



LCS / How to Redact (Censor) Text User Guide

Liquidlogic Children's Systems (LCS)

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1. What does “Redact Text” mean

- Redacting text means the censorship of documents before publication by removing or obscuring it, while still making it clear that the information has been removed, for example by blacking it out.

2. How to redact text

- Using the Print button at the top of the Sidebar, Print Preview the form to be redacted.
- Create the document as a .pdf (by print previewing).

Close Printable View | Portrait **landscape** | Small Medium **Large** Largest | Print page now

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Buckinghamshire County Council
CIN Team

Tel:
Fax:

Child & Family Assessment

Details of Child: Christina Christianson (Ref: 500446)

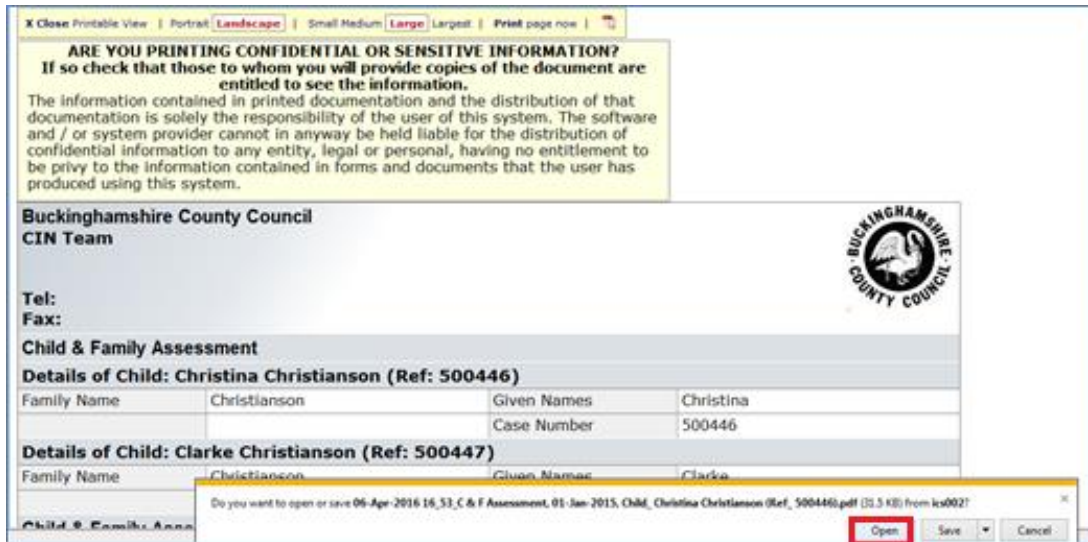
Family Name	Christianson	Given Names	Christina
		Case Number	500446

Details of Child: Clarke Christianson (Ref: 500447)

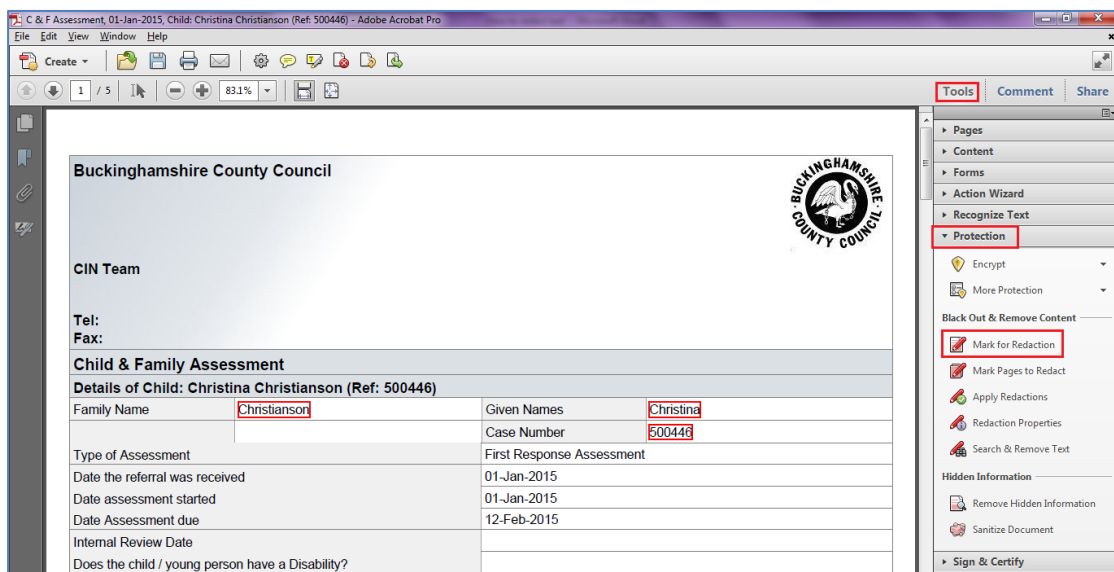
Family Name	Christianson	Given Names	Clarke
		Case Number	500447

Child & Family Assessment

- Click on “Open” at the bottom of the screen.

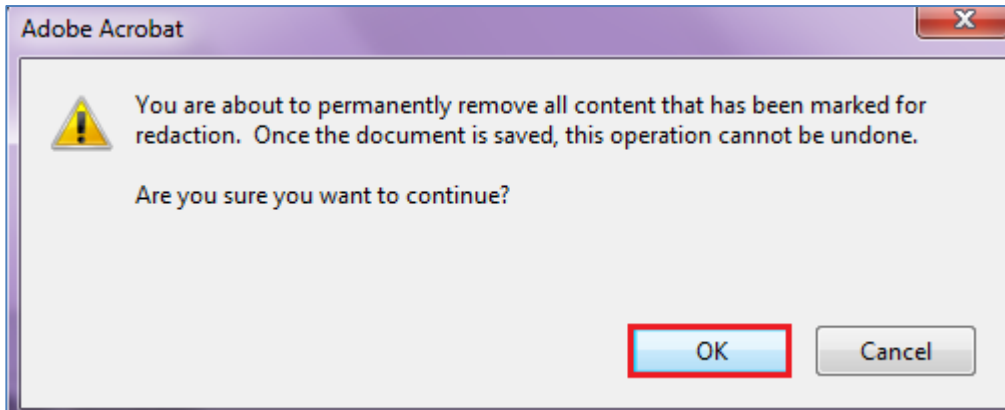


- Click on Tools then Protection (see overleaf for screenshot).
- Click on “Mark for Redaction” then highlight the area to be redacted. (The text will appear with a frame around it).

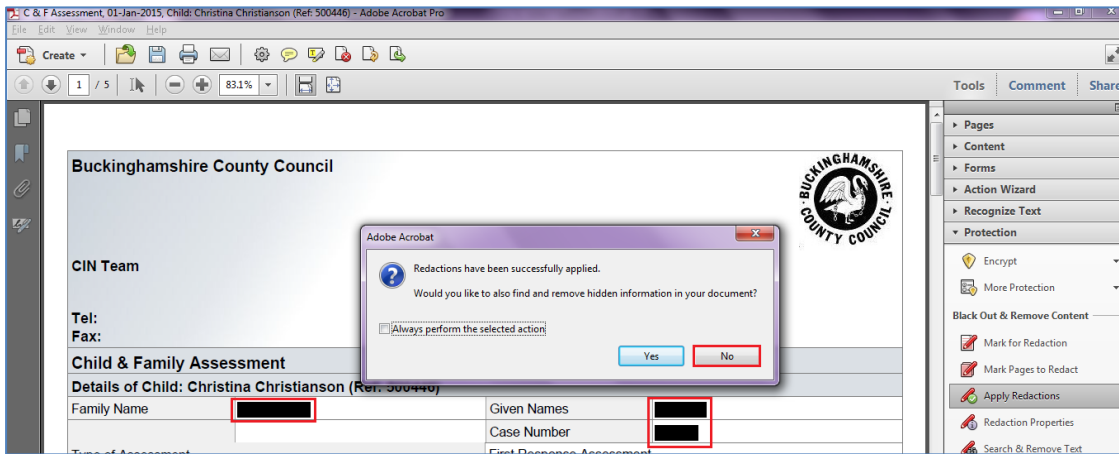


- Click on “Apply Redaction” to blacken the text out.

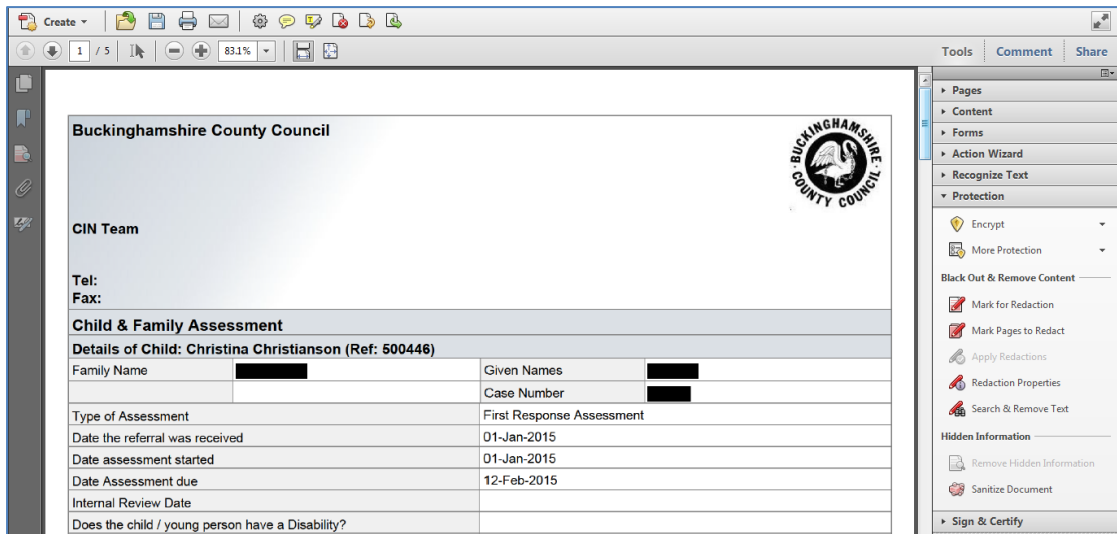
- Click on “OK” to confirm you wish to redact the text.



- The highlighted text now appears blackened out (censored).
- Click “No” at the prompt to remove hidden text.

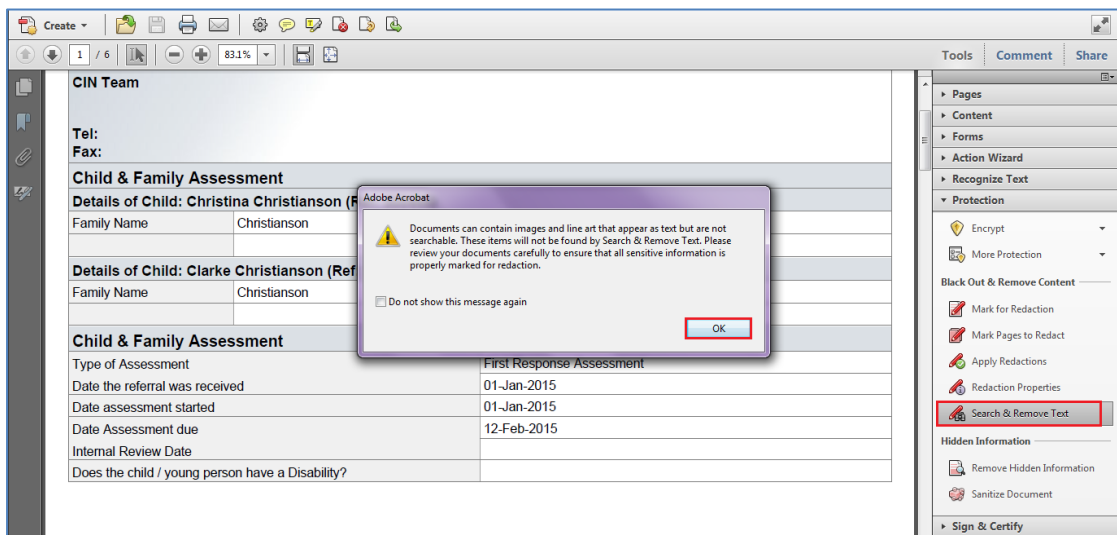


- The text will now appear blackened out (as below).



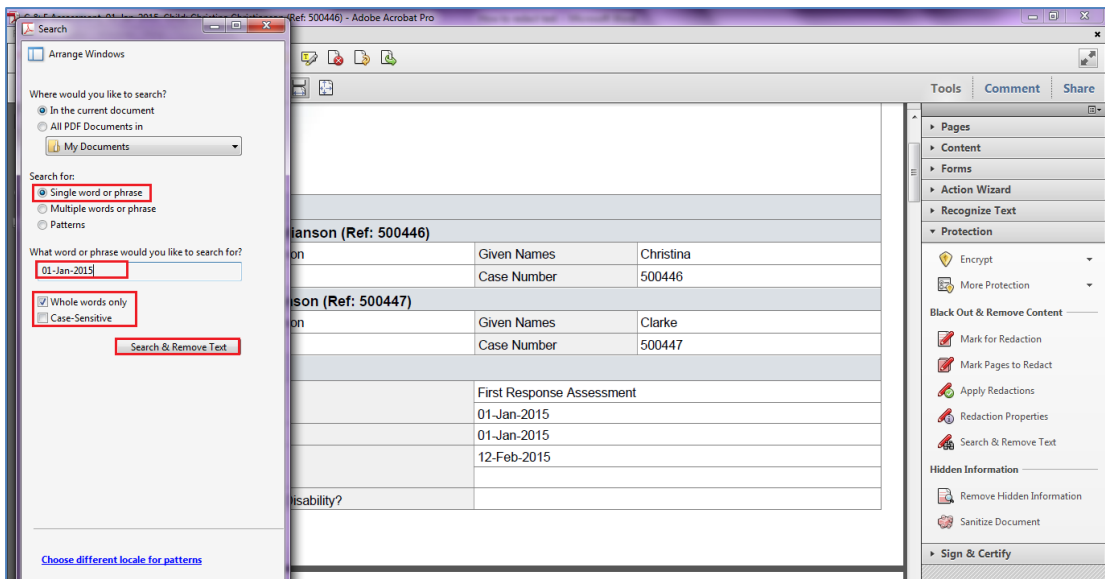
3. Search & Remove Text

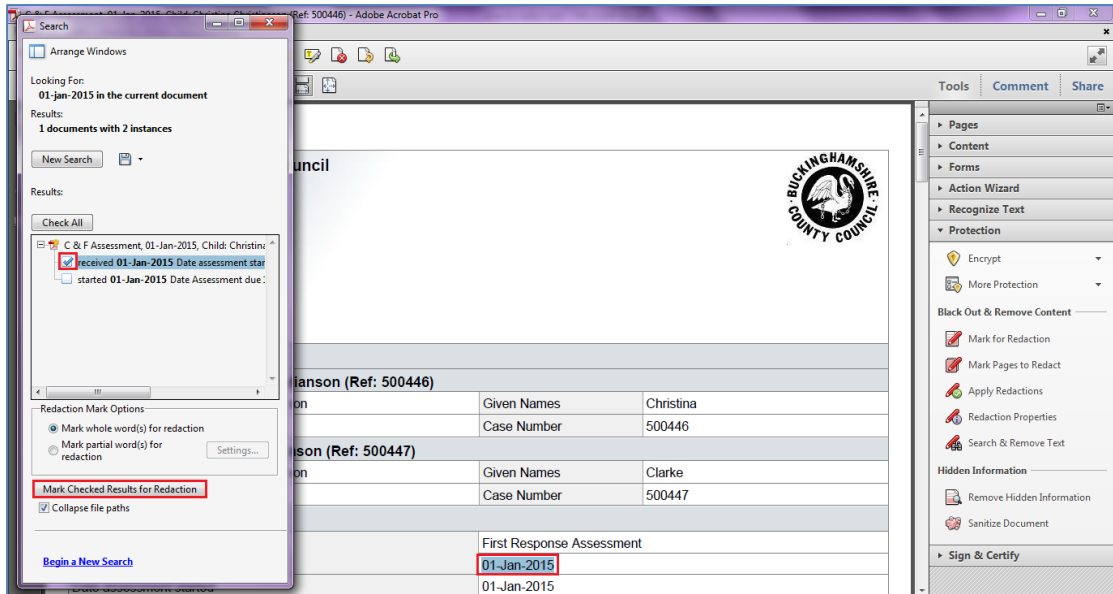
- If you wish to search for a specific word/phrase to be censored, click on “Search & Remove Text”
- At the prompt, click on “OK”.



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- A sidebar appears on the left hand side of the screen.
- Type in the word or phrase to be redacted.
- Select if the text is a whole word only or whether it is to be case sensitive.
- Click on Search & Remove Text



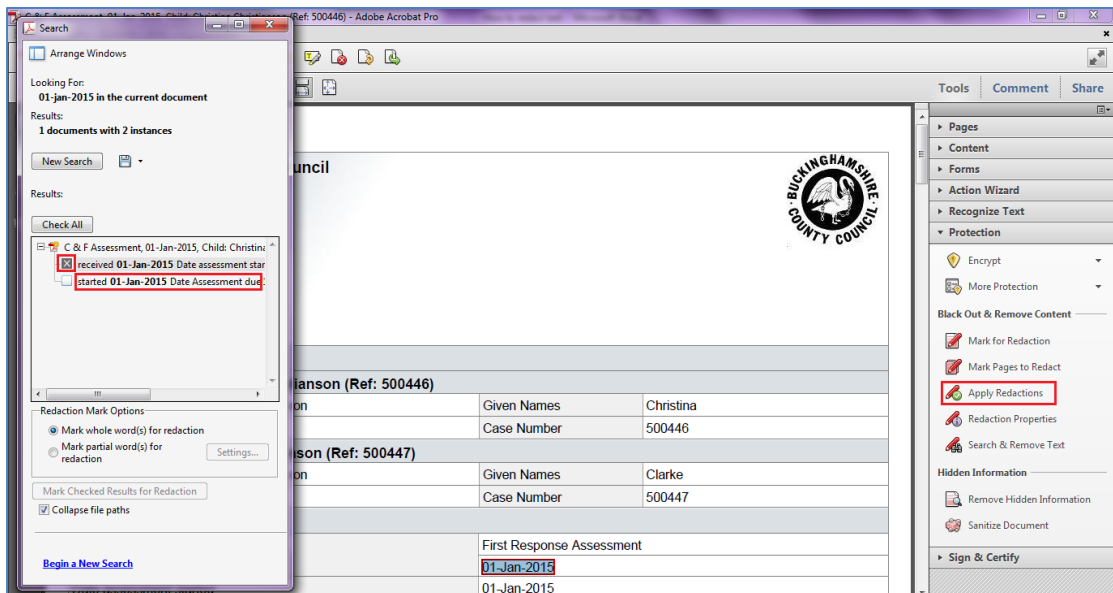


- The checkbox will now have an “X” in the checkbox.
- Click on the next text link to jump to the next found search instance. Repeat the process.

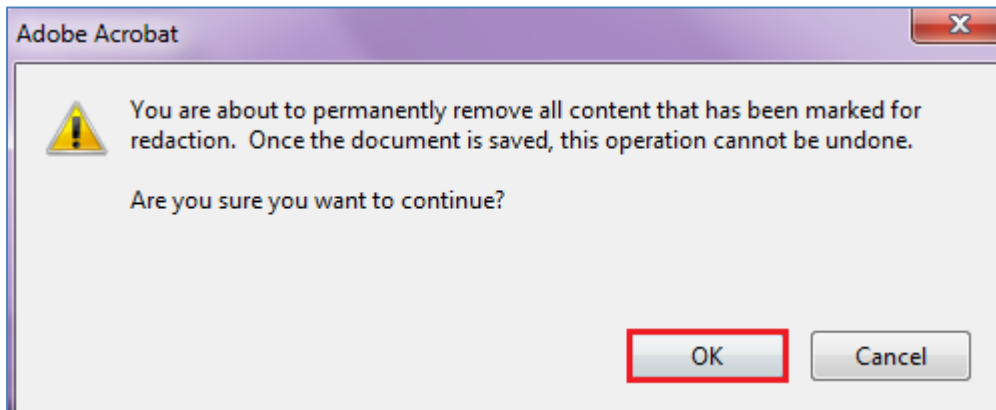
Note:

If you do not wish to blacken out one of the found searches, simply click on the next instance in the listing. Do not click in the checkbox.

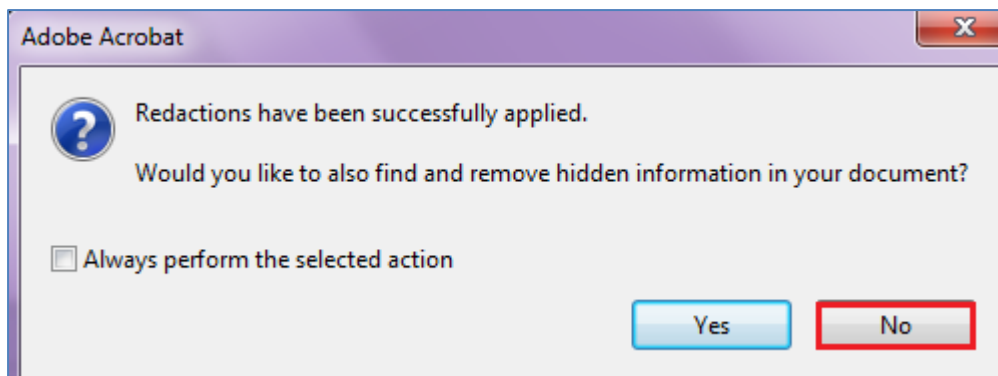
- Once complete, Click on “Apply Redaction” to mark in black.



- Click on “OK” at the pop up screen.



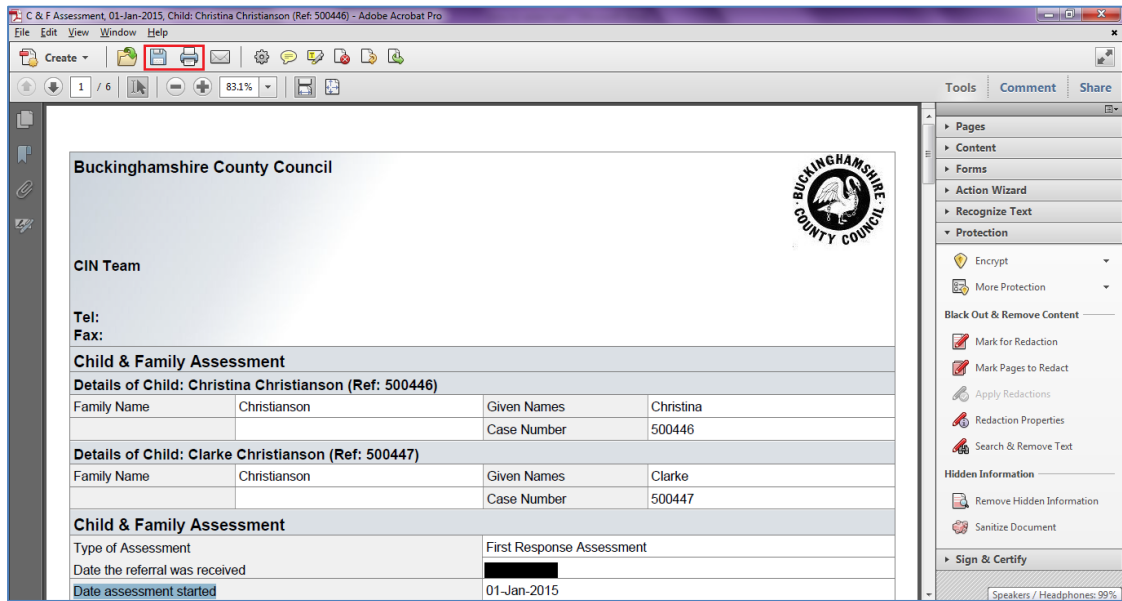
- At the next



prompt, click “No”

- The screen will now blacken out any selected search instances marked for redaction.

- Either save or print the form in it's redacted state.

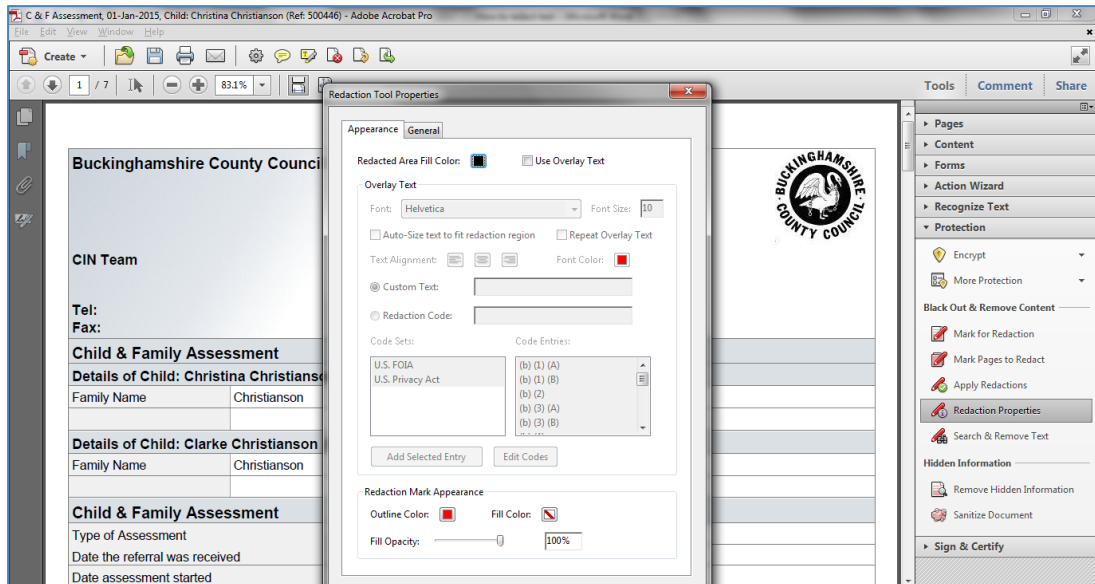


Note:

If you wish to create another search, click on “Begin a New Search” and repeat the process.

4. Redaction Properties

The “Redaction Properties” section allows you to choose the style for selecting text e.g. red outline and the colour for the redaction e.g. black



- Click on the “Outline Colour” field to display a colour palette.
- Click on the colour of your choice.
- Click on the “Fill Colour” to display a colour palette.
- Click on the colour of your choice.
- Leave the “Fill Capacity” on 100%.
- Click on “OK” to complete.

