

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

The screenshot shows the Adobe Acrobat Pro interface. The main window displays a PDF receipt for 'The Mission Inn HOTEL & SPA'. The receipt includes employee information, arrival and departure dates, and an 'INFORMATION INVOICE' table. The 'Tools' panel on the right is open, and the 'Protection' section is expanded, with a red arrow pointing to the 'Mark for Redaction' option.

The Mission Inn HOTEL & SPA
A NATIONAL HISTORIC LANDMARK

Employee Name
12345 Random Street
Anytown, CA 92100
United States

Arrival date: 01-07-15
Departure date: 01-09-15
No. in party: 1 / 0
Room No.: 246
Account No.:
Booking No.:
Page No.: 1 of 1

Invoice .: 01-09-15

Date	Description	Reference	Charges	Credits
01-07-15	Deposit Transfer C/I			134.55
01-07-15	Room-Group		119.00	
01-07-15	Occupancy Tax		15.47	
01-07-15	California Tourism Tax		0.08	
01-08-15	Room-Group		119.00	
01-08-15	Occupancy Tax		15.47	
01-08-15	California Tourism Tax		0.08	
Total			269.10	134.55
Balance			134.55	

Cashier: 244

I agree to be held personally liable in the event that the indicated person, company or association fails to pay all or part of these charges.

Signature _____

3649 Mission Inn Avenue | Riverside | California 92501 | (951) 784-0300 | FAX (951) 683-1342
www.missioninn.com

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

The screenshot shows the Adobe Acrobat Pro interface with a PDF document titled "Hotel_receipt.pdf". The document is a hotel receipt for "The Mission Inn HOTEL & SPA". The address "12345 Random Street, Anytown, CA 92100, United States" is highlighted with a red box. The right-hand pane shows the "Tools" menu with "Mark for Redaction" selected and labeled "STEP 1".

The Mission Inn HOTEL & SPA
A NATIONAL HISTORIC LANDMARK

Employee Name
12345 Random Street
Anytown, CA 92100
United States

Arrival date: 01-07-15
Departure date: 01-09-15
No. in party: 1 / 0
Room No.: 246
Account No.:
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Page No.: 1 of 1

Invoice #: 01-09-15

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01-07-15	Room-Group		119.00	
01-07-15	Occupancy Tax		15.47	
01-07-15	California Tourism Tax		0.08	134.55
01-08-15	Room-Group		119.00	
01-08-15	Occupancy Tax		15.47	
01-08-15	California Tourism Tax		0.08	134.55
Total			269.10	134.55
Balance			134.55	

Cashier: 244

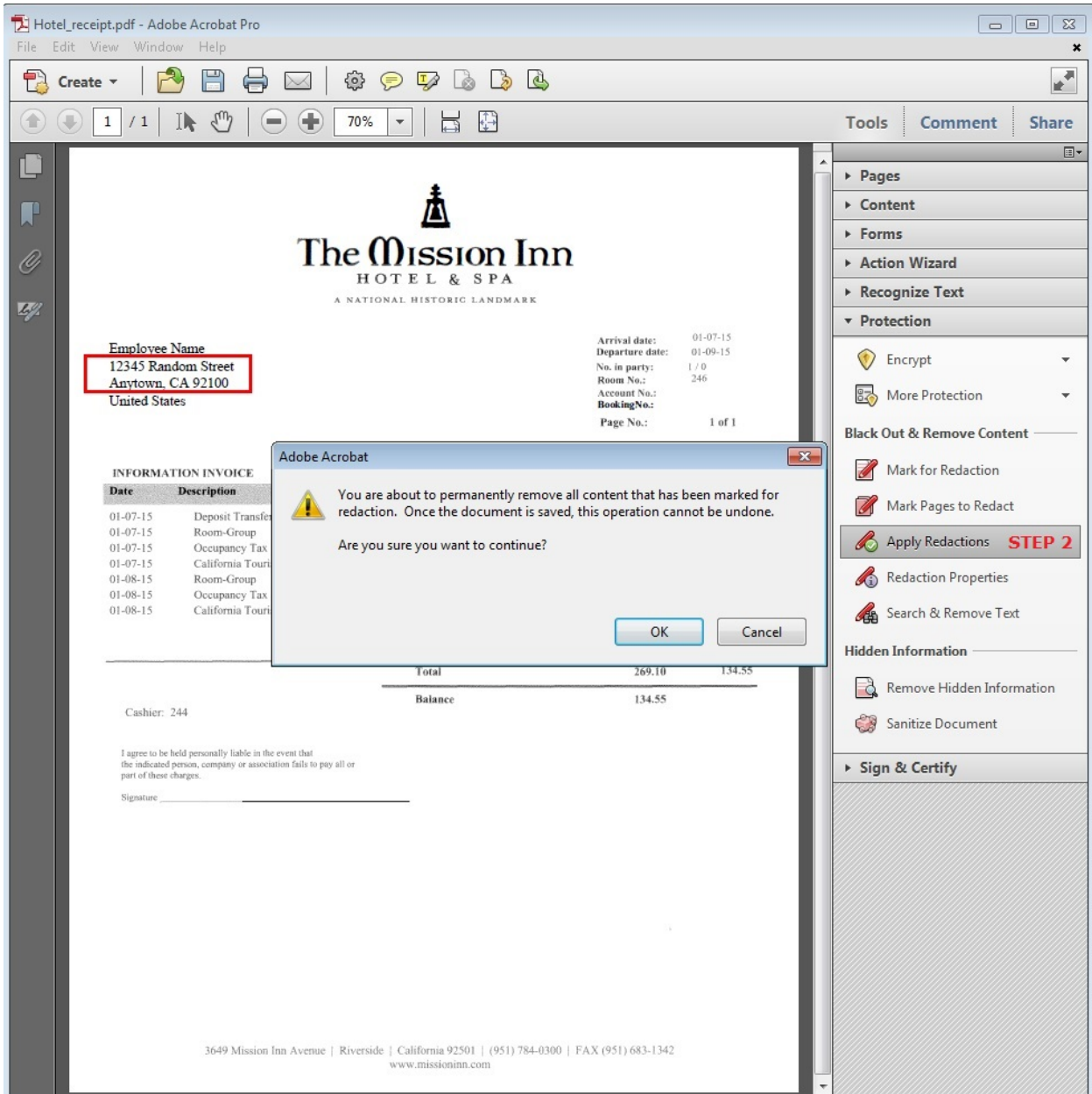
I agree to be held personally liable in the event that the indicated person, company or association fails to pay all or part of these charges.

Signature _____

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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

Hotel_receipt.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

1 / 1 [Navigation Icons] 70% [Zoom]

Tools Comment Share

Pages

Content

Forms

Action Wizard

Recognize Text

Protection

Encrypt

More Protection

Black Out & Remove Content

Mark for Redaction

Mark Pages to Redact

Apply Redactions

Redaction Properties

Search & Remove Text

Hidden Information

Remove Hidden Information

Sanitize Document

Sign & Certify

The Mission Inn
HOTEL & SPA
A NATIONAL HISTORIC LANDMARK

Ms. Kathleen Johnson
[Redacted]

Arrival date: 01-07-15
Departure date: 01-09-15
No. in party: 1 / 0
Room No.: 246
Account No.:
Booking No.:
Page No.: 1 of 1

Invoice #: 01-09-15

Date	Description	Reference	Charges	Credits
01-07-15	Deposit Transfer C/I			134.55
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Balance			134.55	

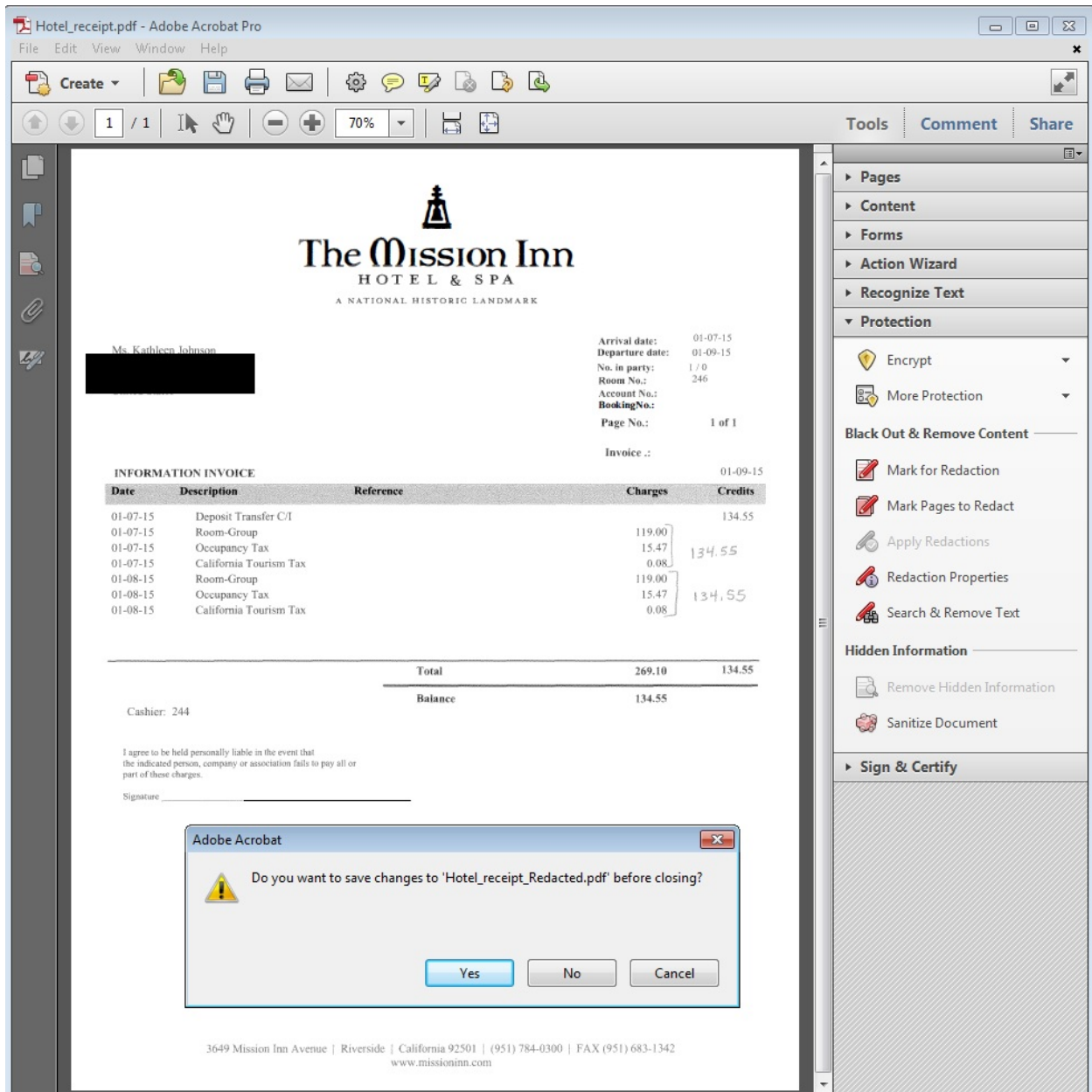
Cashier: 244

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Signature _____

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- 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.