

Redacted Material

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CONTENT TOOL IS A POWERFUL TOOL FOR CREATING, EDITING, AND MANAGING THE CONTENT OF PDF DOCUMENTS. IT ALLOWS USERS TO ADD, DELETE, AND MODIFY TEXT AND IMAGES IN A PDF FILE QUICKLY AND EASILY. IT ALSO ALLOWS USERS TO CREATE AND EDIT ANNOTATIONS, BOOKMARKS, CONTENT TOOL, TO CREATE A REMEDIATED DOCUMENT.

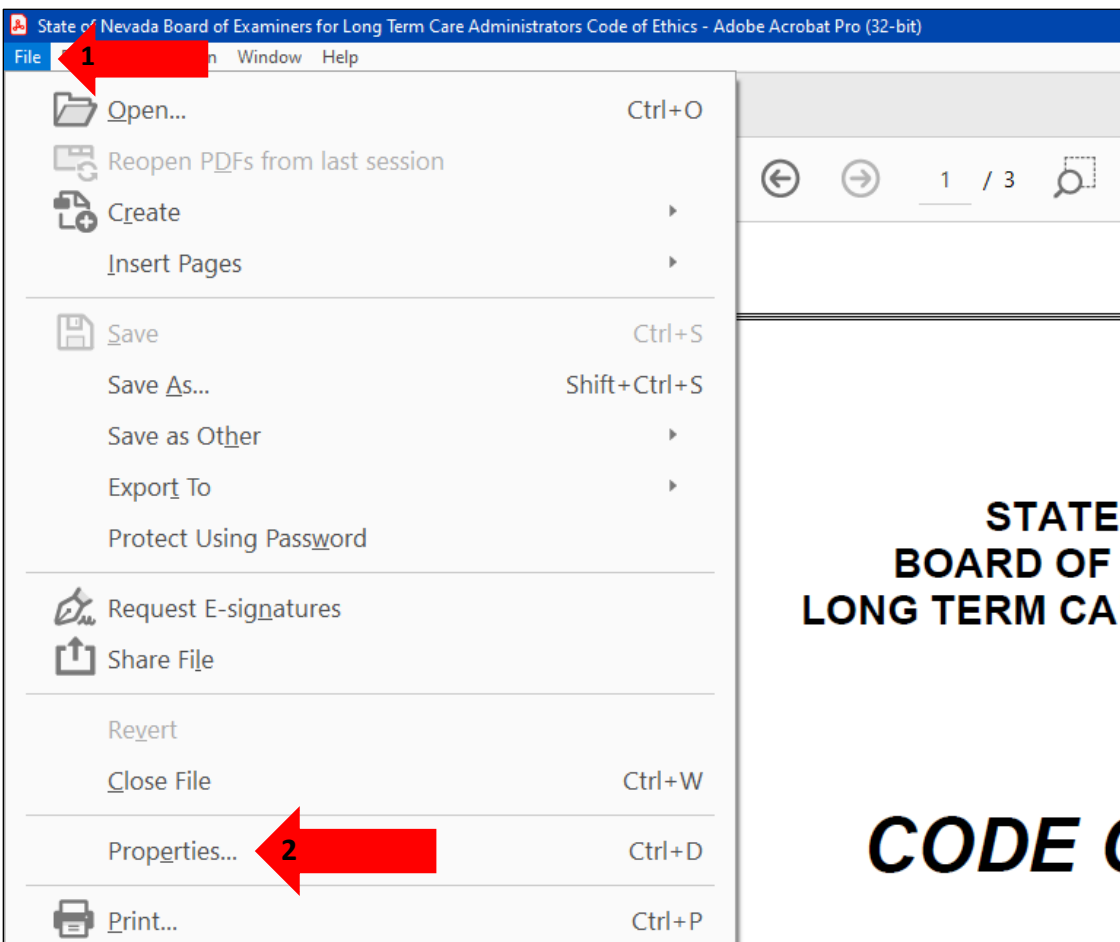
Document Title

The suggested first step to remediate a document is to confirm that the document has a title, or to create a title if there is no title. Note that if the source document (i.e., Word, Excel, PowerPoint) has a title, the PDF will have a title. If not, one will need to be added to the PDF.

Creating/Confirming a Document Title

The first step in creating a compliant PDF is to give the document a title instead of a file name.

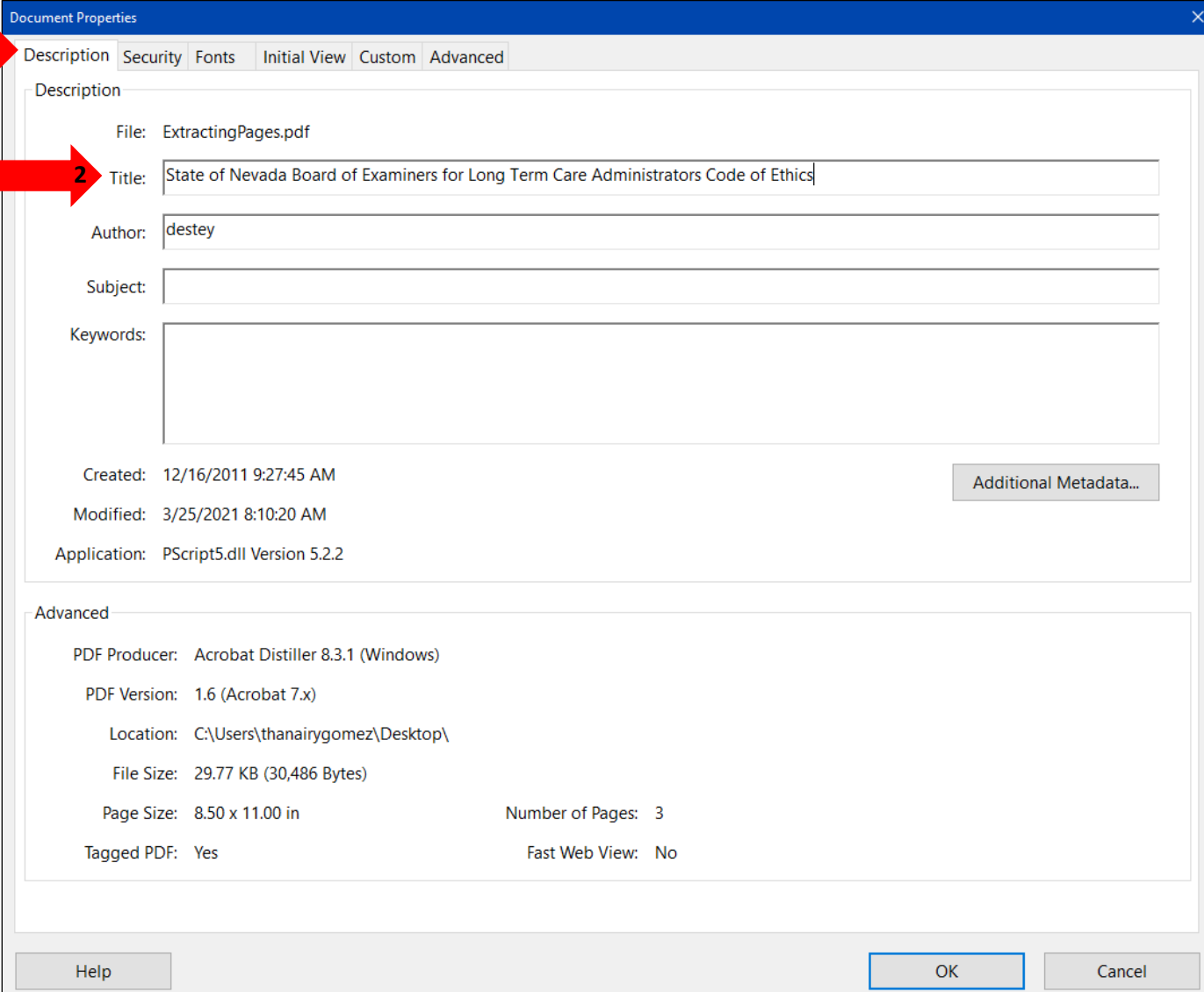
1. Click on "File" at the top of the menu bar.
2. Select "Properties" to open the Document Properties window.
3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document.



Creating/Changing a Title

If there is no title, or if the title does not provide an accurate description of the document perform the following steps:

1. Select the “description” tab. If there is no text in the Title box, a document name will need to be added. Please note that the text displayed in the Title field will be the name of the document provided to users of assistive technology.
2. If there is text in the Title box confirm that it is an accurate/relevant title. If it is not an accurate title, or if there is no title input the title in the “Title” field.
3. Click the OK button.



The screenshot shows the 'Document Properties' dialog box with the 'Description' tab selected. The 'Title' field is highlighted with a red arrow and contains the text 'State of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics'. Another red arrow points to the 'Description' tab. The 'Advanced' tab is also visible, showing PDF metadata such as 'PDF Producer: Acrobat Distiller 8.3.1 (Windows)', 'PDF Version: 1.6 (Acrobat 7.x)', 'Location: C:\Users\thanairygomez\Desktop\...', 'File Size: 29.77 KB (30,486 Bytes)', 'Page Size: 8.50 x 11.00 in', 'Number of Pages: 3', 'Tagged PDF: Yes', and 'Fast Web View: No'. The 'OK' button is highlighted with a blue border.

Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: ExtractingPages.pdf

Title: State of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics

Author: destey

Subject:

Keywords:

Created: 12/16/2011 9:27:45 AM Additional Metadata...

Modified: 3/25/2021 8:10:20 AM

Application: PScript5.dll Version 5.2.2

Advanced

PDF Producer: Acrobat Distiller 8.3.1 (Windows)

PDF Version: 1.6 (Acrobat 7.x)

Location: C:\Users\thanairygomez\Desktop\

File Size: 29.77 KB (30,486 Bytes)

Page Size: 8.50 x 11.00 in Number of Pages: 3

Tagged PDF: Yes Fast Web View: No

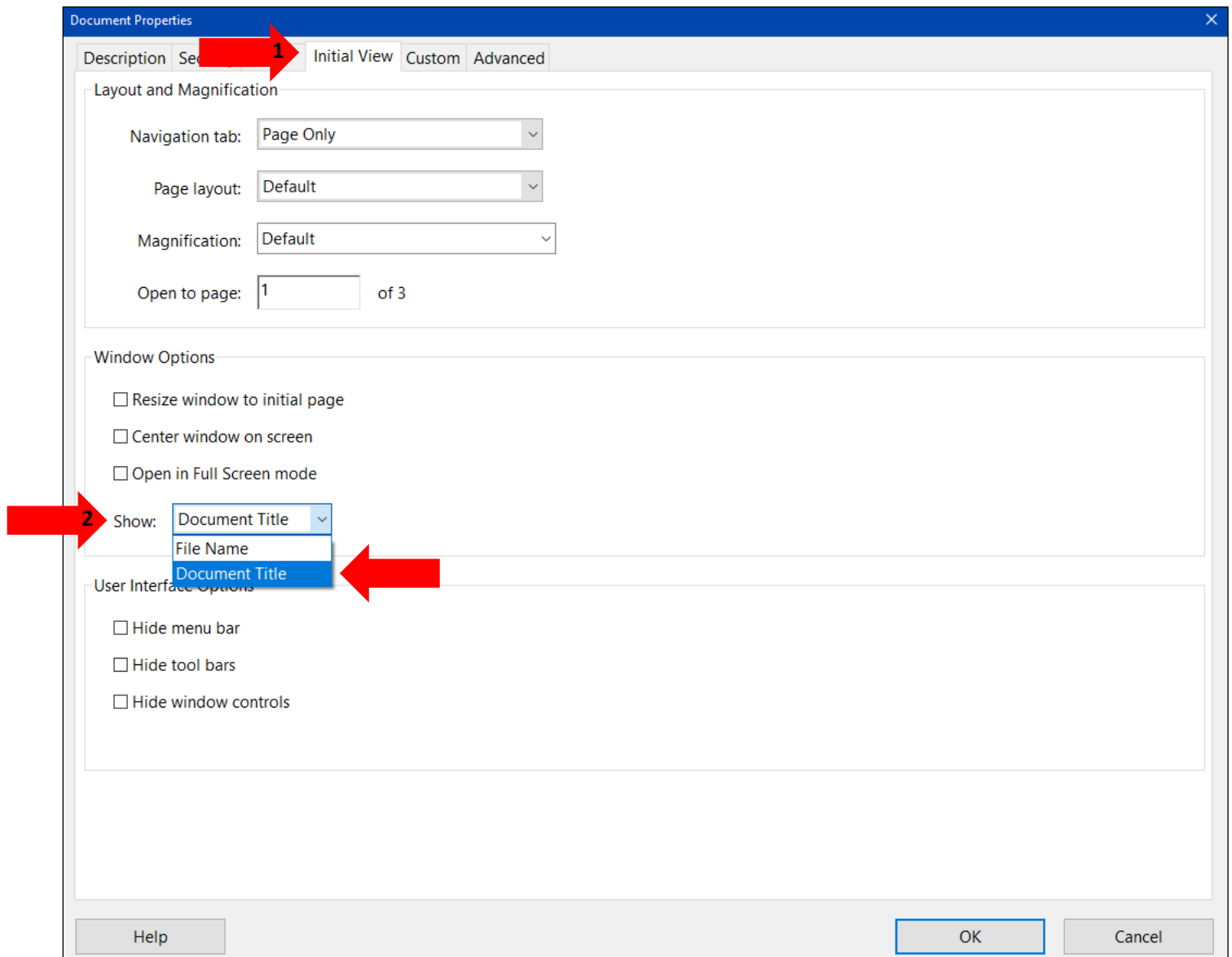
Help OK Cancel

Setting PDF to Document Title

Changing or confirming the document title is set.

When adding a Title to the document, change the Metadata from File Name to Document Title.

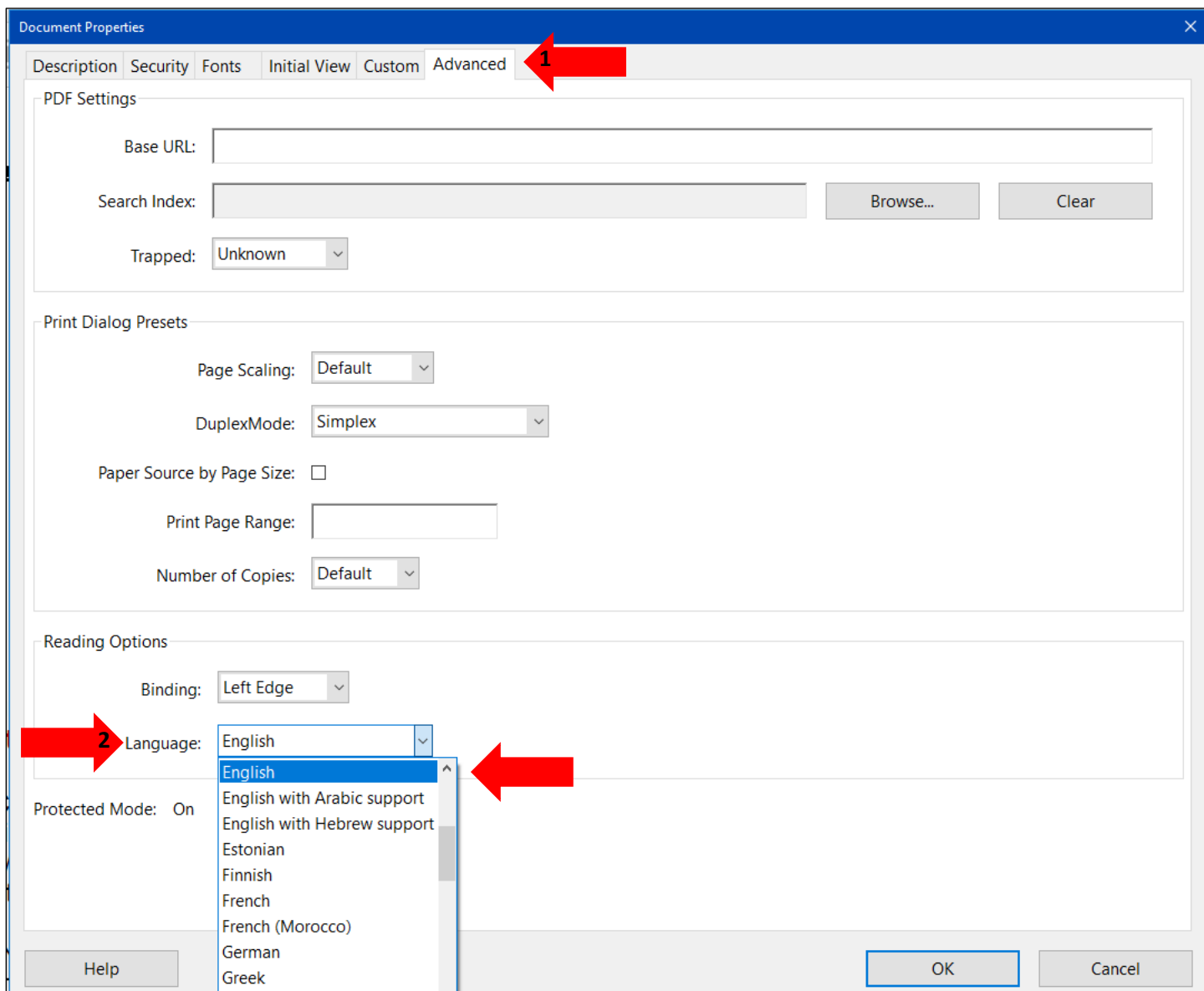
1. Click on the "Initial View" tab in the "Document Properties" window.
2. Confirm that the value displayed in the "Show" field is "Document Title. If the "Show" dropdown menu is set to "File Name" change this to "Document Title"



Setting or confirming the Language in PDF

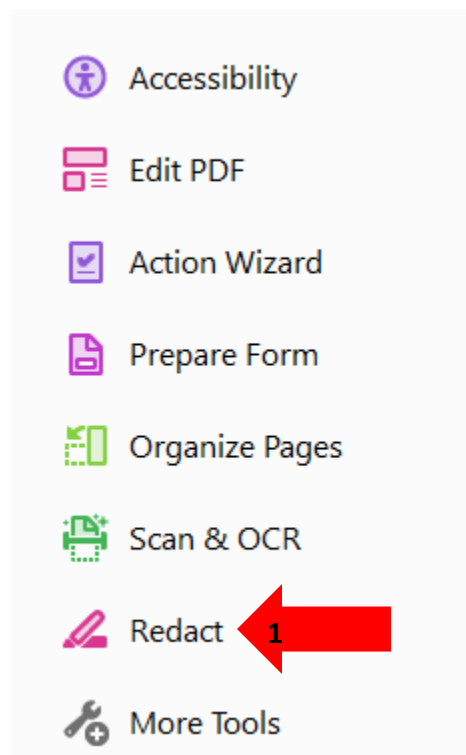
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

1. Click on the “Advanced” tab in the Document Properties window.
2. Choose the “Language dropdown” and confirm that the language in the Reading Options section of the tab is correct.
3. Click the “OK button to save any changes to the PDF title or language.



Redacted Material

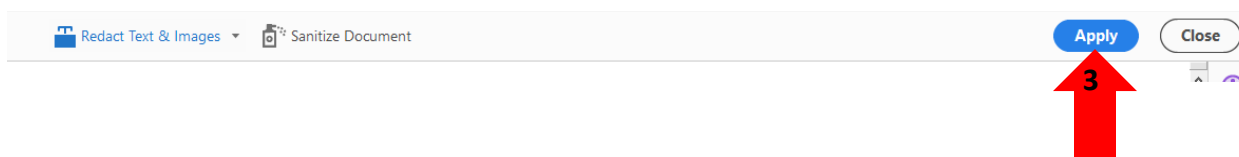
1. Select the Redact tool.



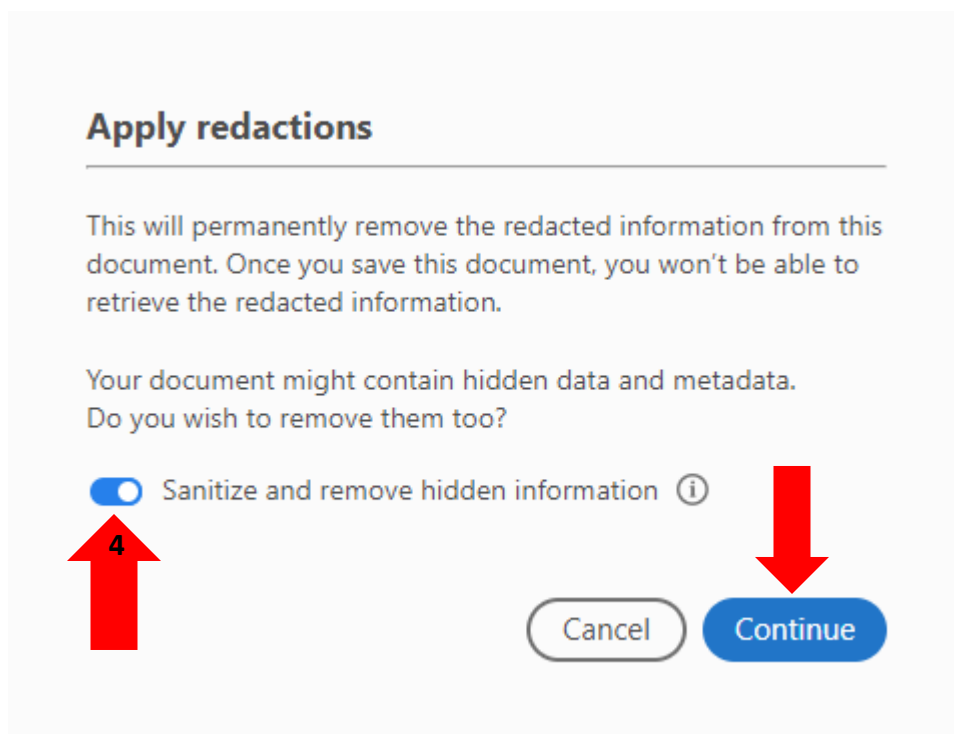
2. Select the information that needs to be redacted.

John Doe, EMT-P, MPA
P.O. Box 1234
Incline Village, Nv. 89450
(775) 111-1111
Email: email123@gmail.com

3. Select Apply at the top



4. Make sure the Sanitize and Remove Hidden Information option is selected then click Continue



Once the document is saved, the redacted information is non retrievable. So best practice is to save the document as a different name than the original.