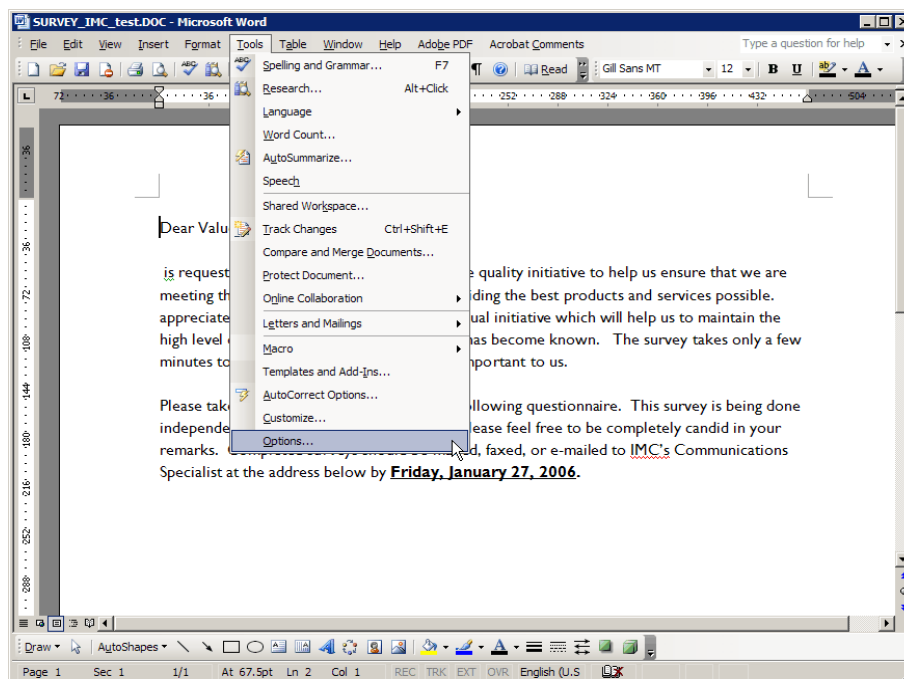
## II. Hidden Text (hidden or comment text)

### A. Look for and delete text formatted as hidden.

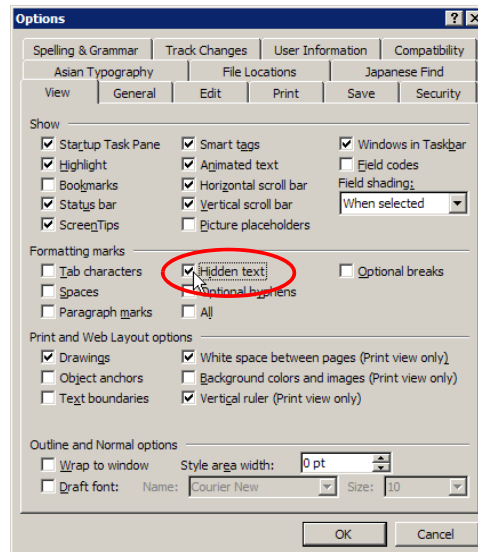
1. Open the document with hidden text. Create a copy of the document by selecting **File -> SaveAs**.
2. Start from the beginning of the document. Make sure **Track Changes** is off by looking at the bottom status bar to see if "TRK" is dimmed (indication that **Track Changes** is OFF). Otherwise from the top menu bar, select **Tools -> Track Changes** will toggle the feature off.



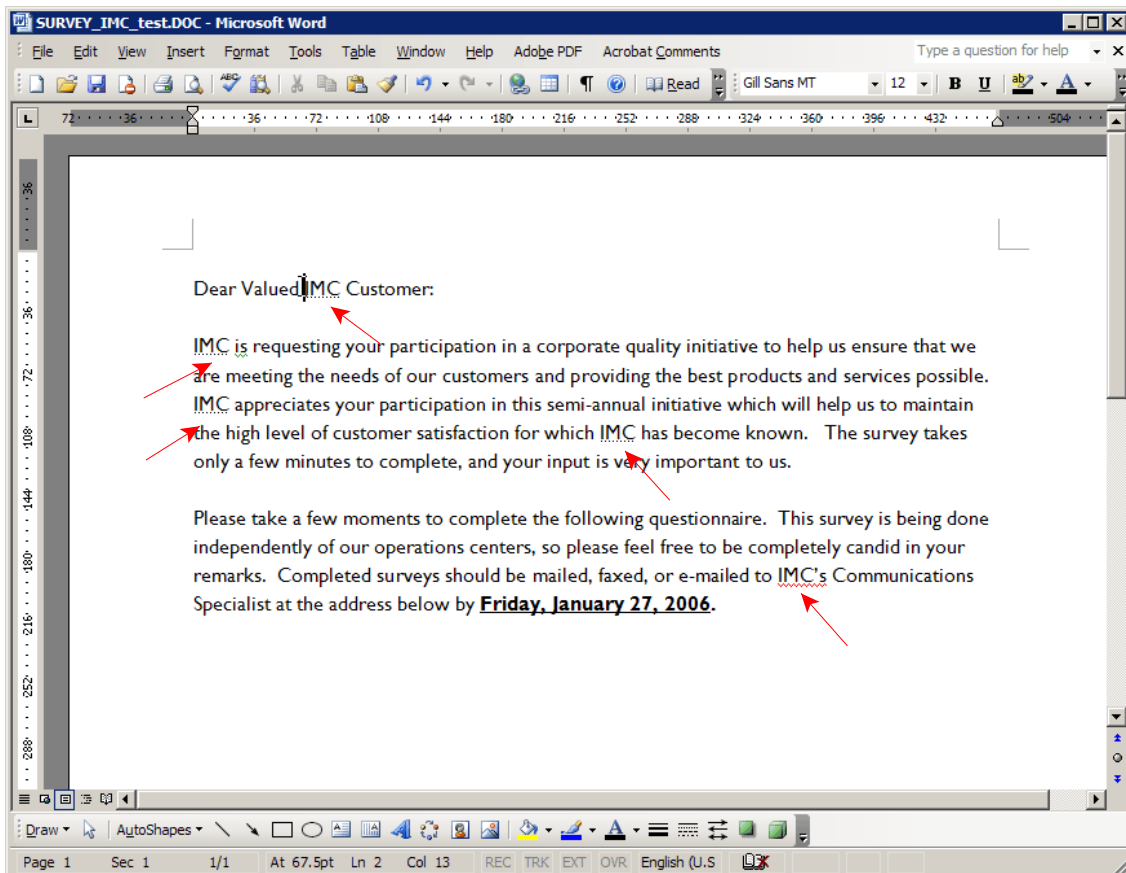
3. From the top menu, click on **Tools** and select **Options**.



4. The Options window pops up. On the **View** tab and under the **Formatting marks**, select **Hidden Text** and click on **OK** to enable the viewing of the hidden text in the body of the document.

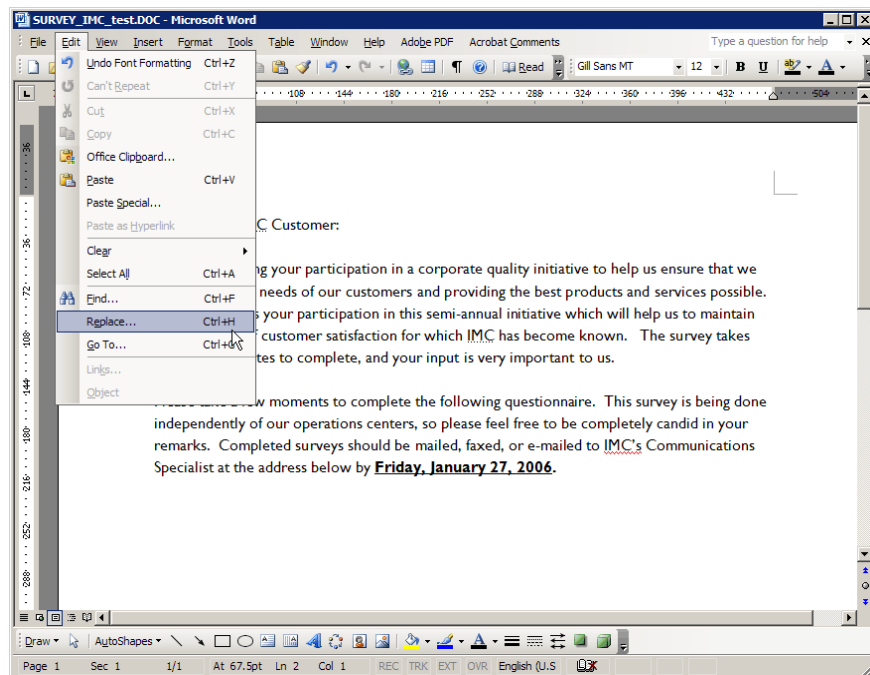


**Note:** Notice the dots under the Hidden text. They indicate that the text is registered as hidden. See example figure below.

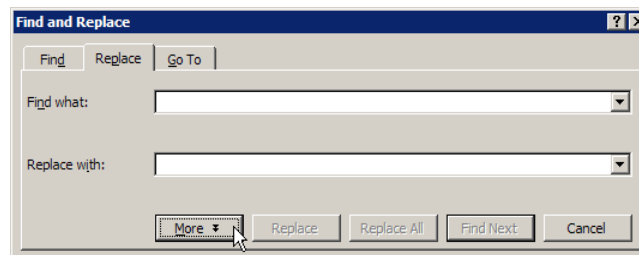




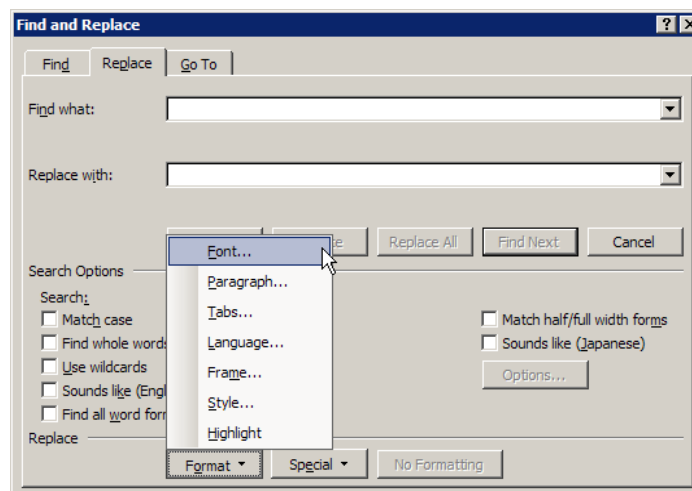
- From the top menu, click on **Edit** and select **Replace**.



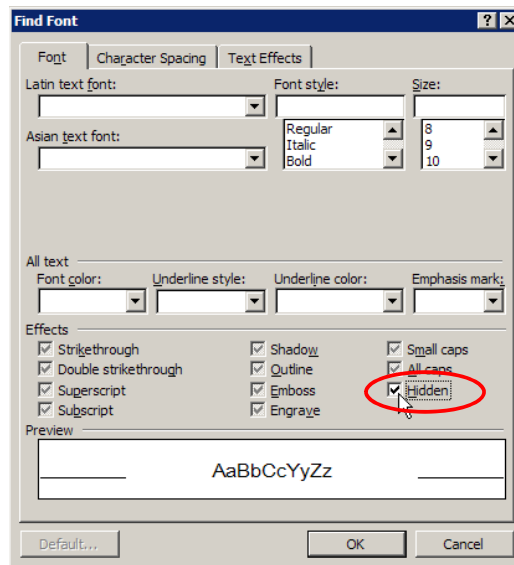
- The Find and Replace window pops up. Click on the **More** button and the Find and Replace window will expand to give more options.



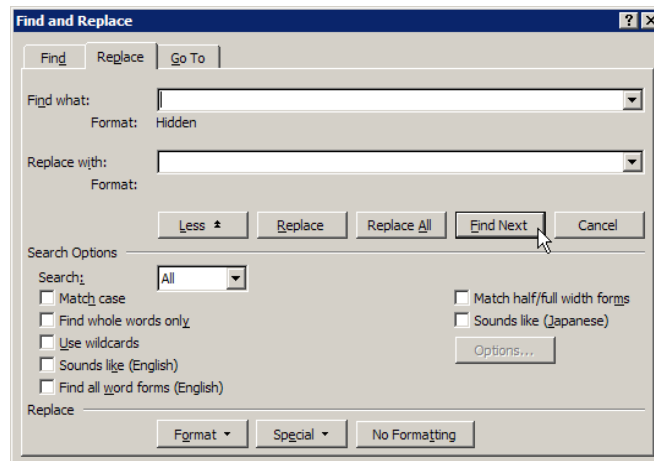
- Place the cursor on the Find what box. Click on the **Format** button and choose **Font**.



8. A Find Font window pops up. Click and select **Hidden**, then click on **OK**.



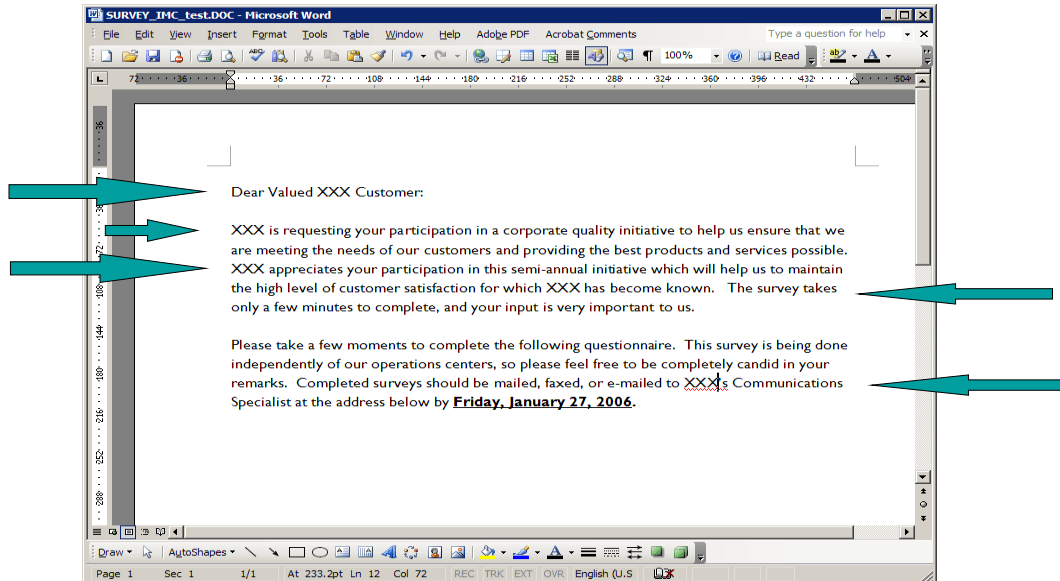
9. Leave the Replace with box blank. Then click on **Find Next** button.



**Note:** For each Hidden/instance found, please make sure the text is completely removed by using the Delete or Backspace keys. **Replace the deleted text with copies of a single character such as all As or all Xs.** See figure 10a.

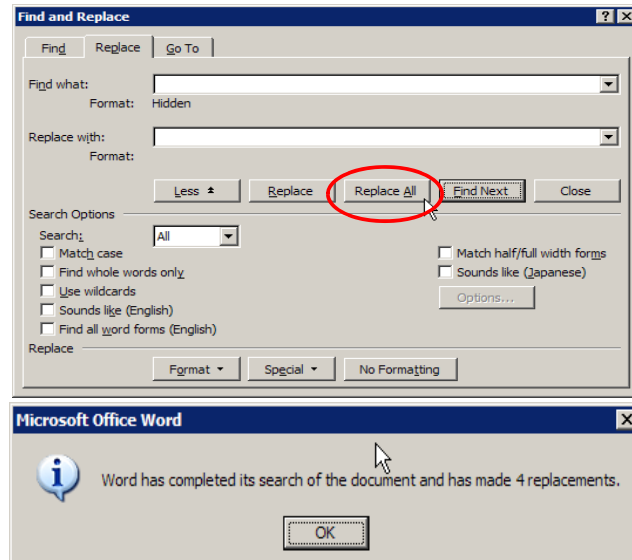
**Note:** If you want **ALL** of the Hidden text and their associated Codes removed from the document permanently, then skip to Step 11.

10. Continue until all the hidden text and Codes are found and deleted. Once the unwanted text and their associated codes are removed, skip to Step 12.



(Figure 10a: Hidden text and Codes deleted)

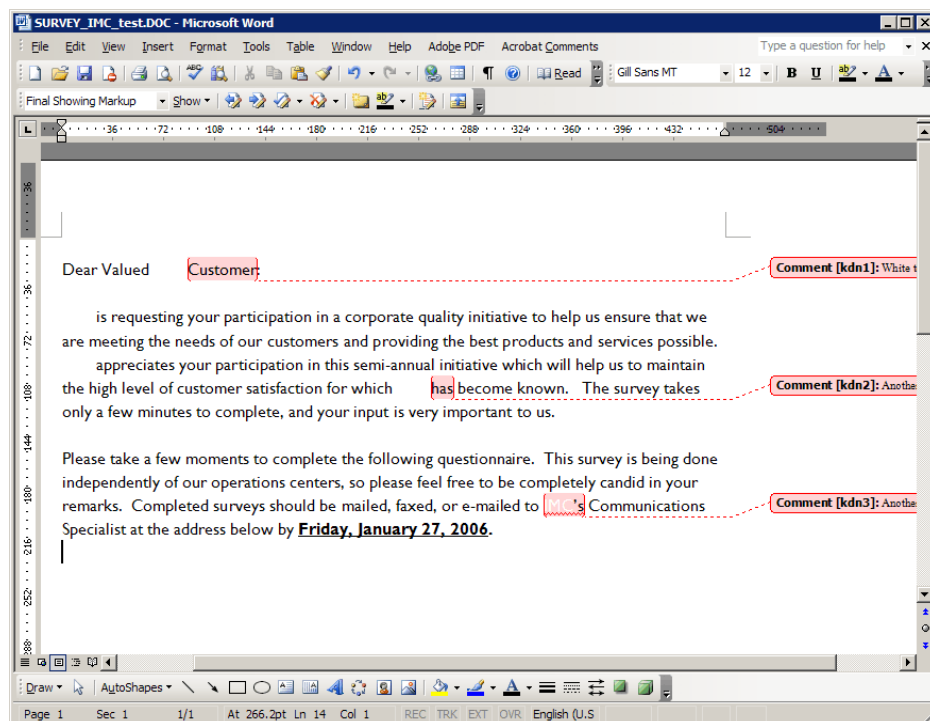
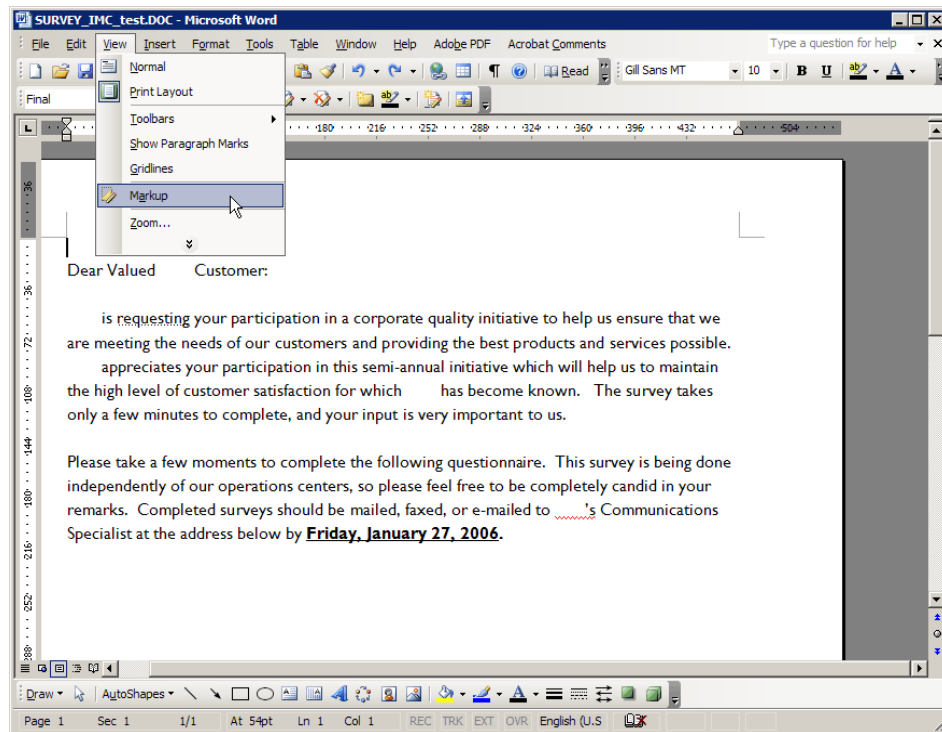
11. **Removed ALL the hidden text and Codes:** If you are **CERTAIN** that all the hidden text can be removed permanently, then in the Find and Replace dialog box, click on **Replace All** button instead. Once notification window appears indicating all the hidden text and Codes have been removed, proceed with Step 12.



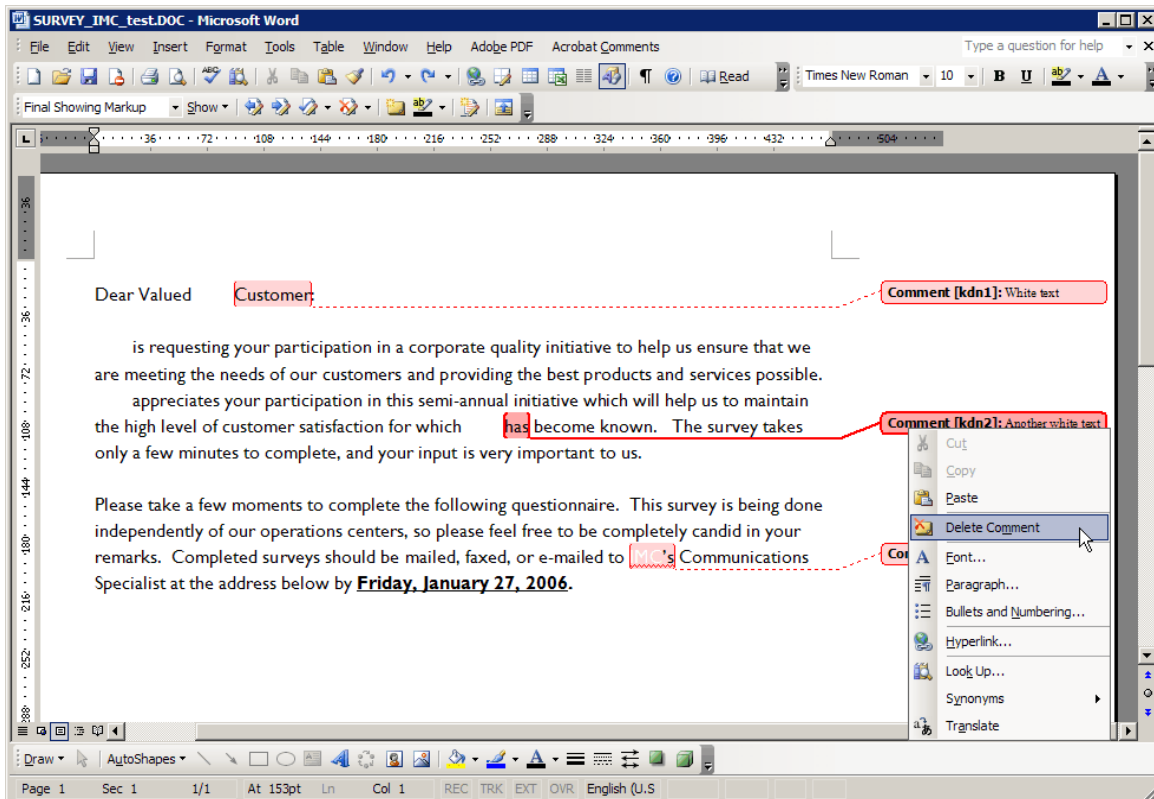
12. Once the unwanted text are removed, close the Find and Replace window.
13. Create a clean redacted version of the document by:
  - 13a. Select all contents in the document by selecting **Edit -> Select All** from the top menu.
  - 13b. Copy the selected contents by selecting **Edit -> Copy** from the top menu.
  - 13c. Create a new document, **File -> New**.
  - 13d. Paste the copied contents onto the new document by selecting **Edit -> Paste** from the top menu.
  - 13e. Save the document as a redacted version by select **File -> SaveAs** from the top menu and then close MS-Word.

B. Look for and delete text formatted as comment.

1. Create a copy of the document by selecting **File -> SaveAs**.
2. Start from the beginning of the document. Click on **View** and select **Markup** to make all Comments visible.



3. Right-click on the comment, and then click **Delete Comment**.

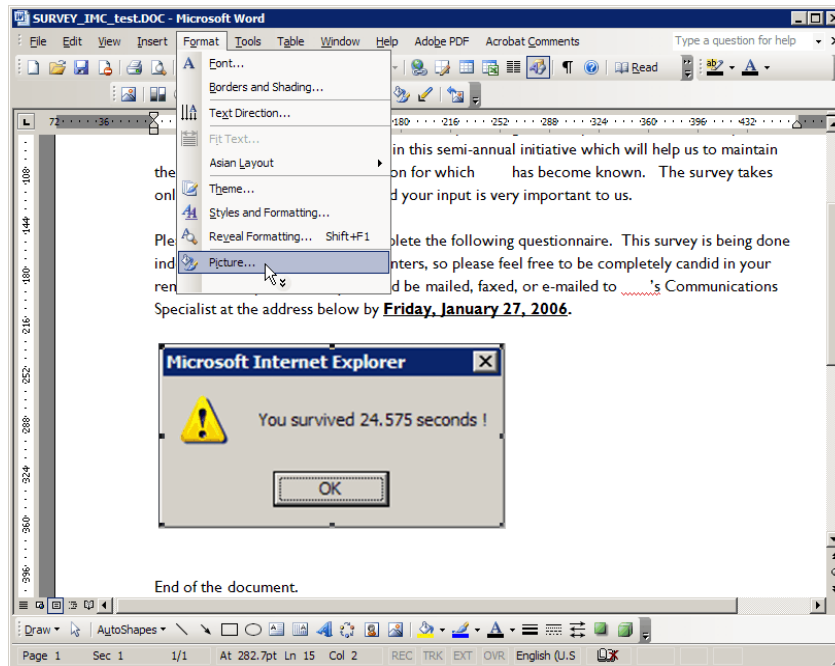


**Note:** Do so for all unwanted Comments.

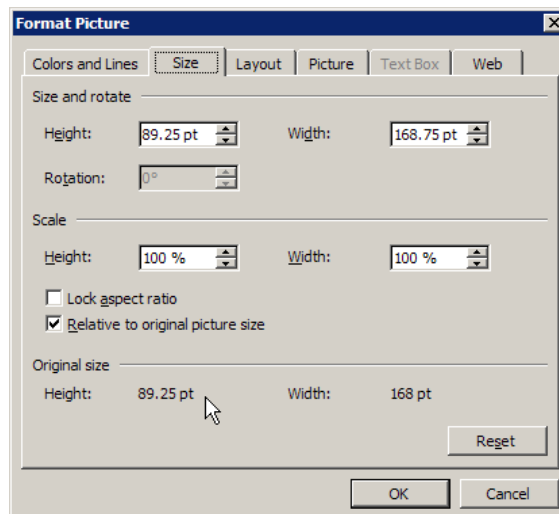
4. Once the unwanted text are removed, create a clean redacted version of the document by:
  - 4a. Select all contents in the document by selecting **Edit -> Select All** from the top menu.
  - 4b. Copy the selected contents by selecting **Edit -> Copy** from the top menu.
  - 4c. Create a new document, **File -> New**.
  - 4d. Paste the copied contents onto the new document by selecting **Edit -> Paste** from the top menu.
  - 4e. Save the document as a redacted version by select **File -> SaveAs** from the top menu and then close MS-Word.

### III. Redacting a chart, image or object.

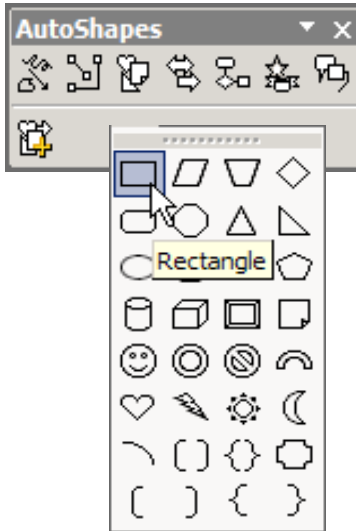
1. Open the document with unwanted image(s). Create a copy of the document by selecting **File -> SaveAs**.
2. Click on the image and determine its size by selecting **Format -> Picture** from the top menu bar.



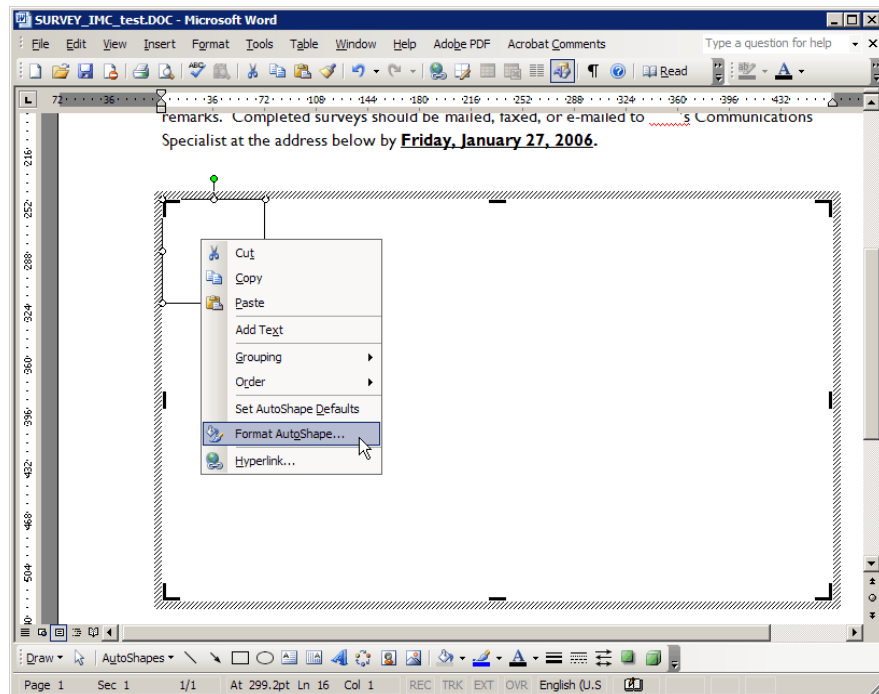
3. The Format Picture window pops up. Select the **Size** tab and make a note of the height and width of the image.



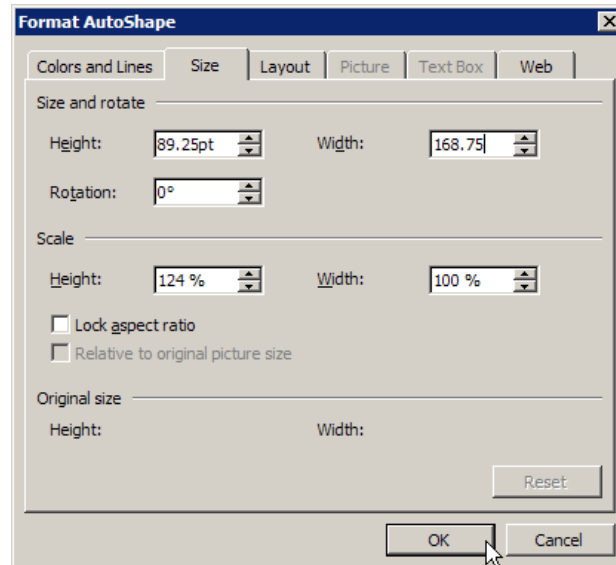
4. Select the image and delete it. Now insert a rectangle in the same place (don't move the cursor) by selecting **Insert -> Picture -> AutoShapes** from the top menu bar. Select the rectangle from the AutoShapes toolbar.



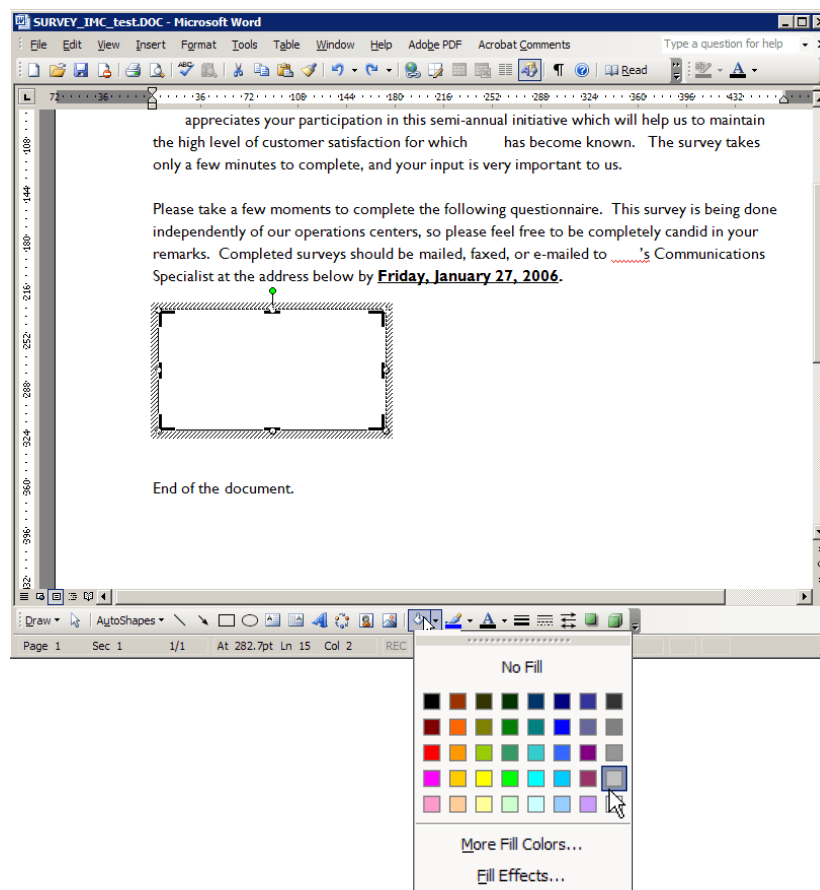
5. Left click on the drawing canvas, a rectangle box appear. Move the rectangle box to the upper left corner of the drawing canvas. Right click on the box and select **Format AutoShape** from the menu.



6. In the Format AutoShape dialog window, enter the desired height and width (**from step 2**). Click on the **OK** button.

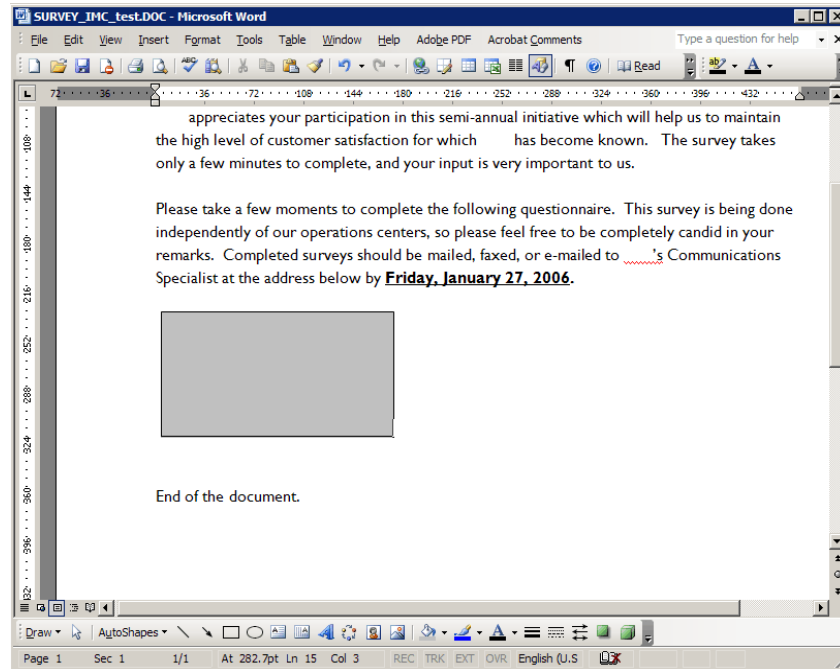


7. Resize the drawing canvas to fit the rectangle box just created. Click on the rectangle, then select the paint bucket on the bottom toolbar which brings up the Fill Color toolbar. Left click on the grey color.





8. Press the **Esc** key or click anywhere on the document to get out of the drawing mode. Figure below shows the page after redacting the image.



9. Repeat instructions from step 2 to remove all sensitive/unwanted images.
10. Once the unwanted images are removed, close the Find and Replace window.
11. Create a clean redacted version of the document by:
- 11a. Select all contents in the document by selecting **Edit -> Select All** from the top menu.
  - 11b. Copy the selected contents by selecting **Edit -> Copy** from the top menu.
  - 11c. Create a new document, **File -> New**.
  - 11d. Paste the copied contents onto the new document by selecting **Edit -> Paste** from the top menu.
  - 11e. Save the document as a redacted version by select **File -> SaveAs** from the top menu and then close MS-Word.