



Techniques to remove sensitive/unwanted text or image(s) in MS-Word 2007


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

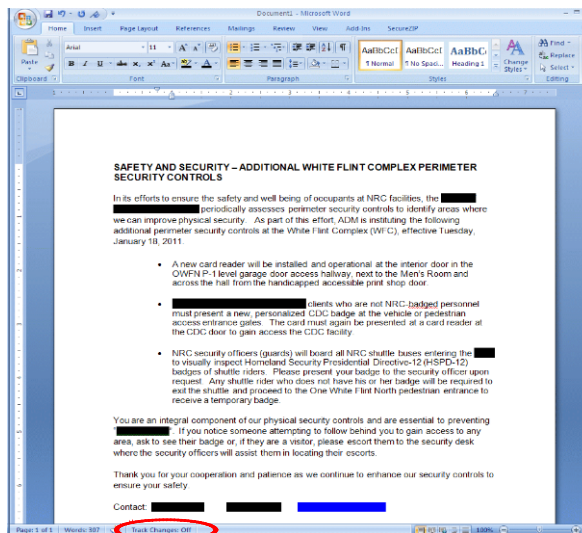
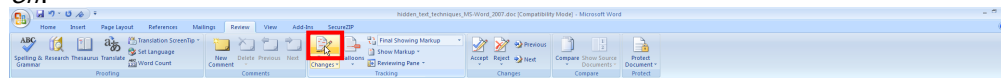
I. Formatting (blackout text or whiteout text)

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 clicking on  and select .


2. Start from the beginning of the document. Make sure **Track Changes** is **Off**.


- If **Track Changes** is **On**, Click on the Review tab on the top menu, and click on the  icon to toggle if **Off**.

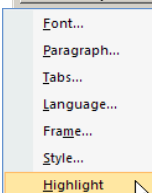
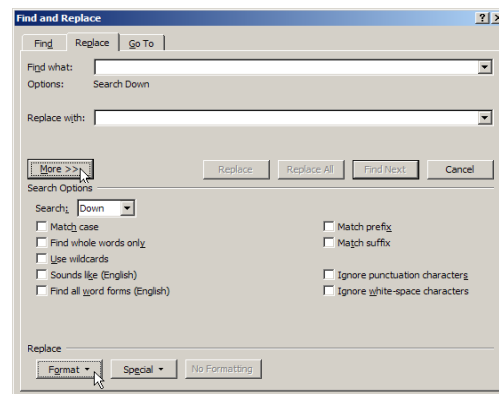


3. From the top menu, in the **Home's** tab, click on the  **Replace** button.

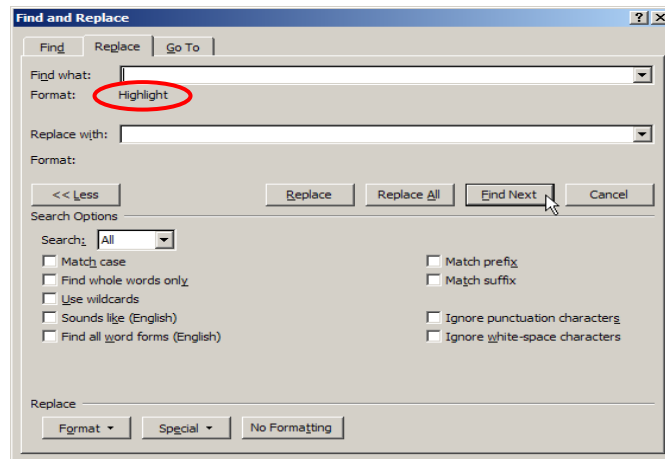


4. The Find and Replace window pops up. Click on the  button and the Find and Replace window will expand to give more options.

5. In the Replace section, click on the  button and choose **Highlight**.

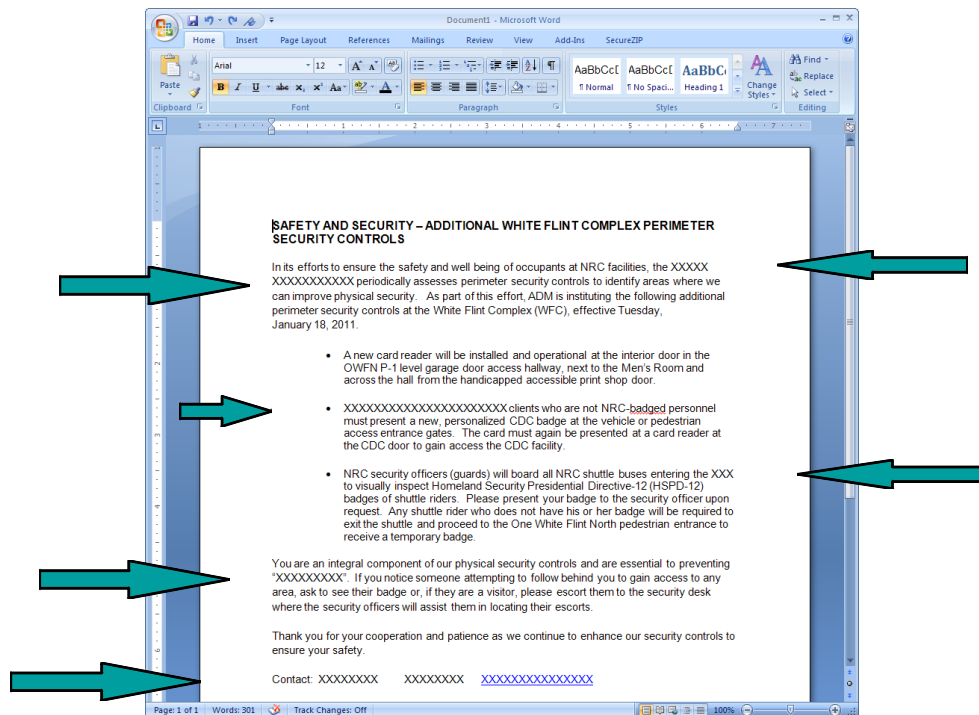


6. Leave the *Replace with* box blank. Then click on **Find Next** button.









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.

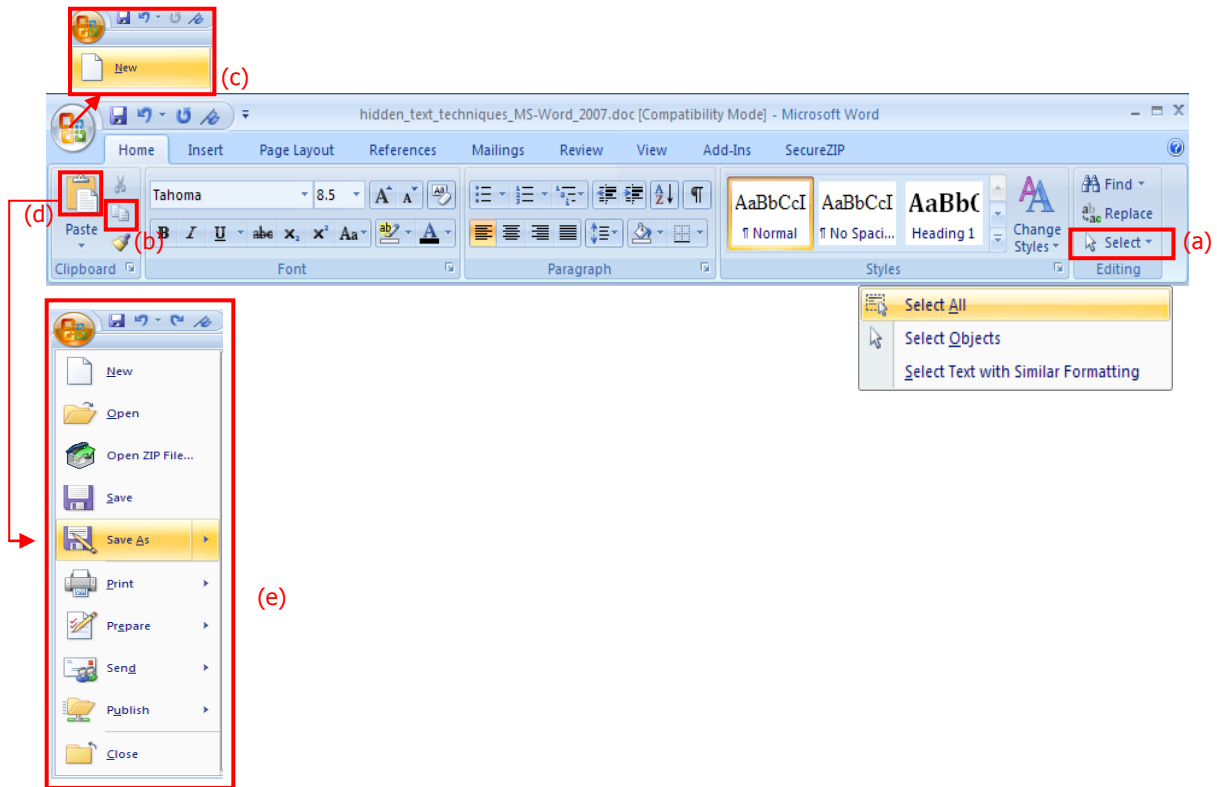
7. Continue until all the Highlighted text are found and deleted.






(Figure 7a: Highlighted text are removed)

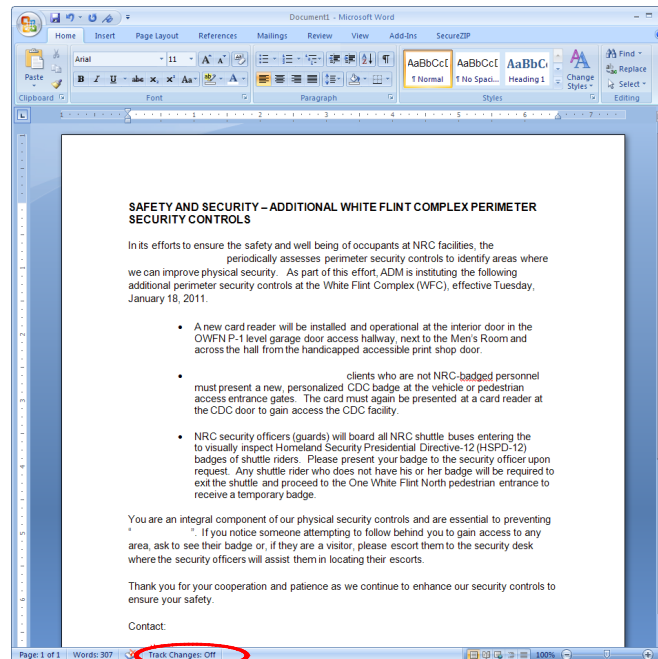
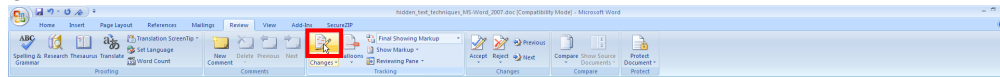
8. Once the unwanted text are removed, close the Find and Replace window.


9. Create a clean redacted version of the document by:
 - 9a. Select all contents in the document by selecting **Select** -> **Select All** from the top menu.
 - 9b. Copy the selected contents by click on the  button.
 - 9c. Create a new document by click on  and select .
 - 9d. Paste the copied contents onto the new document by click on the  button.
 - 9e. Save the document as a redacted version by click on  and select  and then close the file.





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

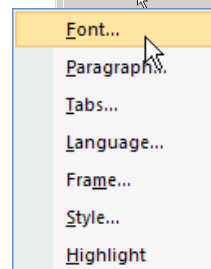
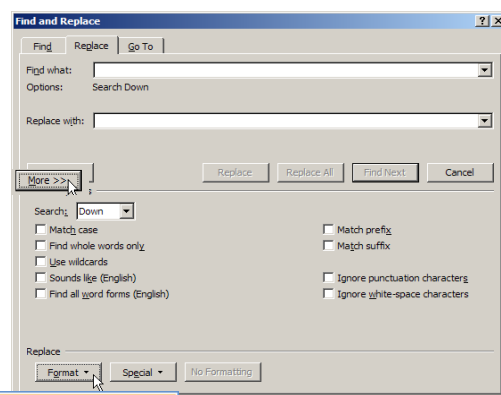
1. Open the document with whiteout text. Create a copy of the document by clicking on  and select .
2. Start from the beginning of the document. Make sure **Track Changes** is **Off**.
 - If **Track Changes** is **On**, Click on the Review tab on the top menu, and click on the  icon to toggle if **Off**.



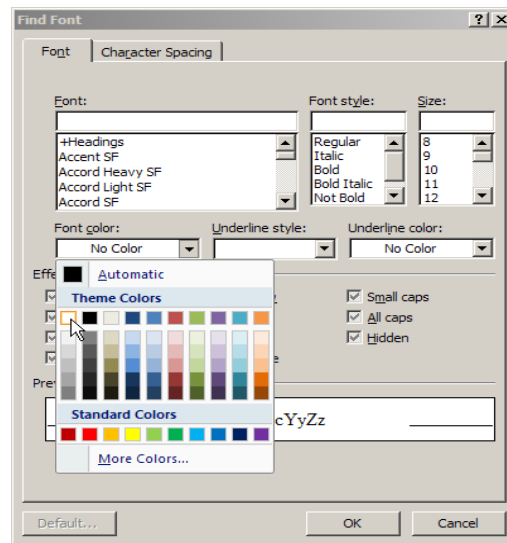
3. From the top menu, in the **Home's** tab, click on the  button.



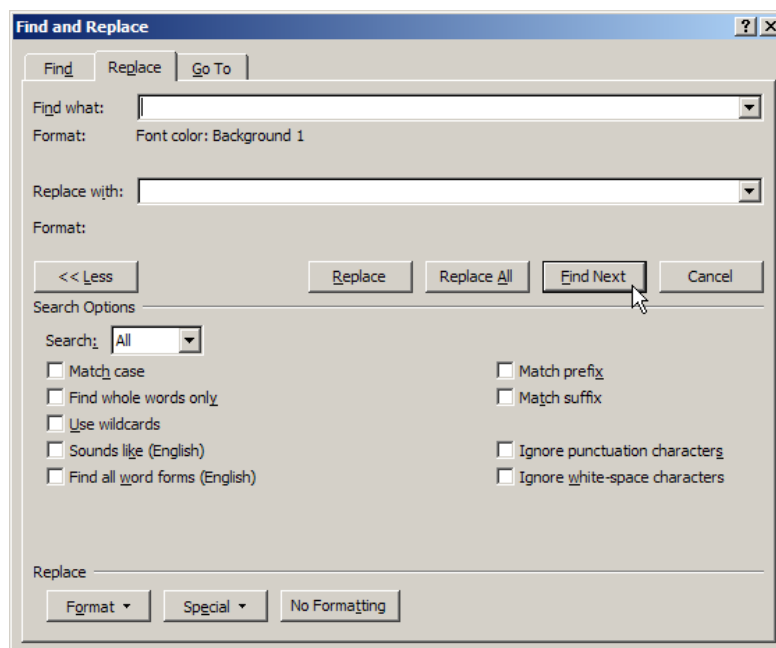
4. The Find and Replace window pops up. Click on the  button and the Find and Replace window will expand to give more options.
5. In the Replace section, click on the  button and choose **Font...**



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

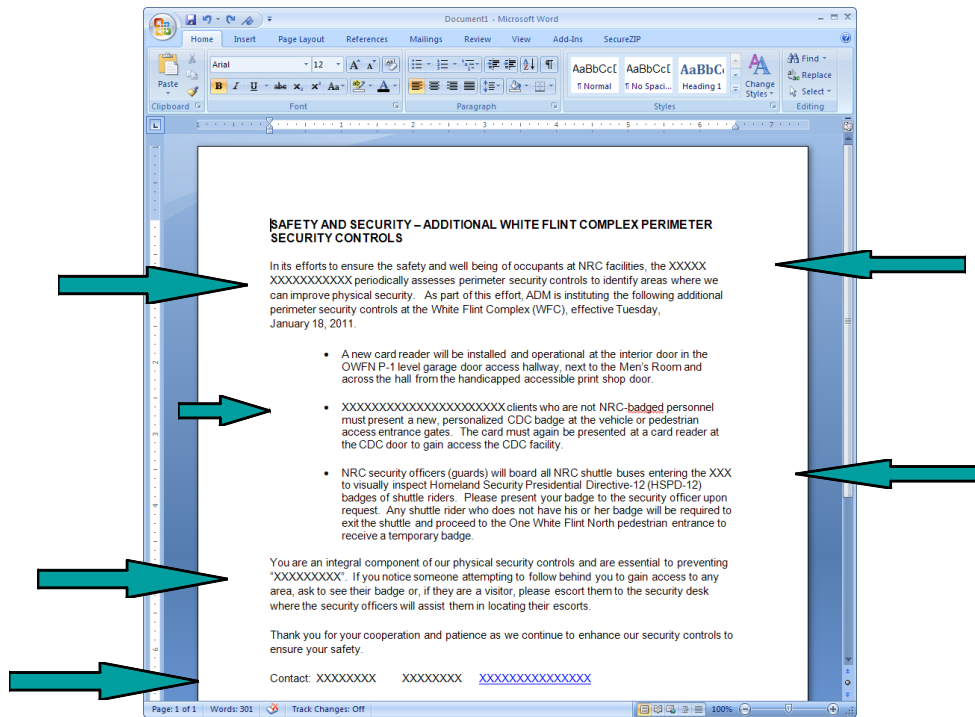


7. Leave the *Replace with* box blank. Then click on the **Find Next** button.



Note: For each white color (Color:Background1) 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 on the next page.

8. Continue until all the White color text (Color:Background1) 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:

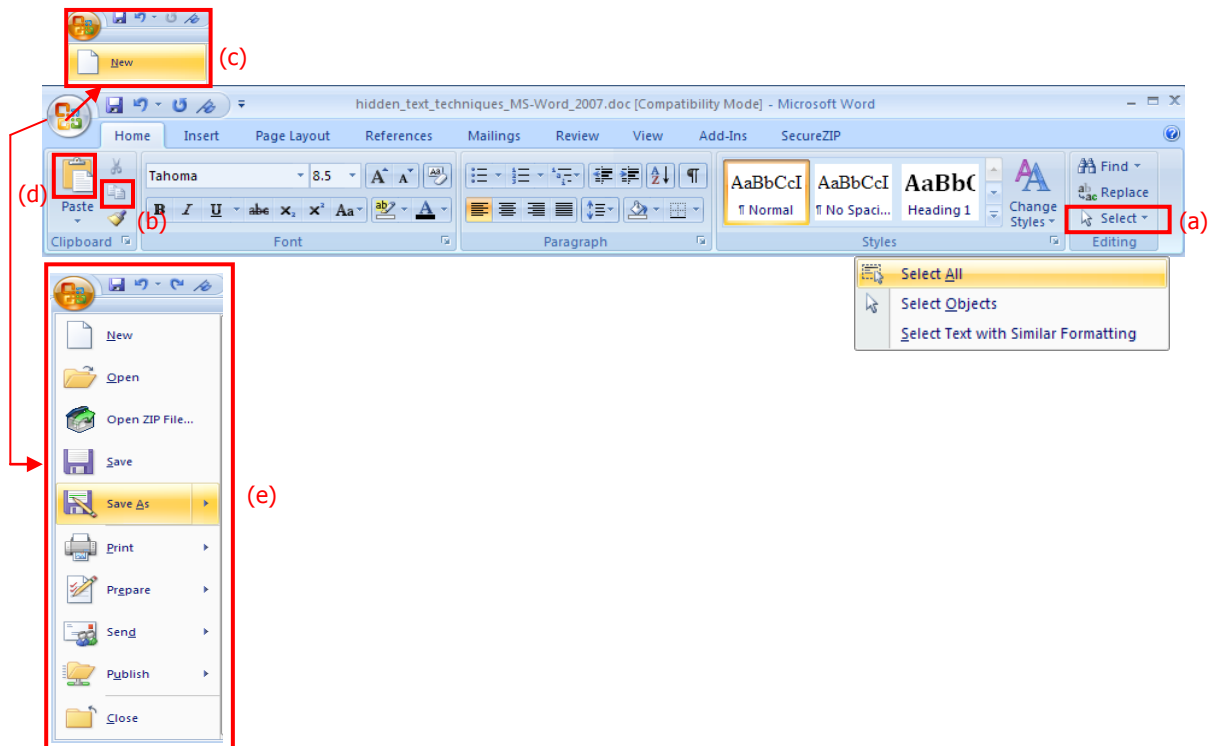
10a. Select all contents in the document by selecting **Select** -> **Select All** from the top menu.

10b. Copy the selected contents by click on the **Copy** button.




10c. Create a new document by click on **New** and select **New**.

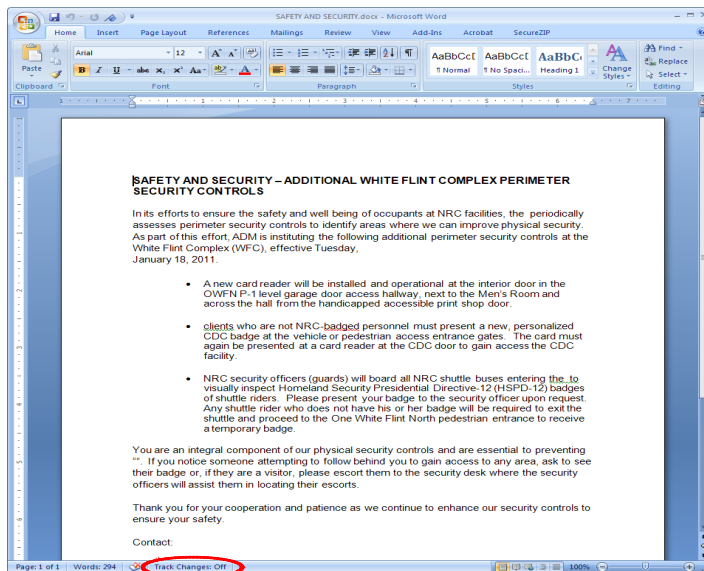
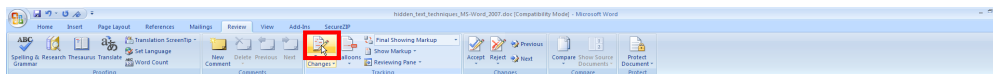
10d. Paste the copied contents onto the new document by click on the **Paste** button.


10e. Save the document as a redacted version by click on **Save As** and select **Save As** and then close the file.

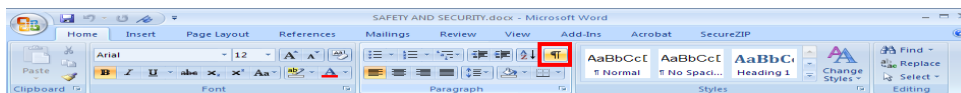


II. Hidden Text (hidden or comment text)

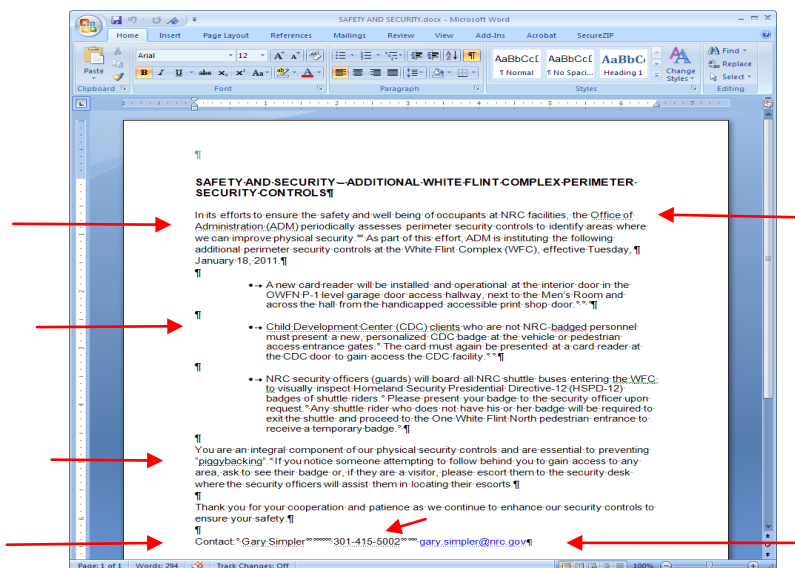
1. Open the document with hidden text. Create a copy of the document by clicking on  and select .
2. Start from the beginning of the document. Make sure **Track Changes** is **Off**.
 - If **Track Changes** is **On**, Click on the Review tab on the top menu, and click on the  icon to toggle if **Off**.



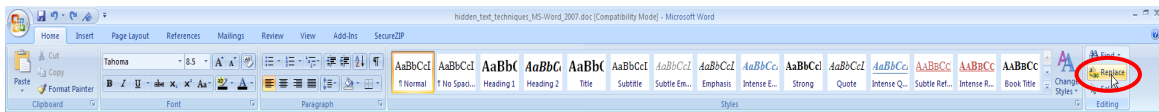
3. From the top menu, under the Home's tab, click on the  button to show hidden formatting symbols.



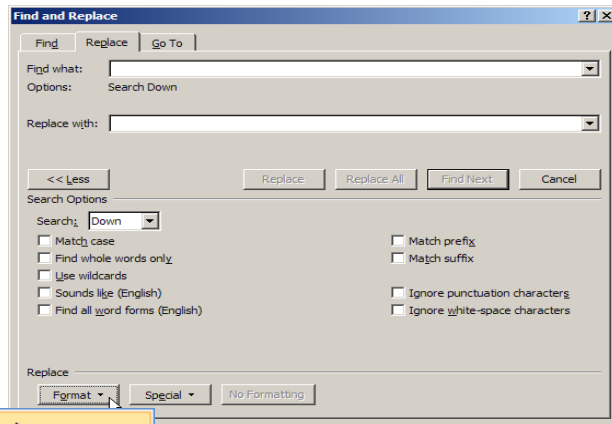
4. Notice the "..." (dots) under the Hidden text. They indicate that the text is registered as hidden.



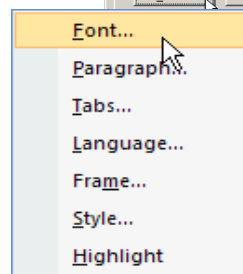
5. From the top menu, in the *Home's* tab, click on the **Replace** button.



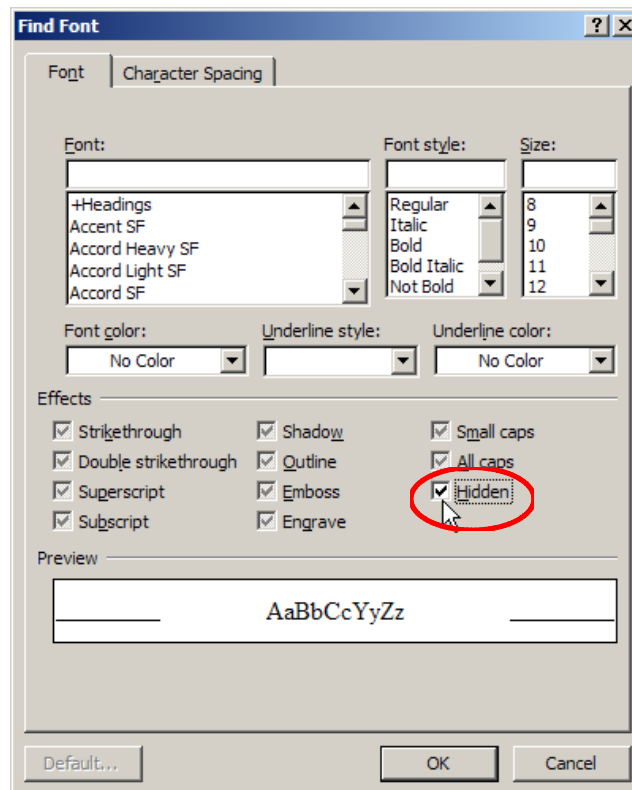
6. The Find and Replace window pops up. Click on the **More >>** button and the Find and Replace window will expand to give more options.




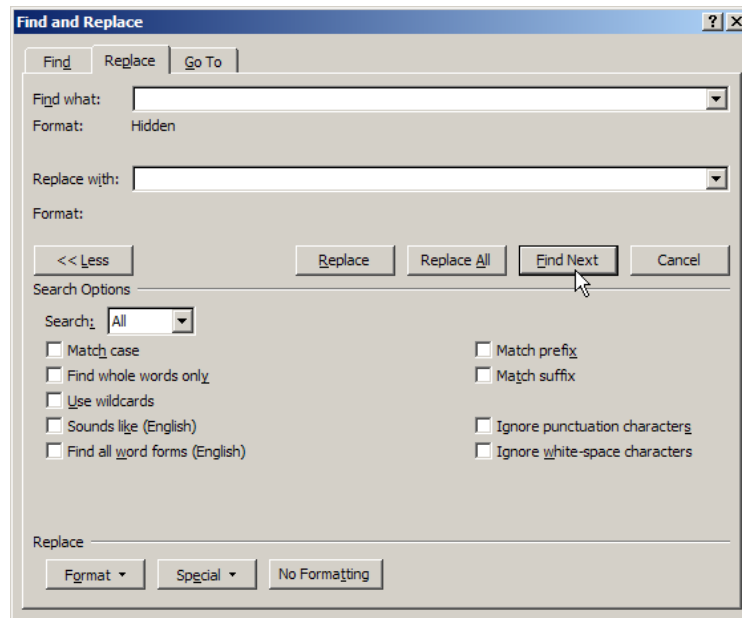
7. In the Replace section, click on the **Format** button and choose **Font...**



8. A Find Font window pops up. Click on "**Hidden**" option. Then click on the **OK** button.

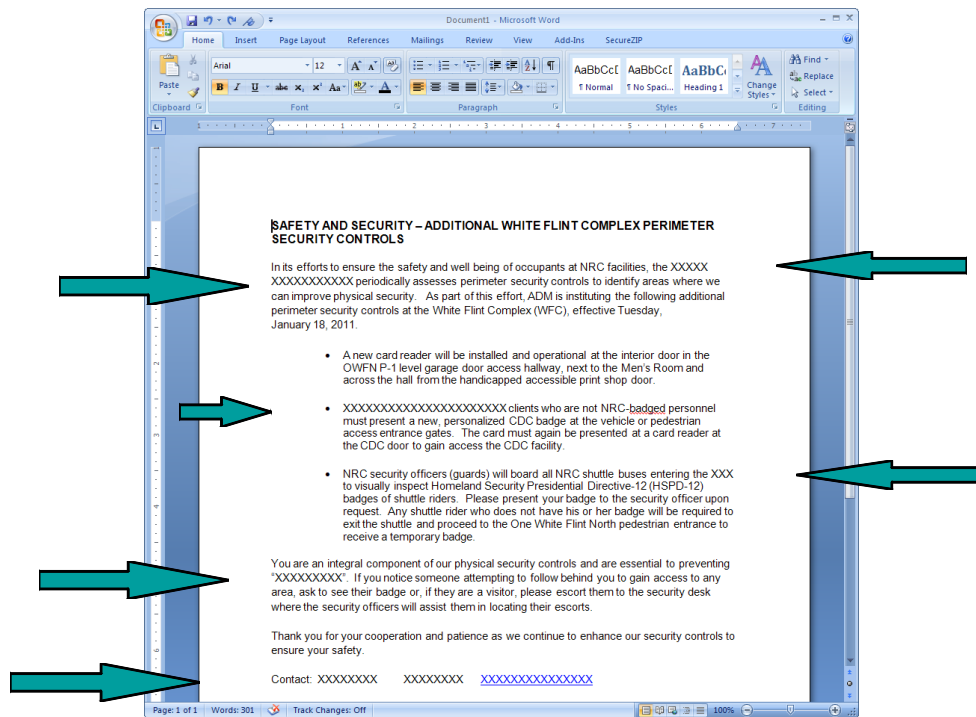


9. Leave the Replace with box blank. Then click on the  button.









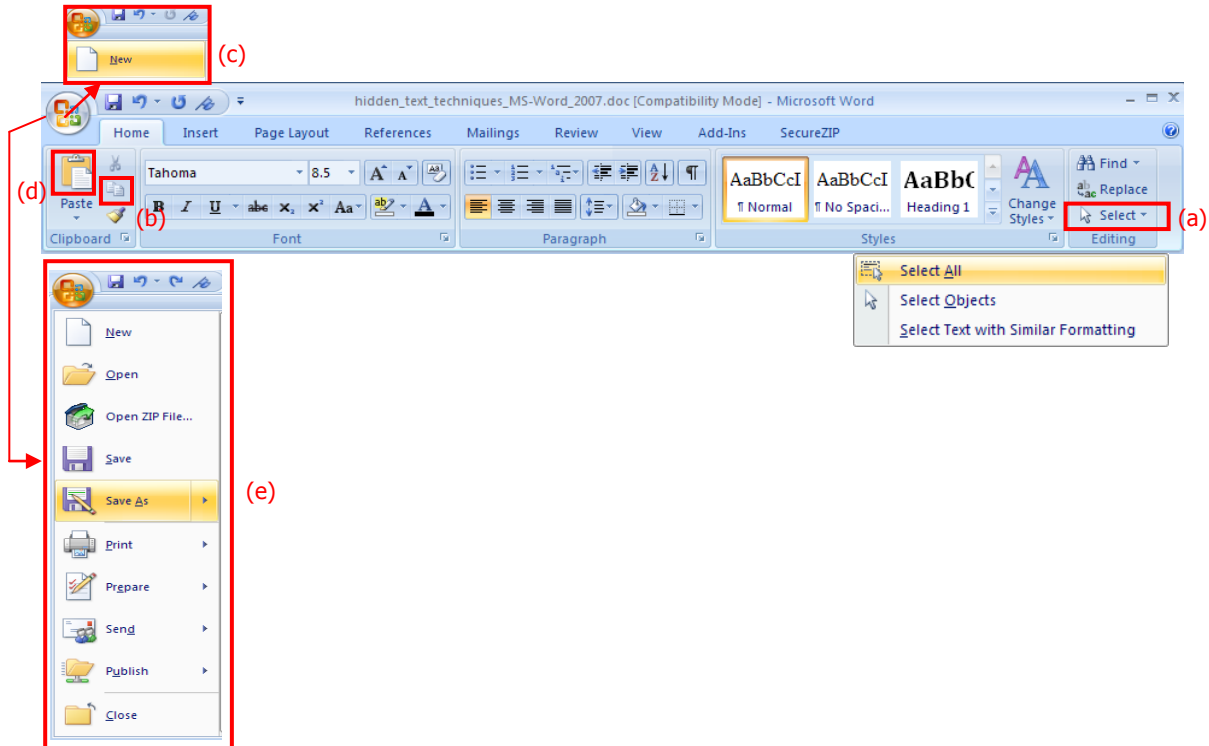
Note: For each Hidden instance found, please make sure the text is completely removed by using the Delete or Backspace keys. **Replace the deleted text with copies of a single character such as all As or all Xs.** See figure 10a.

10. Continue until all the Hidden text and codes are found and deleted.





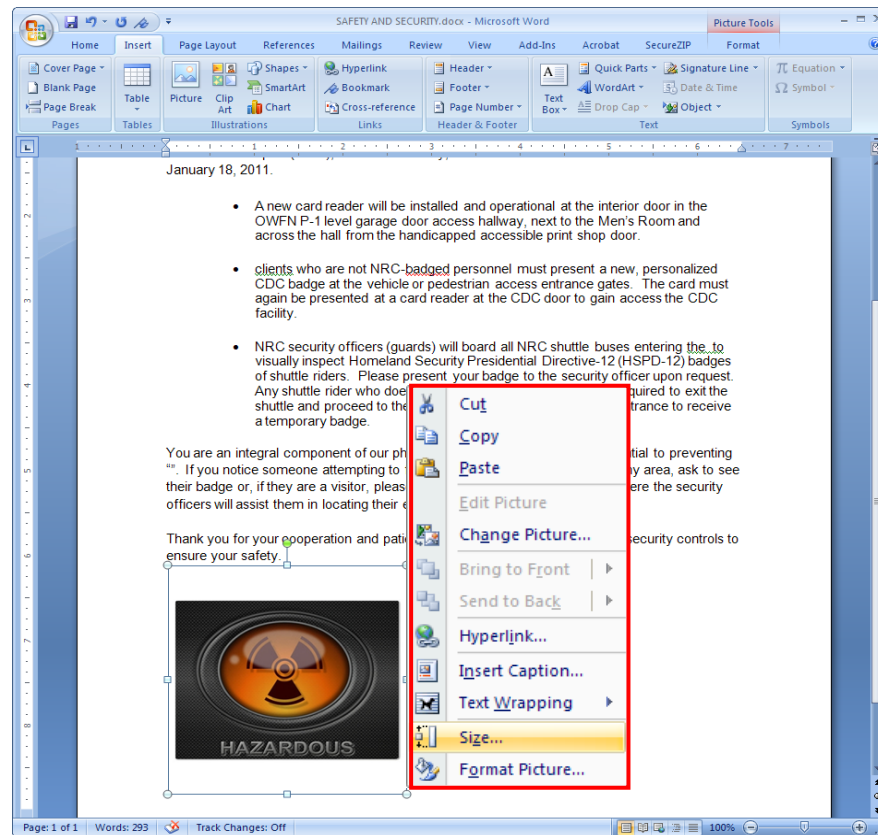
(Figure 10a: Hidden text and codes deleted)

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

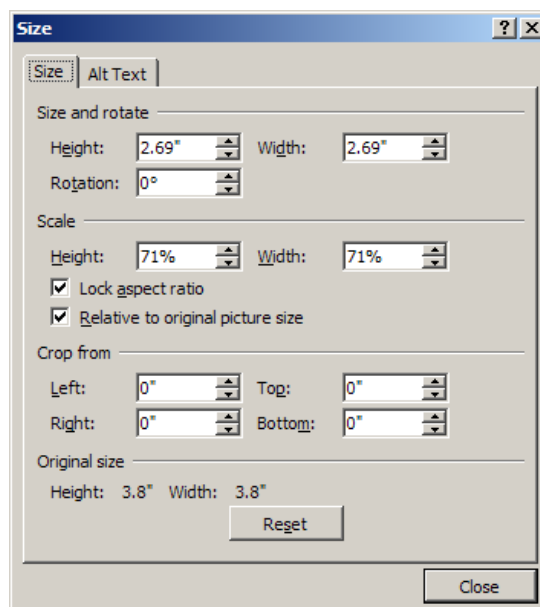


III. Redacting a chart, image or object.

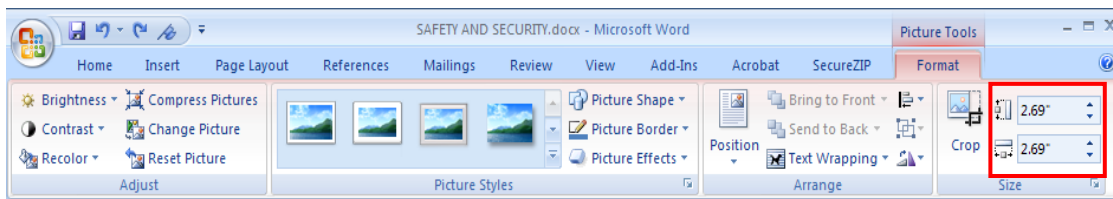
1. Open the document with hidden text. Create a copy of the document by clicking on  and select .
2. Right click on the image and determine its size by selecting **Size....**




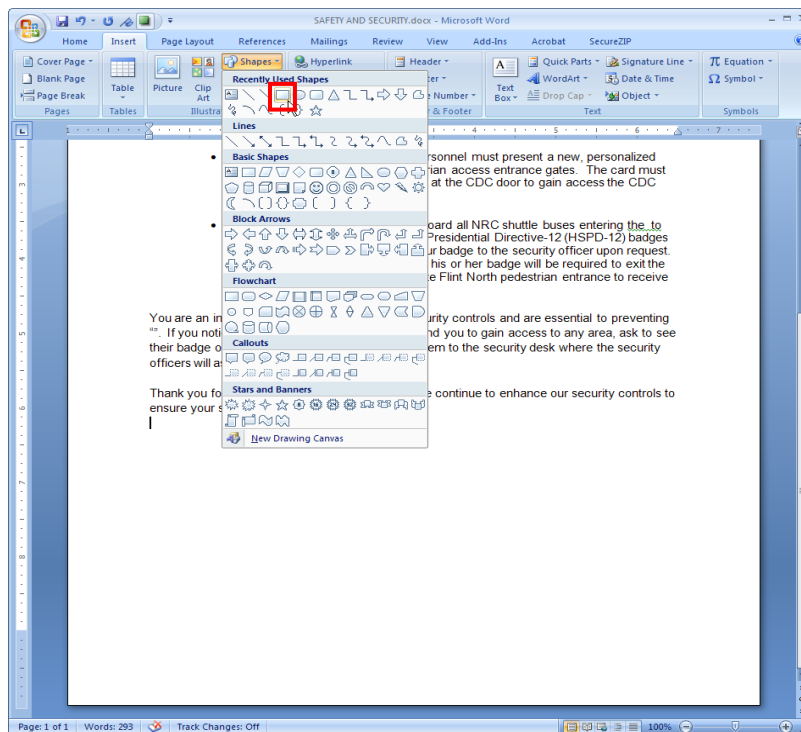
3. Take note of the height and width of the image.



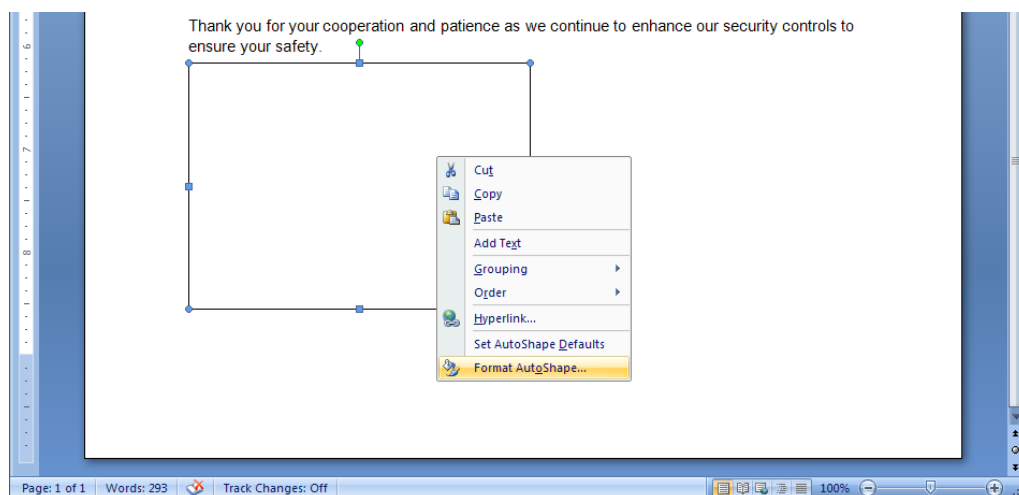
Note: You can get the dimension from the Picture Tools Ribbon, under the Format's tab.




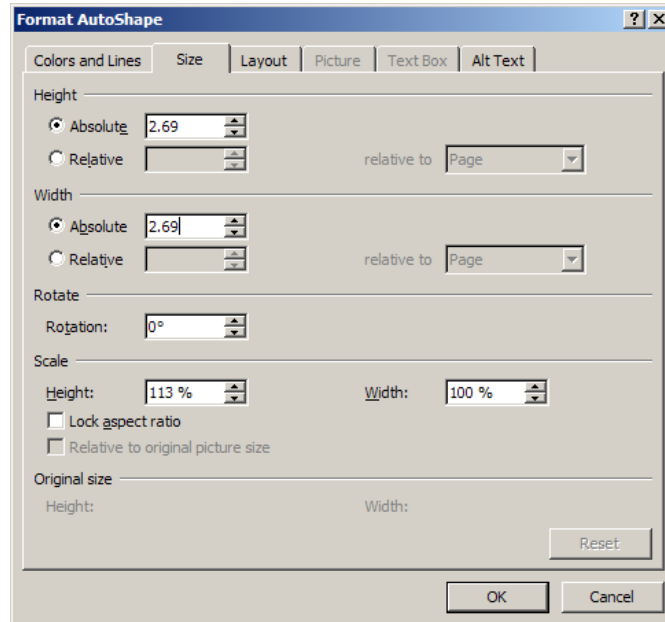
4. Select the image and delete it. Now insert a rectangle in the same place (don't move the cursor) by selecting **Shapes -> Basic Shapes ->**  from the Insert's tab.



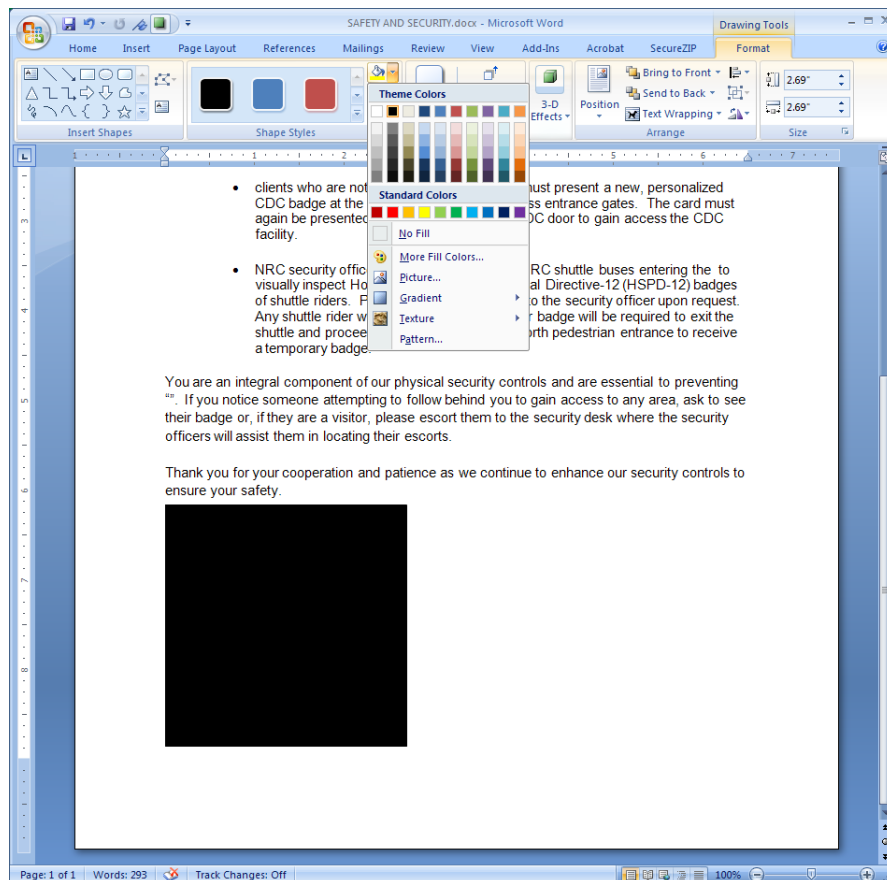
5. Drag and draw a rectangle box. Right click on the box and select **Format AutoShape** from the menu.









6. In the **Format AutoShape** dialog window, enter the desired height and width (**from step 3**). Click on  button.



7. Select the rectangle, click on the paint bucket and select **"Black"** from the Theme Color's popup window.



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 **Select** -> **Select All** from the top menu.
 - 9b. Copy the selected contents by click on the  button.
 - 9c. Create a new document by click on  and select .
 - 9d. Paste the copied contents onto the new document by click on the  button.
 - 9e. Save the document as a redacted version by click on  and select  and then close the file.

