

Please follow these steps when redacting consents by using Adobe Acrobat (Acrobat Pro DC):

- Choose **Tools > Redact** (For Acrobat Pro go to Protection)
- Choose **Mark for Redaction > Text & Images**.
- Mark items you want to remove
- When you have finished marking the items you want to redact, click **Apply** in the secondary toolbar to remove the items, then click **OK**.
- You should search for and remove hidden information in the document by using the **Remove Hidden Information** feature, click **Yes** in the dialog box.

The document *is not permanently redacted* until you *print* the document to PDF:

- From the **File Menu** choose **Print**.
- Select **PDF** from a list of printers.
- Click **Save**
- Save the file by giving it a name and click **OK**