HOW TO REDACT PERSONAL INFORMATION IN PDF FILES

All personal information – including credit card number, personal email address and telephone number, home address, social security number, birthdate, etc. – must be redacted (removed) from all attachments in MyEvents & MyTravel.

- Open the PDF using Adobe Acrobat Pro

- Under "Tools" click the arrow next to "Protection" to expand that section

STEP 1

- Click on "Mark for Redaction" which will turn your cursor indicator into crosshairs, similar to a plus (+) sign

- Use your cursor to select the text you wish to redact by placing it at one corner of the text, clicking the left-hand mouse button, dragging it over the selected text and releasing the mouse button

STEP 2

- Once you have selected all of the text you wish to redact, click on "Apply Redactions"

- When the warning pops up, click the "OK" button
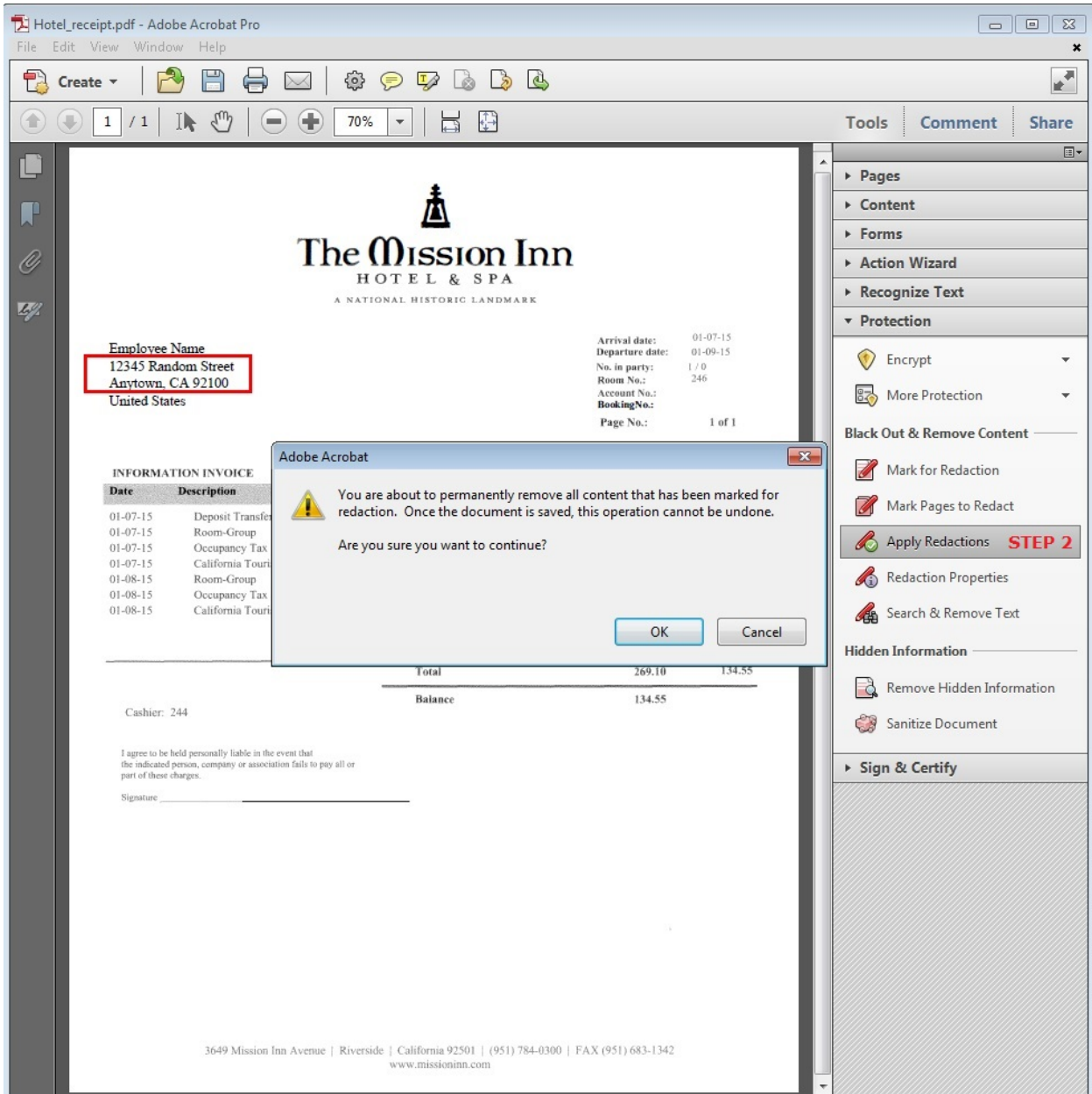
▪ The redacted text will be blacked out

- When you attempt to save the updated file, you will be prompted to save it as "[Filename]_Redacted.pdf" – this distinguishes it from the original, unredacted PDF file
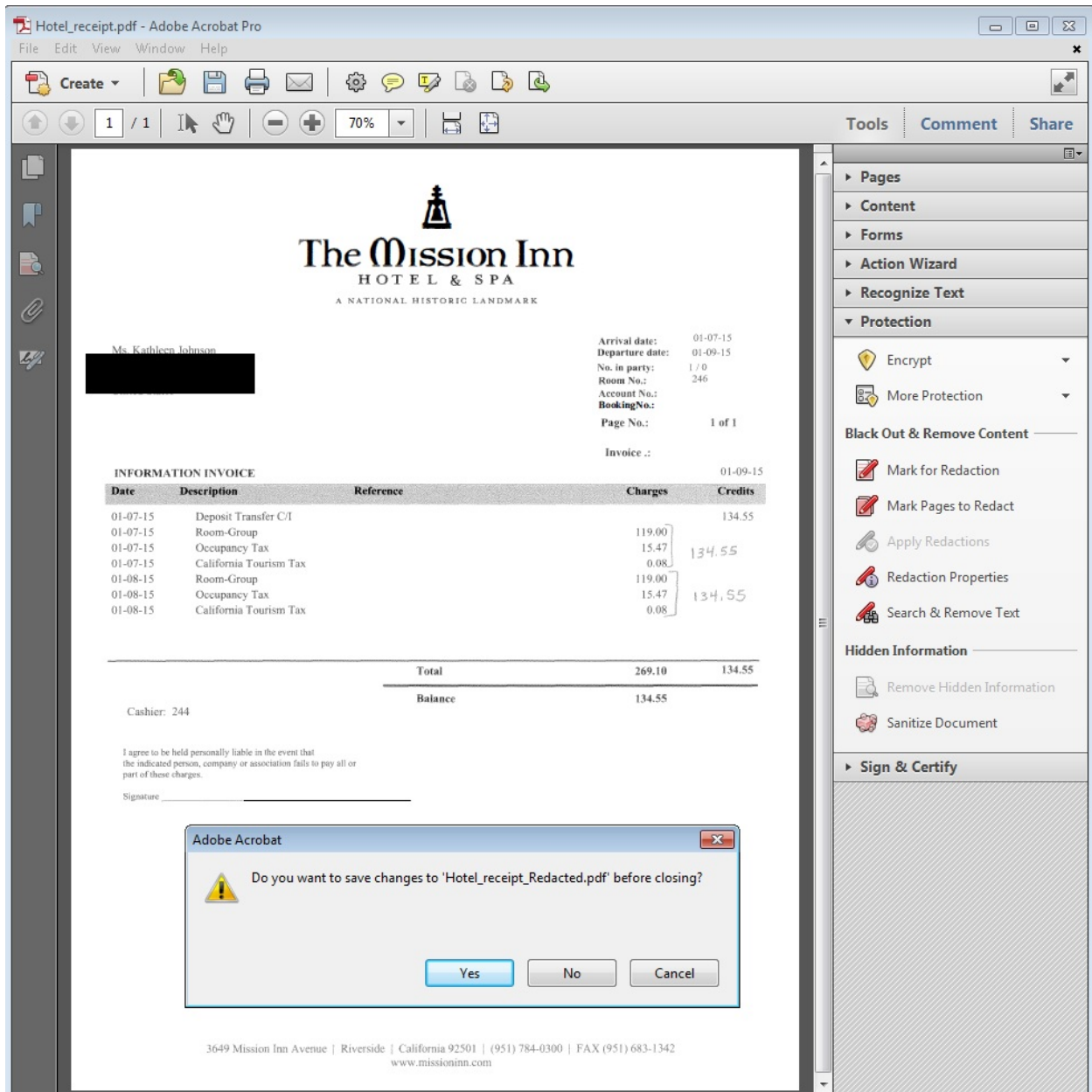
That's it! You may now upload the redacted attachment to MyTravel, MyEvents, etc.