

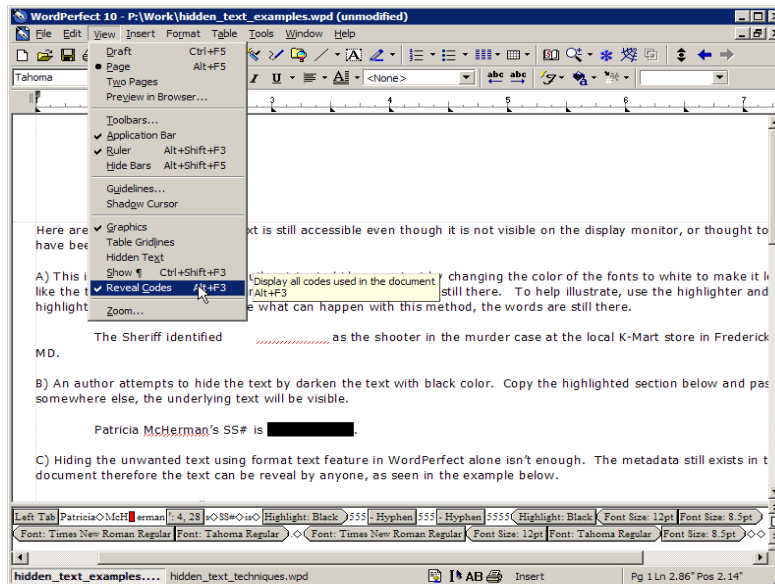
# Techniques to remove sensitive/unwanted text or image(s) in WordPerfect

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

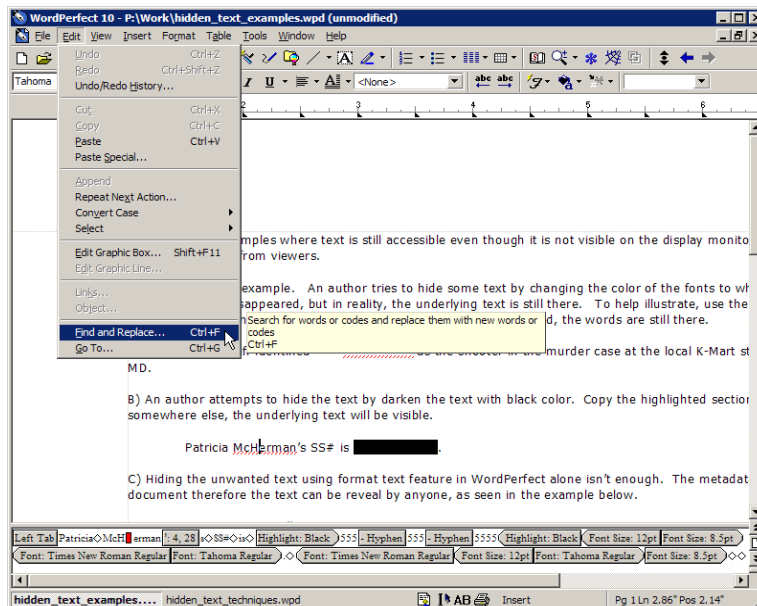
## I. Formatting (blackout text or whiteout text)

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

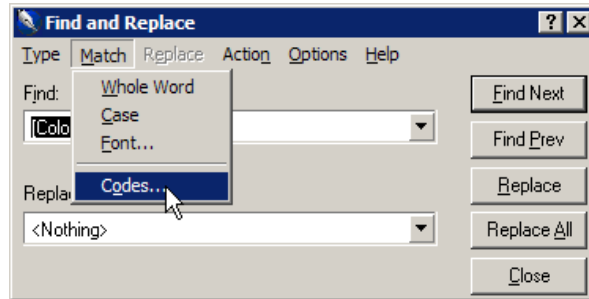
1. Open the document with blackout text. Create a copy of the document by selecting **File -> SaveAs**.
2. Start from the beginning of the document. View the reveal codes by clicking on **View** and select **Reveal Codes** from the top menu.



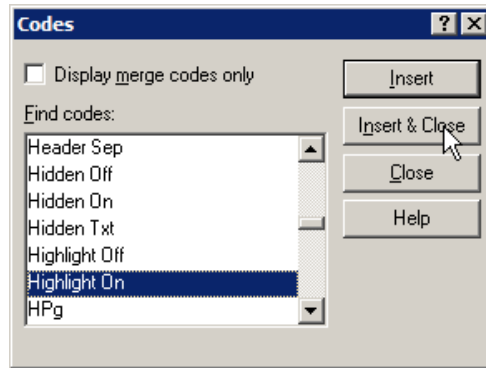
3. From the top menu, click on **Edit** and select **Find and Replace**.



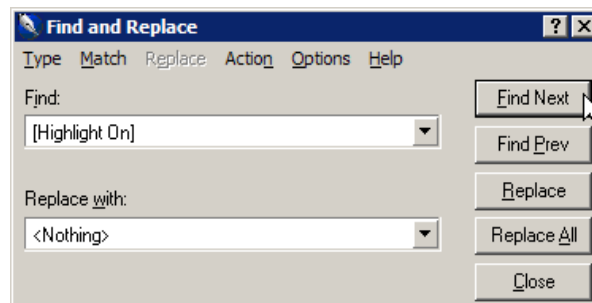
- The Find and Replace window pops up. In the Find and Replace dialog box, click on **Match** from the menu and select **Codes**



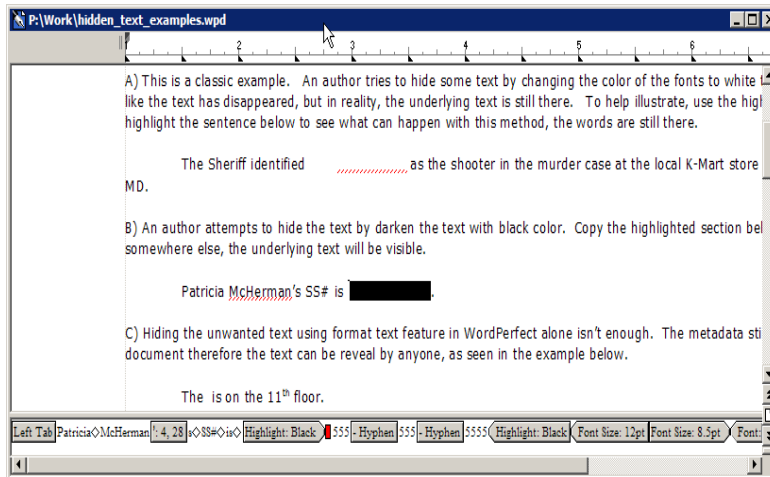
- The Codes window pops up. In the Codes dialog box, choose **[Highlight On]** from the Find codes list and select **Insert & Close**.



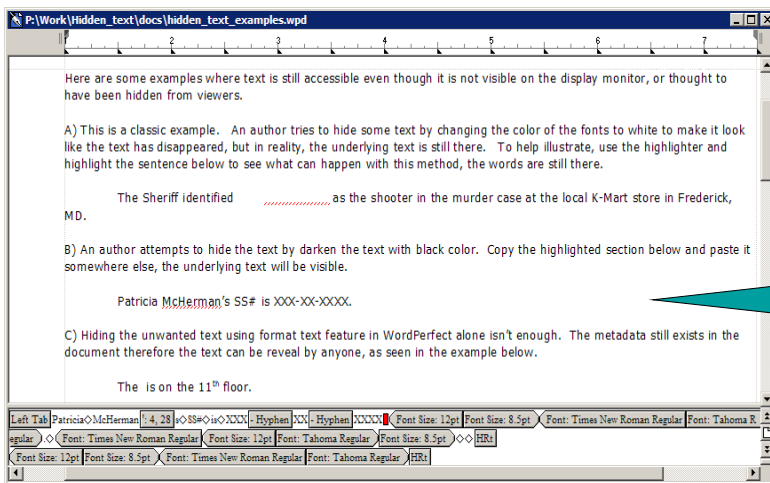
- In the Find and Replace dialog box, choose **<Nothing>** from the Replace with list box. Then click on **Find Next** button.



**Note:** For each Code/instance found, please make sure the text and the Code are completely removed by clicking and dragging the Code out of the Reveal Codes window, or simply delete the text and Code using the Delete or Backspace keys. **Replace the deleted text with copies of a single character such as all As or all Xs.** See the Figures a & b below.



(Figure a: Highlighted text found)

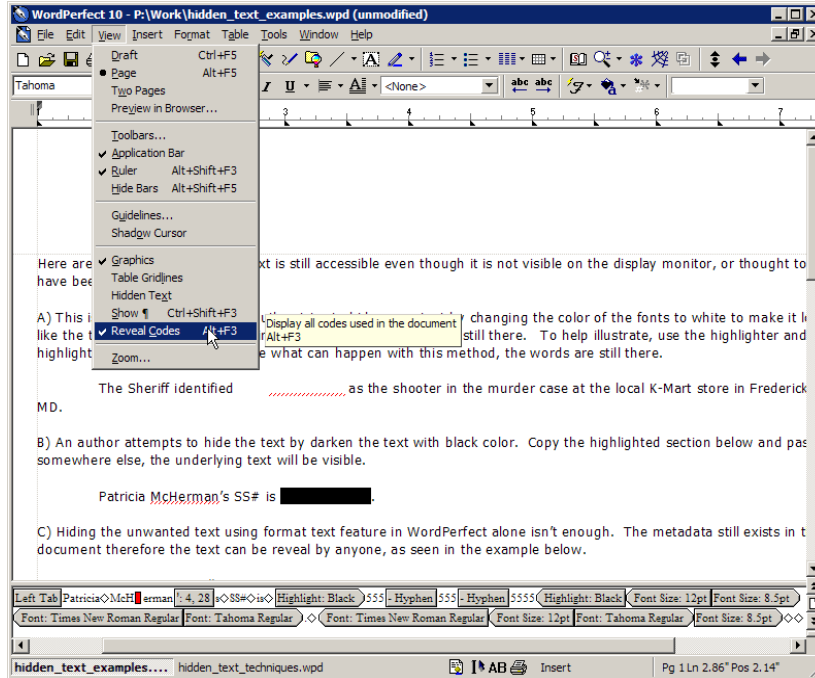


(Figure b: Highlighted text and Codes deleted)

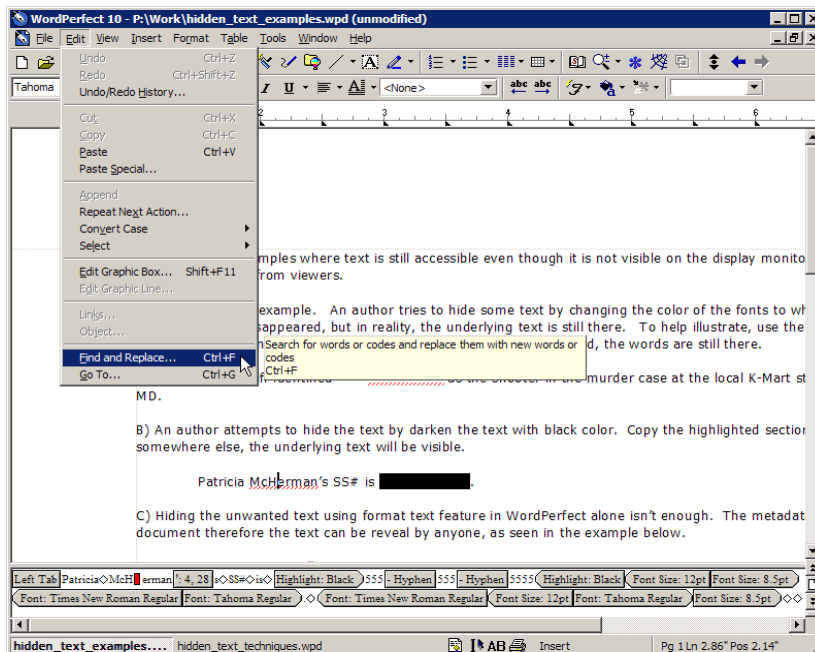
7. Continue until all the Highlighted text and Codes are found and deleted. Once the unwanted text and their associated codes are removed, go to the next step.
8. Click on the **Close** button to close Find and Replace window. Create a clean redacted version of the document by:
  - 8a. Select all contents in the document by selecting **Edit -> Select -> All** from the top menu.
  - 8b. Copy the selected contents by selecting **Edit -> Copy** from the top menu.
  - 8c. Create a new document, **File -> New**.
  - 8d. Paste the copied contents onto the new document by selecting **Edit -> Paste** from the top menu.
  - 8e. Save the document as a redacted version by select **File -> SaveAs** from the top menu and then close C WordPerfect.

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

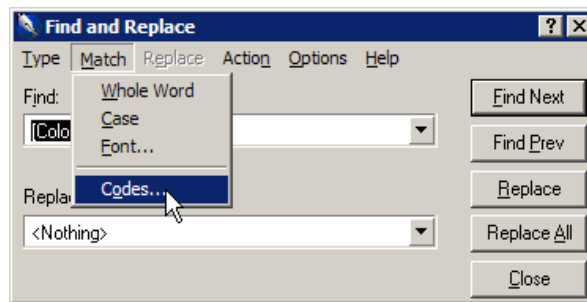
1. Open the document with whiteout text. Create a copy of the document by selecting **File -> SaveAs**.
2. Start from the beginning of the document. View the reveal codes by clicking on **View** and select **Reveal Codes** from the top menu.



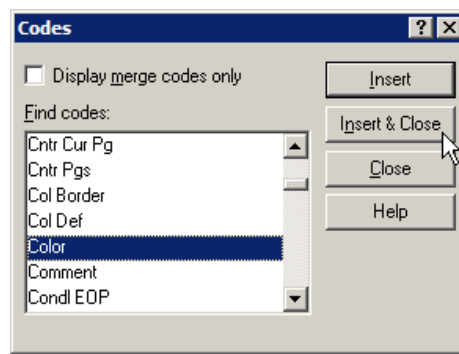
3. From the top menu, click on **Edit** and select **Find and Replace**.



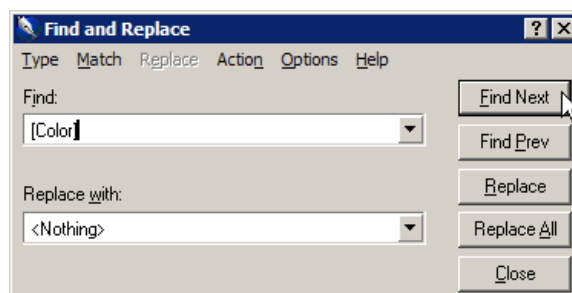
- The Find and Replace window pops up. In the Find and Replace dialog box, click on **Match** from the menu and select **Codes**.



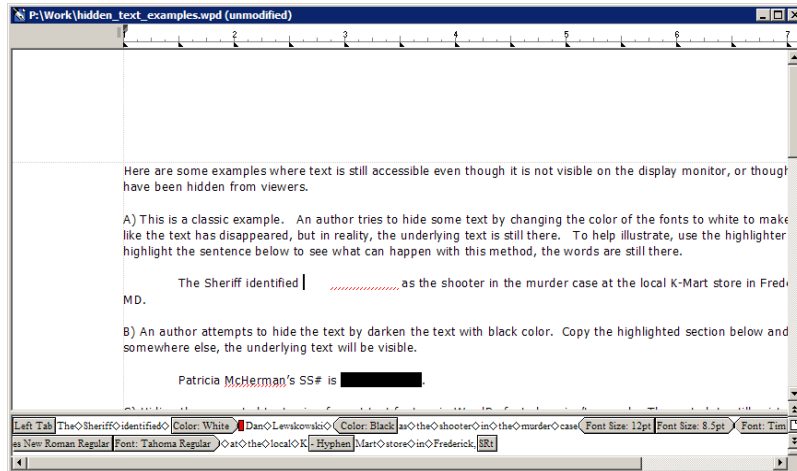
- The Codes window pops up. In the Codes dialog box, choose **[Color]** from the Find codes list and select **Insert & Close**.



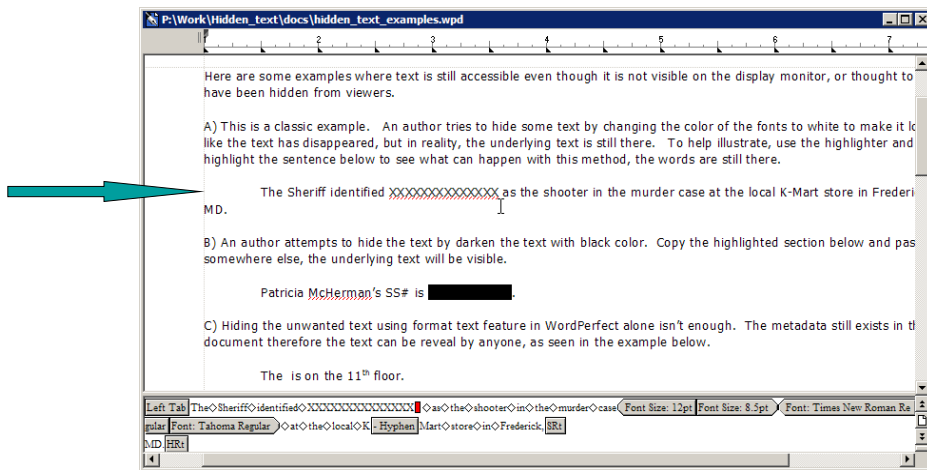
- In the Find and Replace dialog box, choose **<Nothing>** from the Replace with list box. Then click on **Find Next** button.



**Note:** For each Code/instance found, please make sure the text and the Code are completely removed by clicking and dragging the Code out of the Reveal Codes window, or simply delete the text and Code using the Delete or Backspace keys. **Replace the deleted text with copies of a single character such as all As or all Xs.** See Figures a & b below.



(Figure a: White color text found)



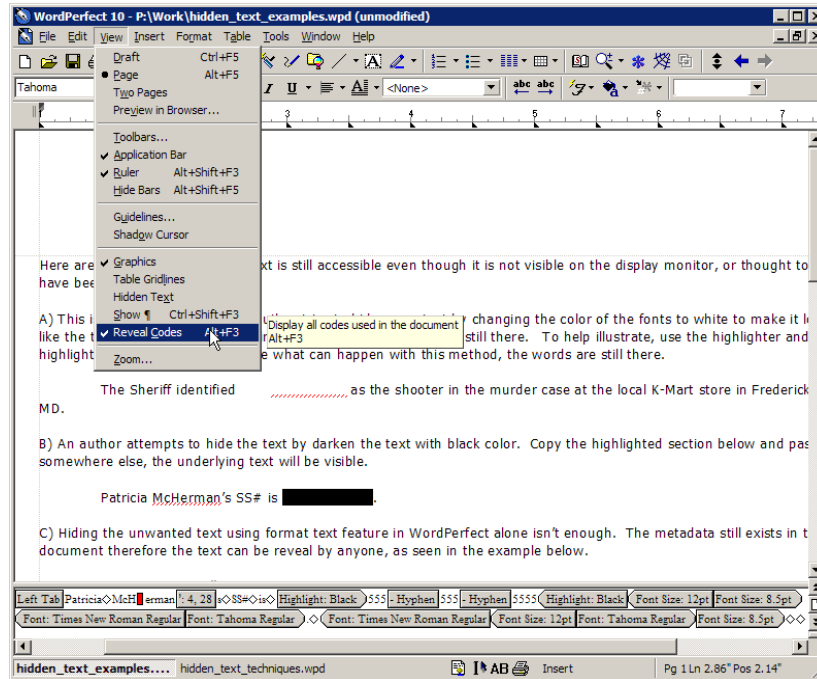
(Figure b: White color text and Codes deleted)

7. Continue until all the White color text and Codes are found and deleted. Once the unwanted text and their associated codes are removed, go to the next step.
8. Click on the **Close** button to close Find and Replace window. Create a clean redacted version of the document by:
  - 8a. Select all contents in the document by selecting **Edit -> Select -> All** from the top menu.
  - 8b. Copy the selected contents by selecting **Edit -> Copy** from the top menu.
  - 8c. Create a new document, **File -> New**.
  - 8d. Paste the copied contents onto the new document by selecting **Edit -> Paste** from the top menu.
  - 8e. Save the document as a redacted version by select **File -> SaveAs** from the top menu and then close C WordPerfect.

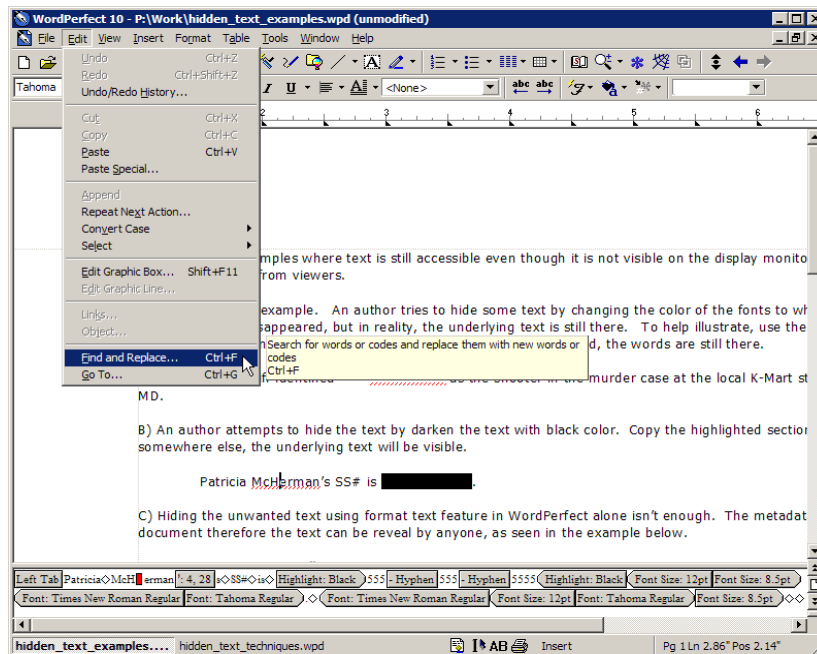
## II. Hidden Text (hidden or comment text)

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

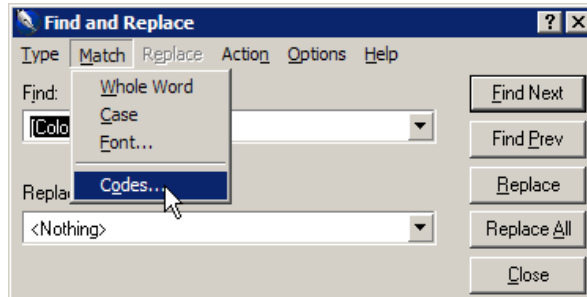
1. Open the document with hidden text. Create a copy of the document by selecting **File -> SaveAs**.
2. Start from the beginning of the document. View the reveal codes by clicking on **View** and select **Reveal Codes** from the top menu.



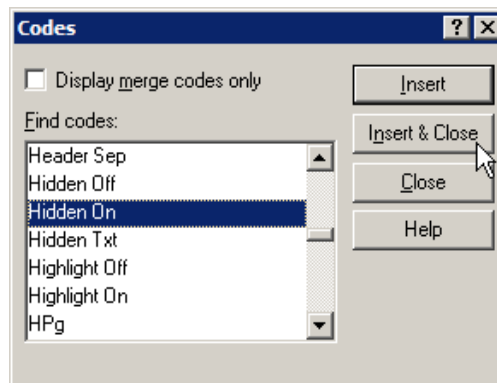
3. From the top menu, click on **Edit** and select **Find and Replace**.



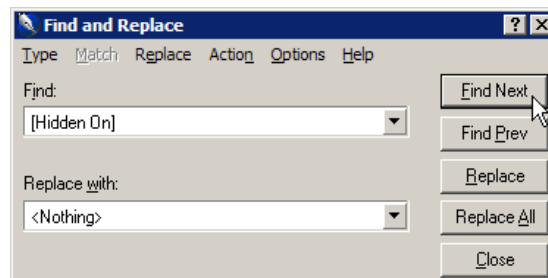
- The Find and Replace window pops up. In the Find and Replace dialog box, click on **Match** from the menu and select **Codes**.



- The Codes window pops up. In the Codes dialog box, choose **[Hidden On]** from the Find codes list and select **Insert & Close**.



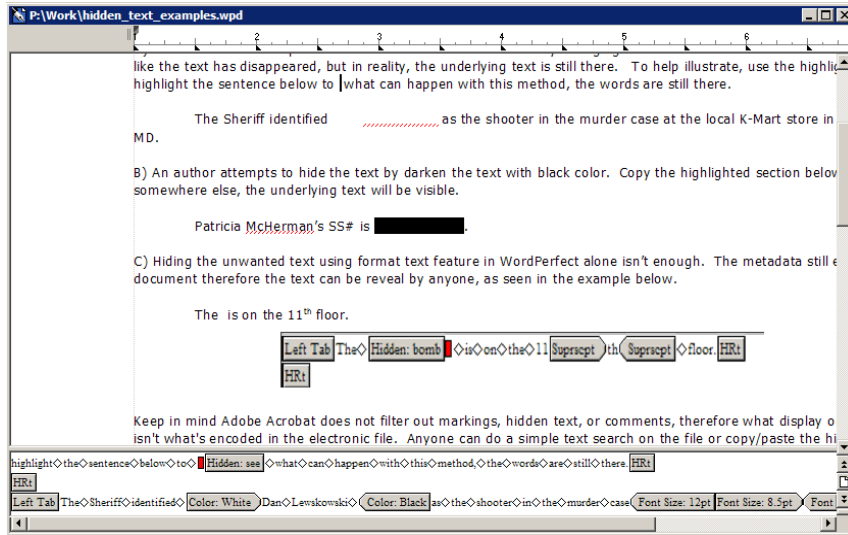
- In the Find and Replace dialog box, choose **<Nothing>** from the Replace with list box. Then click on **Find Next** button.



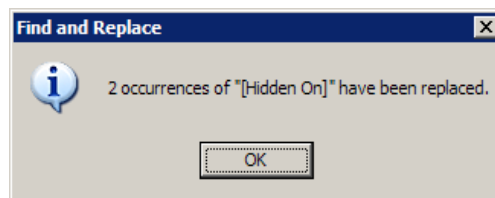
**Note:** For each Code/instance found, please make sure the text and the Code are completely removed by clicking and dragging the Code out of the Reveal Codes window, or simply delete the text and Code using the Delete or Backspace keys. **Replace the deleted text with copies of a single character such as all As or all Xs).** See Figures a, b & c below.

**Note:** If you want **ALL** of the Hidden text and their associated Codes removed from the document permanently, then skip to Step 8. **Replace the deleted text with copies of a single character such as all As or all Xs.**

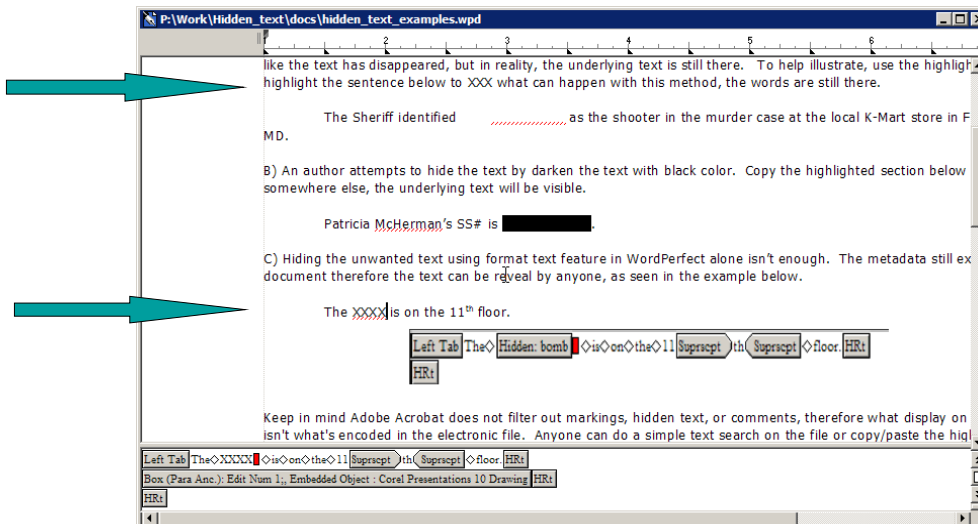




(Figure a: Hidden text found)

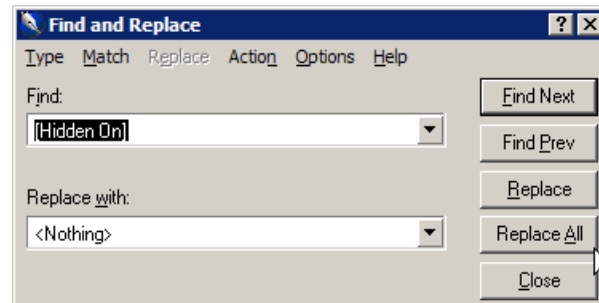


(Figure b: Notification)



(Figure c: Hidden text and Codes deleted)

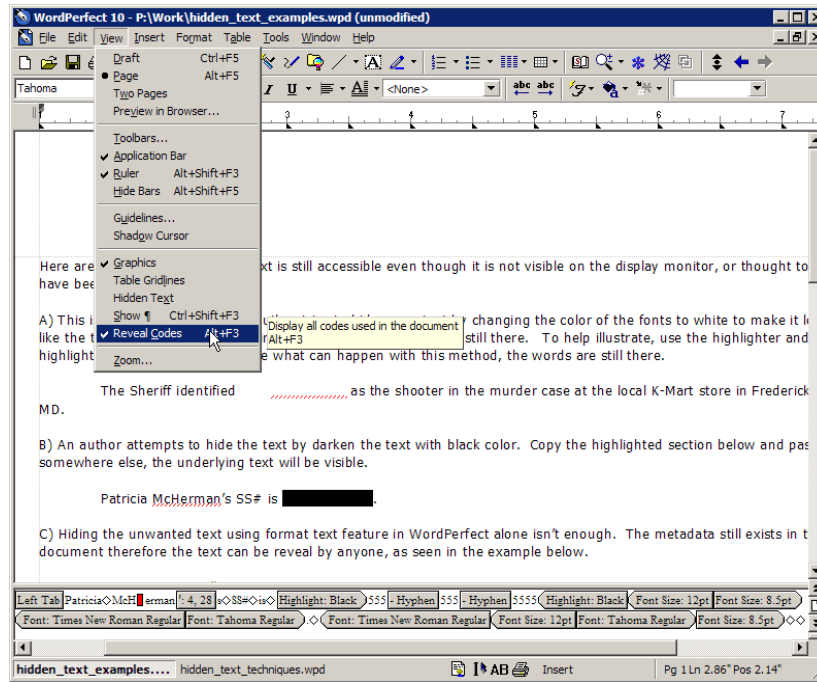
7. Continue until all the hidden text and Codes are found and deleted. Once the unwanted text and their associated codes are removed, skip to Step 9.
8. **Removed ALL the hidden text and Codes:** If you are **CERTAIN** that all the hidden text can be removed permanently, then in the Find and Replace 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 9.



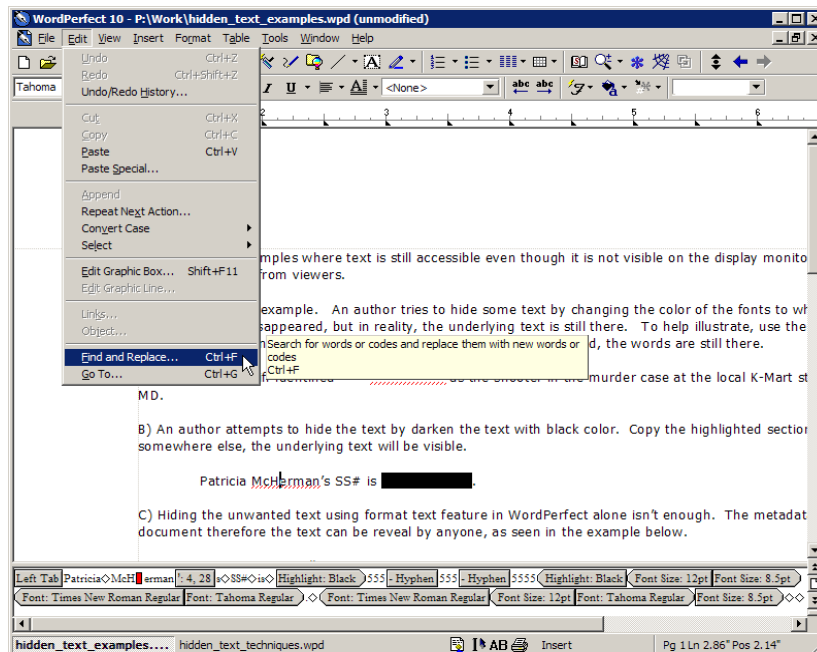
9. Click on the **Close** button to close Find and Replace window. Create a clean redacted version of the document by:
  - 9a. Select all contents in the document by selecting **Edit -> Select -> All** from the top menu.
  - 9b. Copy the selected contents by selecting **Edit -> Copy** from the top menu.
  - 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 C WordPerfect.

B. Look for and delete text formatted as comment.

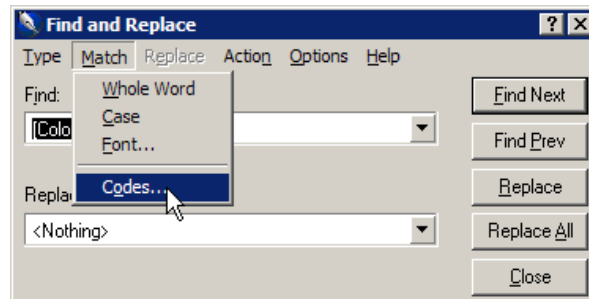
1. Open the document with comments. Create a copy of the document by selecting **File** -> **SaveAs**.
2. Start from the beginning of the document. View the reveal codes by clicking on **View** and select **Reveal Codes** from the top menu.



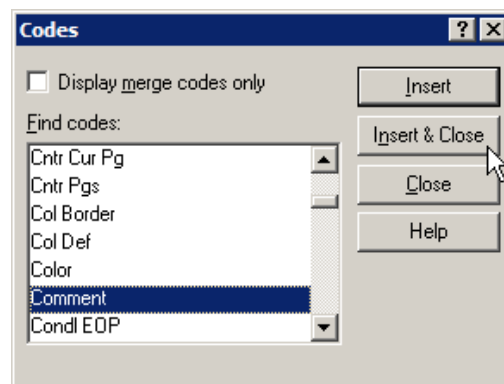
3. From the top menu, click on **Edit** and select **Find and Replace**.



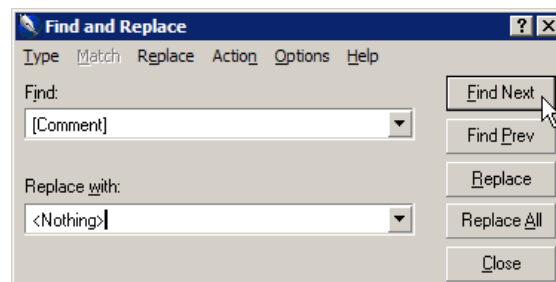
- The Find and Replace window pops up. In the Find and Replace dialog box, click on **Match** from the menu and select **Codes**.



- The Codes window pops up. In the Codes dialog box, choose **[Comment]** from the Find codes list and select **Insert & Close**.

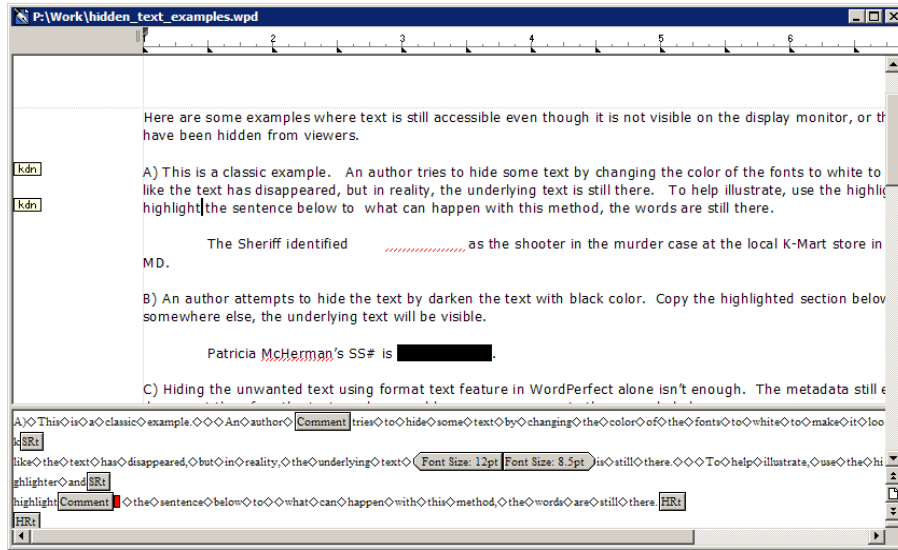


- In the Find and Replace dialog box, choose **<Nothing>** from the Replace with list box. Then click on the **Find Next** button.

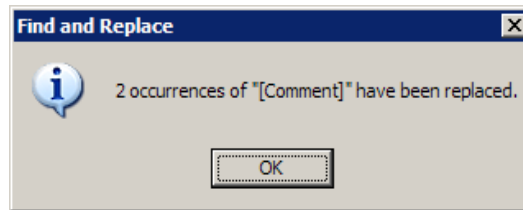


**Note:** For each Code/instance found, please make sure the text and the Code are completely removed by clicking and dragging the Code box out of the Reveal Codes window, or simply delete the text and Code using the Delete or Backspace keys. See the Figures a, b & c below.

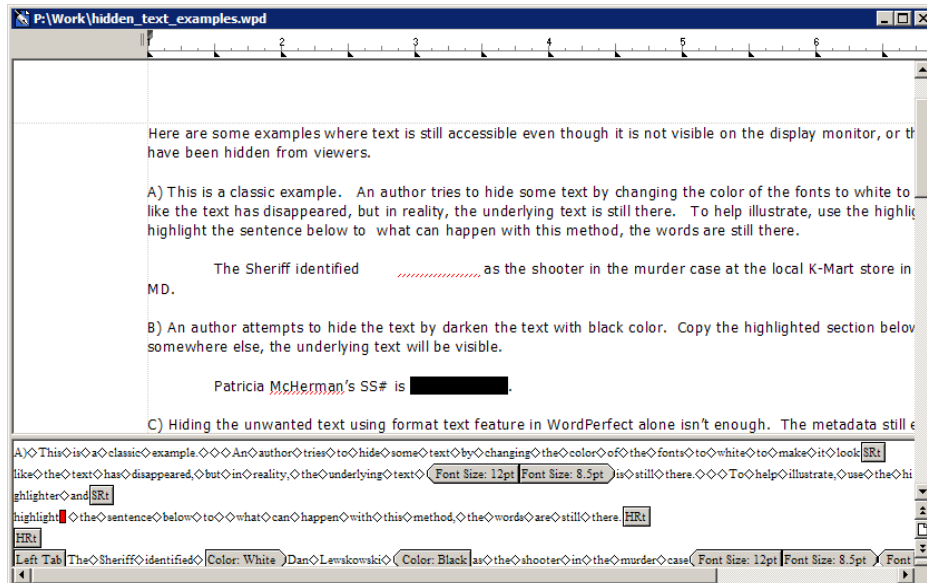
**Note:** If you want **ALL** of the Comments and their associated Codes removed from the document permanently, then skip to Step 8.



(Figure a: Comment text found)

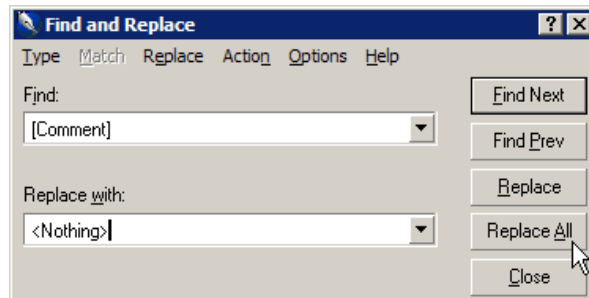


(Figure b: Notification)



(Figure b: Comment text and Codes deleted)

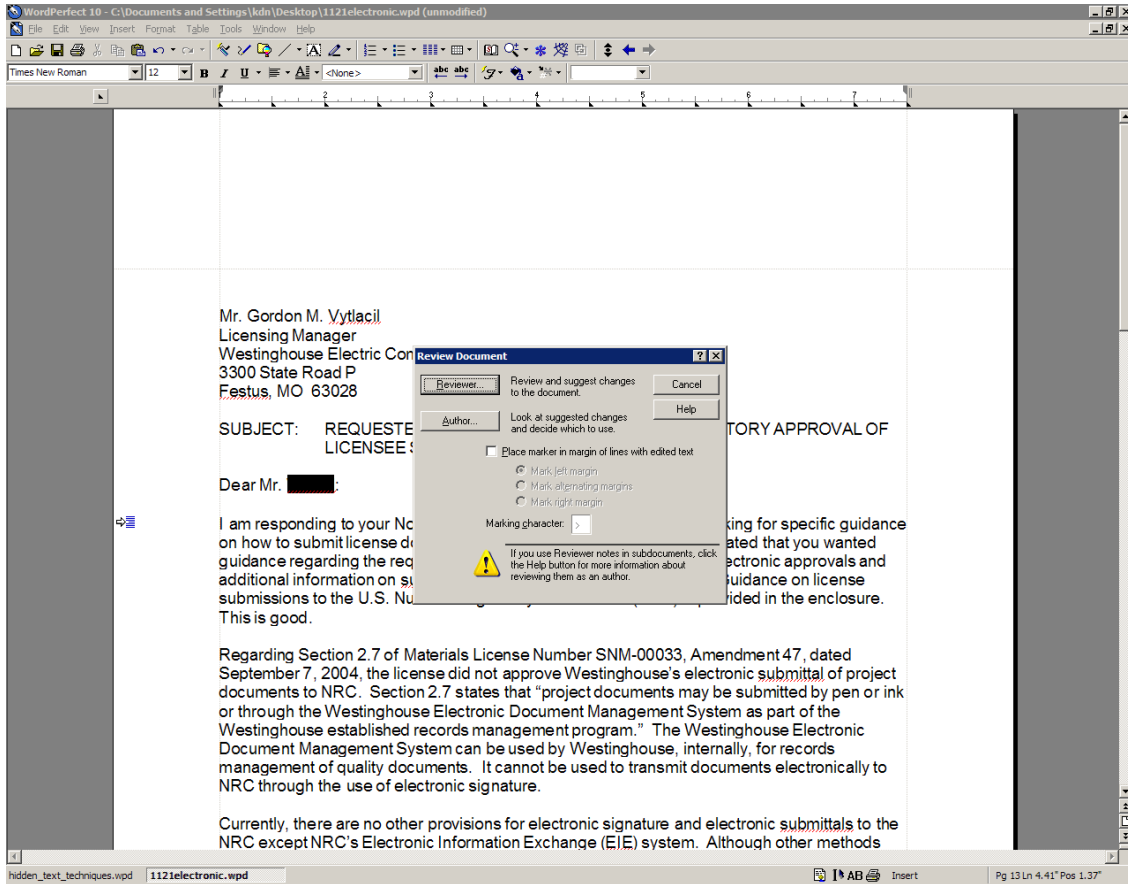
7. Continue until all the Comments and Codes are found and deleted. Once the unwanted text and their associated codes are removed, skip to Step 9.
8. **Removed ALL the Comments and Codes:** If you are **CERTAIN** that all the Comments can be removed permanently, then in the Find and Replace dialog box, click on **Replace All** button instead. Once notification window appears indicating all the Comments and Codes have been removed, proceed with Step 9.



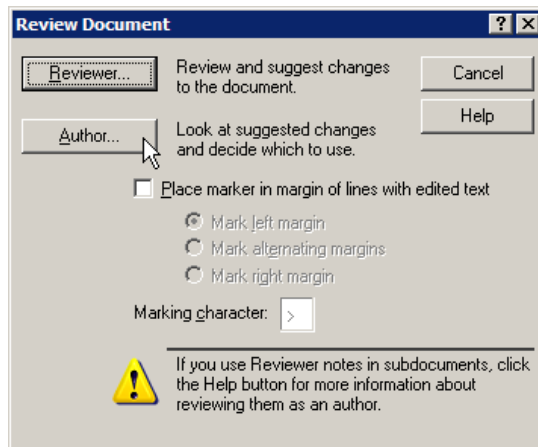
9. Click on the **Close** button to close Find and Replace window. Create a clean redacted version of the document by:
  - 9a. Select all contents in the document by selecting **Edit -> Select -> All** from the top menu.
  - 9b. Copy the selected contents by selecting **Edit -> Copy** from the top menu.
  - 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 C WordPerfect.

### III. Document Reviewed Mode

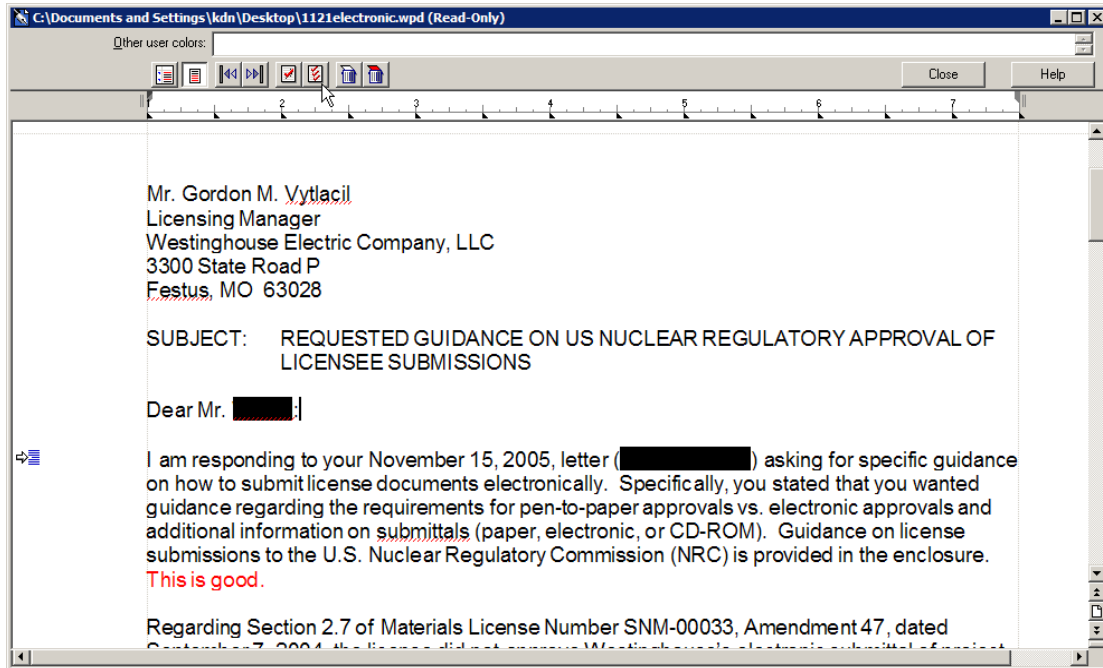
1. Open the document with review text. Create a copy of the document by selecting **File -> SaveAs**.
2. From the top menu, click **File** and select **Open**. Choose the document that has been reviewed.



3. A Review Document dialog box will be displayed if the document has been reviewed.
4. Click on the **Author** button.



5. On the document review toolbar, select the button to accept the current annotation or select the button to accept all annotations in the document.



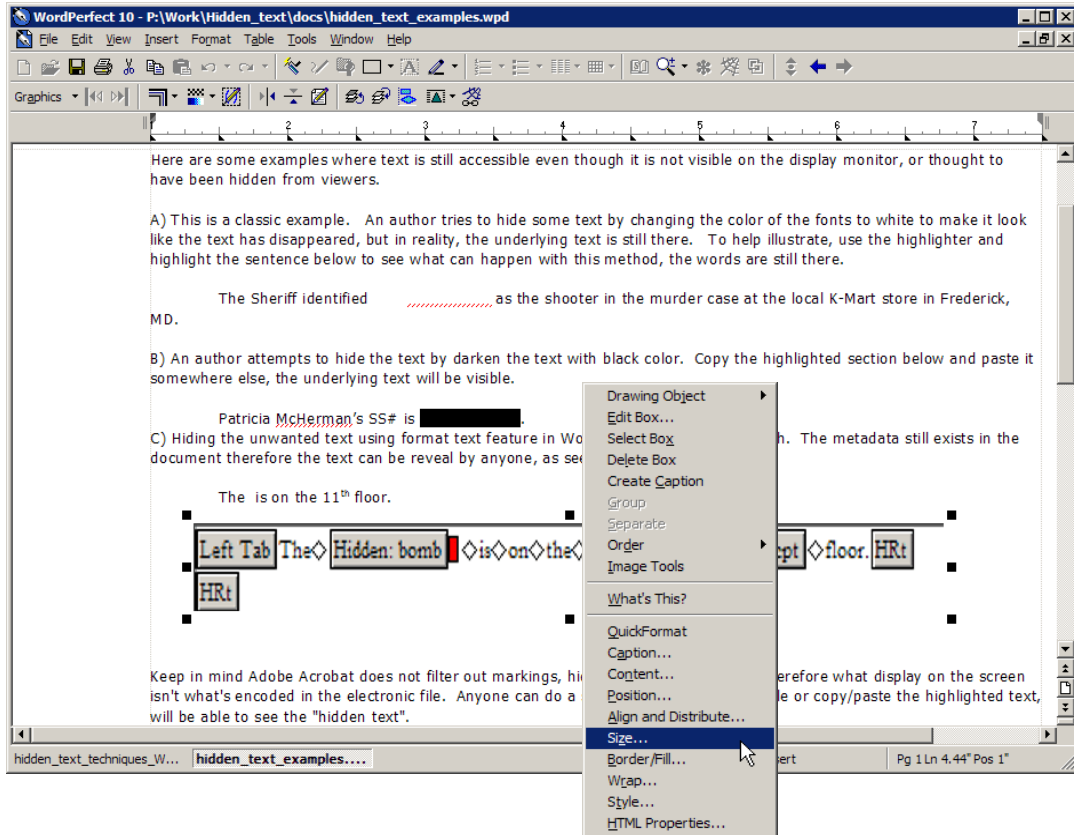
6. Create a clean redacted version of the document by:
  - 6a. Select all contents in the document by selecting **Edit -> Select -> All** from the top menu.
  - 6b. Copy the selected contents by selecting **Edit -> Copy** from the top menu.
  - 6c. Create a new document, **File -> New**.
  - 6d. Paste the copied contents onto the new document by selecting **Edit -> Paste** from the top menu.
  - 6e. Save the document as a redacted version by select **File -> SaveAs** from the top menu and then close C WordPerfect.

Note: If there are black highlights, hidden text, and/or white text in this reviewed document, please follow the instructions above to ensure all the black highlights, hidden text and/or white text and their associated Codes are removed permanently.

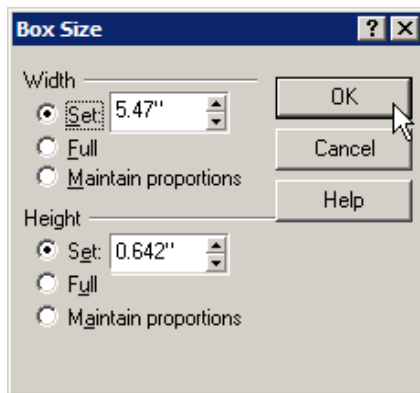


#### IV. Redacting a chart, image or object.

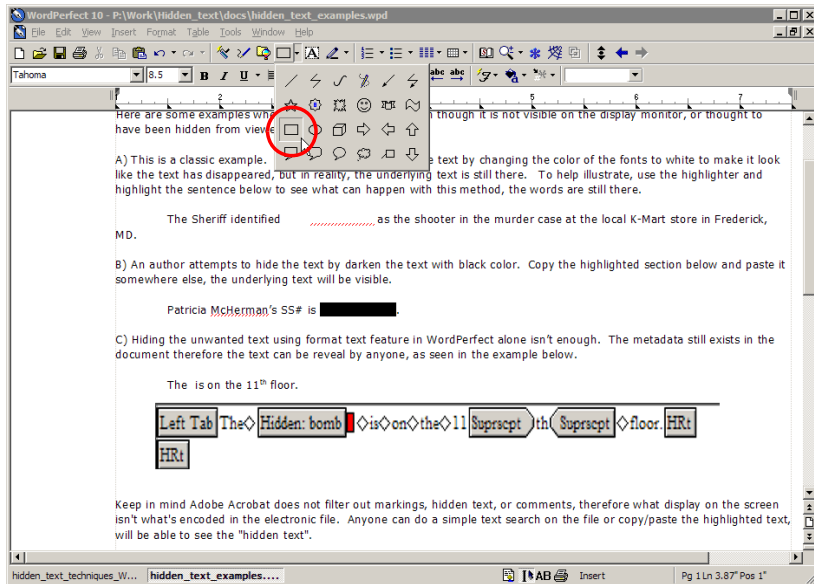
1. Open the document with image(s). Create a copy of the document by selecting **File -> SaveAs**.
2. Right click on the image and determine its size by selecting **Size** from the menu.



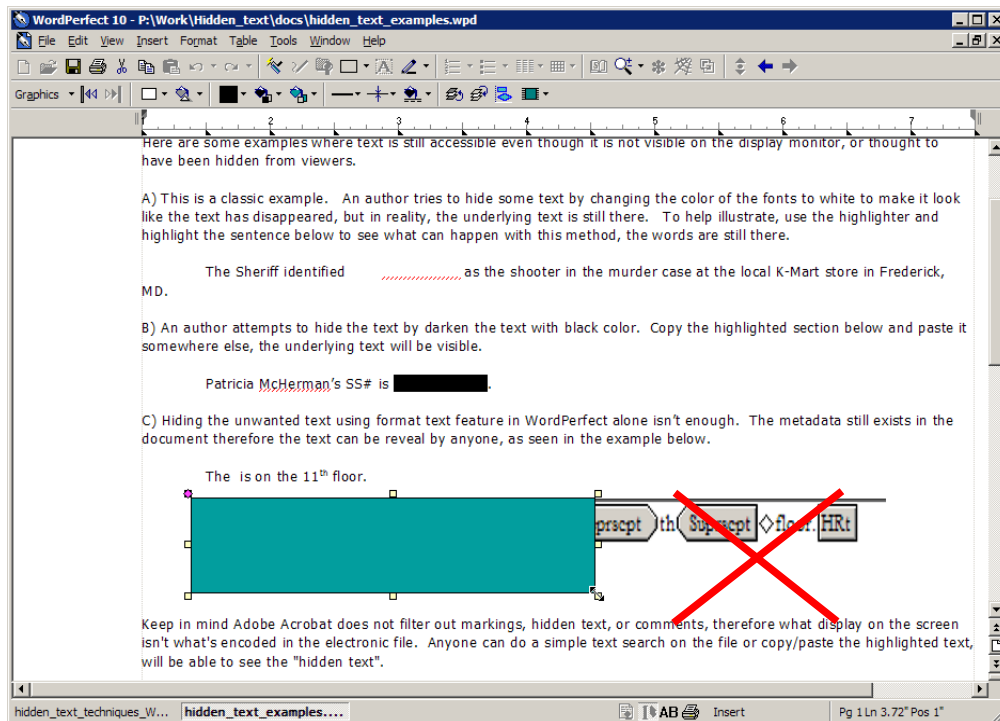
3. The Box Size window pops up. Note the height and width of the image. Click on the **OK** button.



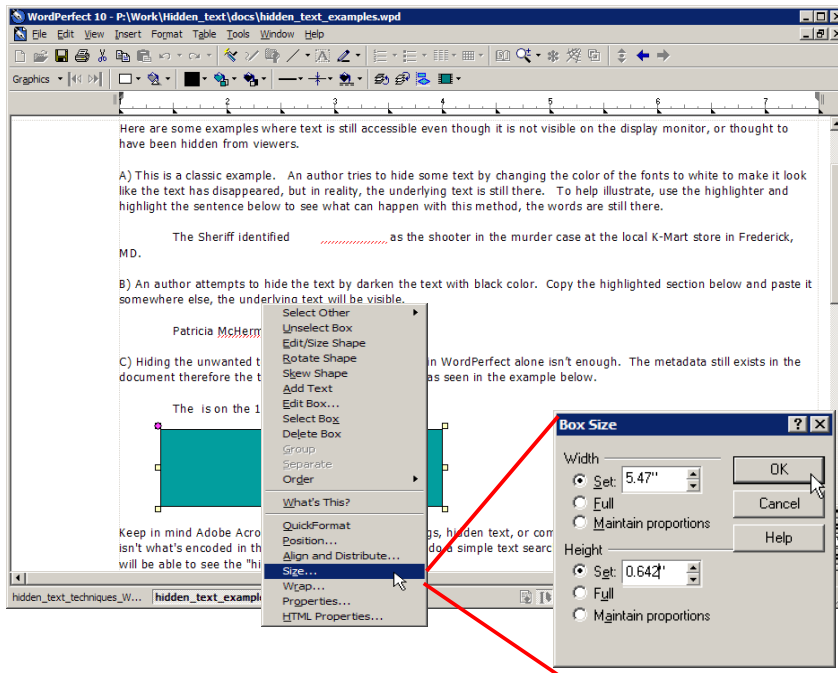
- Click on the drop down arrow of the Draw combination shapes toolbar from the top menu bar and select rectangle.



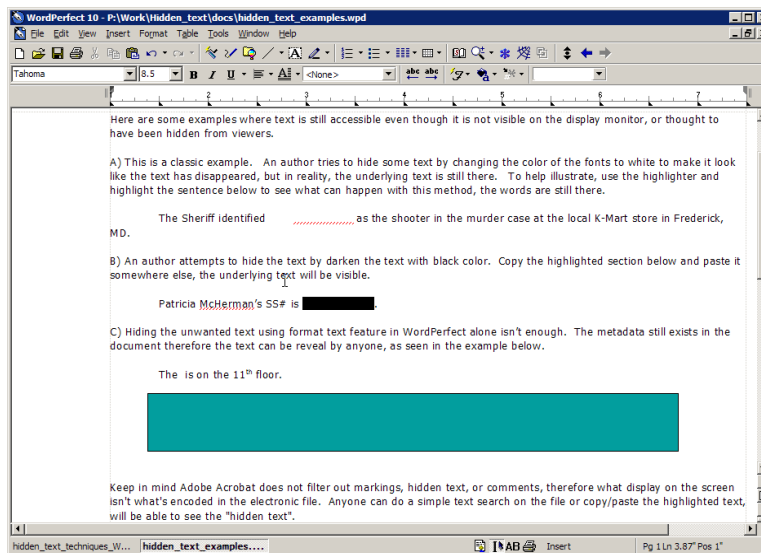
- Left click on the top left corner of the image, hold and drag the mouse to create a rectangle box. Select the original image and delete it.



6. Select the new rectangle box, right click and select **Size**. In the Box Size window, enter the desired height and width (**from step 2**). Click on the **OK** button.



7. Press the **Esc** key or click anywhere on the screen to deselect the image.



8. Repeat instructions from step 2 to remove all sensitive/unwanted images.
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 C WordPerfect.