

# Redaction

## Summation Express/Pro

- Adding a Redaction

Reviewers with the *Add Annotations* permission can add reactions to documents in the *Natural* panel of *Case Review*. There are two ways to add redactions. You can add them using the Redaction button or the Add Redaction selection in the annotation options drop-down.

Note: The following steps describe how to add a redaction in the Natural panel, but the steps will also work in the Image panel.

1. Log in as a user with *Add Annotations* permission.
2. Click the **Case Review** button  in the *Case List* panel next to the case.
3. In the *Case Review*, ensure that the *Item List* and *Natural* panel are showing.
4. Select a document in the *Item List* panel that has a native application. The document shows up in the *Natural* panel without requiring the native application to view it.
5. In the *Natural* panel, click the **Redact** tab.
6. Click the **Redact** tool button .
7. Click and drag the rectangle onto the body of the document.

- To add a redaction using the annotation options drop-down

1. Log in as a user with *Add Annotations* permission.
2. Click the **Case Review** button  in the *Case List* panel next to the case.
3. In the *Case Review*, ensure that the *Item List* and *Natural* panel are showing.
4. Select a document in the *Item List* panel that has a native application. The document shows up in the *Natural* panel without requiring the native application to view it.
5. In the *Natural* panel, click the **Redact** tab.
6. Click on the **Select Text** tool button.
7. Highlight the text in the body of the document to which you want to add a redaction.
8. In the annotation options drop-down that appears, select **Add Redaction**.

## Summation iBlaze

- Redacting an Image

1. With the image open in the **Image Viewer**, change to the **Edit** mode.
2. Click the **Redact** tool on the image markups toolbar.
3. Move the cursor over the image where you want to place the redaction.
4. Click and drag to draw a box over the desired area.

- Assigning Redactions to Multiple Images

1. With an image open in the **Image Viewer**, make sure the viewer is in **Edit** mode.
2. Right-click the redaction that you want to replicate across document image pages, then select **Redact All Pages** from the menu.
3. Click **OK**.

- Deleting a Redaction

1. With an image open in the **Image Viewer**, change to the **Edit** mode.
2. Click the **Select** tool, then click the redaction that you want to delete.
3. Press the **Delete** key on your keyboard.

- Deleting Multiple Redactions

1. With an image open in the **Image Viewer**, change to the **Edit** mode.
2. Drag your cursor to draw a rectangle around multiple redactions.
3. Press the **Delete** key on your keyboard.

- Deleting All Markups

1. With an image open in the **Image Viewer**, change to the **Edit** mode.
2. Right-click a redaction and select **Delete All Markups** from the menu.

- **Deleting Annotations**

Users with the *Delete Annotations* permission can delete their own and other user's annotations in the *Natural* panel in the *Case Review*.

1. Log in as a user with *Delete Annotations* permission.
2. Click the **Case Review** button  in the *Case List* panel next to the case.
3. Select a document in the *Item List* panel that has a native application. The document shows up in the *Natural* panel without requiring the native application to view it.
4. In the *Natural* panel, click the **Redact** tab.
5. Select the annotation that you want to delete and click the **Delete** button  .

- **Toggling Redactions On and Off**

You can toggle redactions on and off in the *Natural* and *Image* panels so that you can view or hide them without deleting redactions.

1. In the *Case Review*, ensure that the *Item List* and *Natural* panel are showing.
2. Select a document in the *Item List* panel that has a native application. The document shows up in the *Natural* panel without requiring the native application to view it.
3. Click the **Redactions Off** button  .
4. Click the button again to turn them back on.