

Legal Technologies **US**

Performing Redactions in Relativity

Redacting records

KLDiscovery™

Performing Redactions in Relativity

The following guides you through using markups in Relativity. Relativity supports several types of redactions (basic, inverse, full-page, and mass), as well as highlighting. Redactions can be moved, resized, and deleted. With all markup options, you have the option of temporarily changing the visibility of a redaction in order to view the text it covers.

Note: *Any record that you want to redact or highlight must have an image associated with it.*

To create a basic redaction

1. Check that the record that you want to redact has image associated with it by looking to see if the record you want to redact has an Image tab available in the browser.
   If the Image viewing option is available, click the **Image** tab.



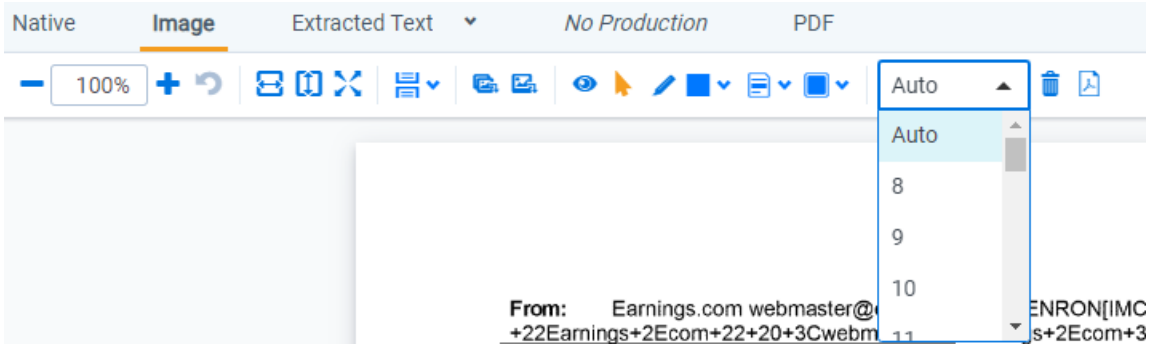
   If the Image option is not available, contact your Project Manager or Client Support for assistance.

   Note: *Tiff'ing on the fly is not recommended due to time zone differences)*



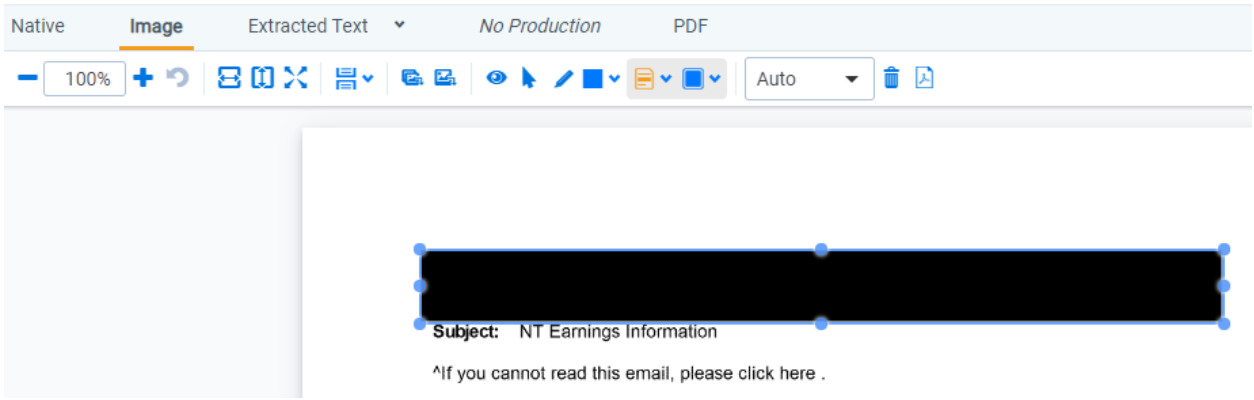
2. In the Image tool bar, click the **Redaction Mode** icon and select **Basic Redact**.
3. Click the **Redaction Type** icon and select from the following:
   - **Black Redaction**: Creates a solid black box (similar to using a black marker).
   - **Cross Redaction**: Creates a white redaction box with a black X stretching from corner to corner and a black boarder .
   - **White Redaction**: Creates a solid white box with a gray border. The gray border will not be printer or show on productions.
   - **Text Redaction**: Creates a white redaction box filled wwith black default text (such as `Redacted`).

To change the size of the text in the box, click the Auto' drop down menu.

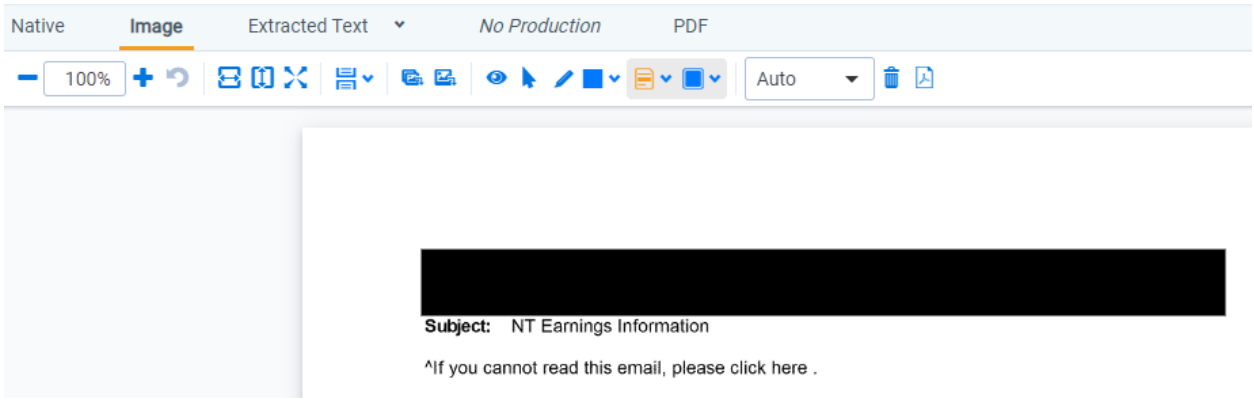


Note: *Once you select the type of redaction you want applied, the pointer changes to crosshairs.*

4. Place the crosshairs at the location on the image where you would like to start the redaction, then click and drag the box across the area you are wanting to redact.
5. As you drag the selection across the screen, the area will stretch the redaction. When you have finished selecting the area you want to redact, release the mouse button.



6. Click the document outside the redaction to secure it in its location.



To move a redaction

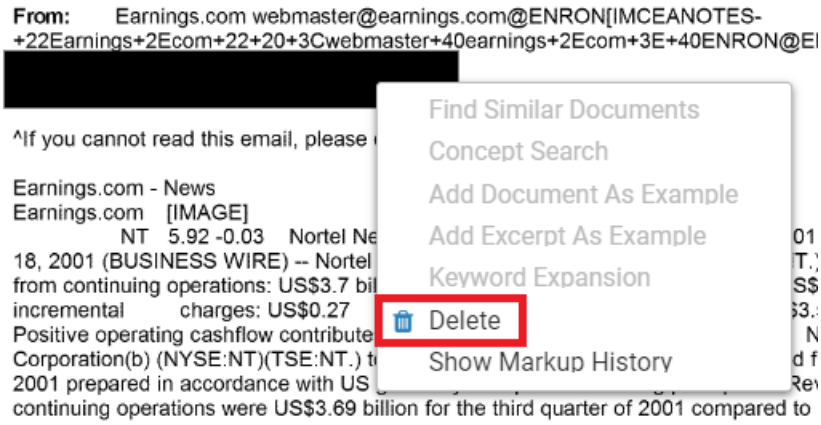
1. On the Image toolbar, click the **Selector** icon .
2. Position the mouse pointer over the redaction and with its shape changed to a four way arrow, click and drag the redaction to its new location.
3. Click the document outside the redaction to secure it in its location.

To resize a redaction

1. On the Image toolbar, click the **Selector** icon .
2. Click the redaction you want to resize.
3. With the redaction outlined with a blue border, position the mouse over one of the six blue dots on the border.
4. With the mouse pointer now a double arrow, click and drag the redaction to its desired shape.
5. Click the document outside the redaction to secure it in its location.

To delete a redaction

1. On the Image page, right-click on the redaction you want to delete and select **Delete**.

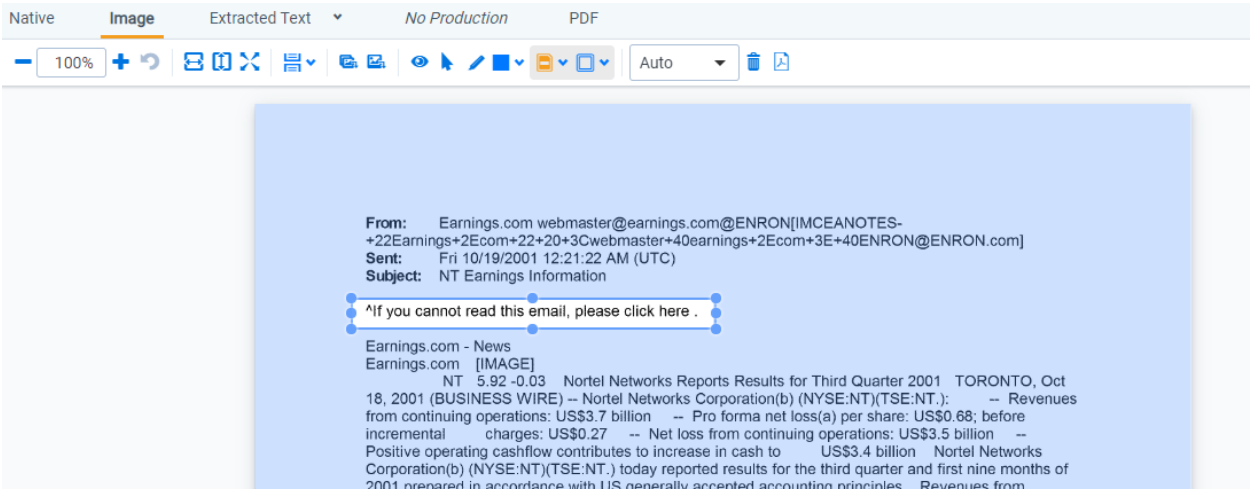


2. On the Delete (#) Markup dialog box, click **Delete (#) Markup**.

To create an inverse redaction

Note: *With an inverse redaction, the area you select remains visible, while every other area of the image is redacted.*

1. In the Image tool bar, click the **Redaction Mode** icon and select **Inverse Redact**.
2. With the mouse pointer a crosshairs, click and drag the the section of the image that you do not want to redact. The blue shading indicates where the redaction will be created. The white portion will not be reacted and will be left visible.



To create a full page redaction

Note: *Full page redactions create redactions across the entire image.*

1. In the Image tool bar, click the **Redaction Type** icon and select the type of redaction you want applied (black, cross, white, or text).
2. Click the **Redaction Mode** icon and select **Full-Page Redact**.

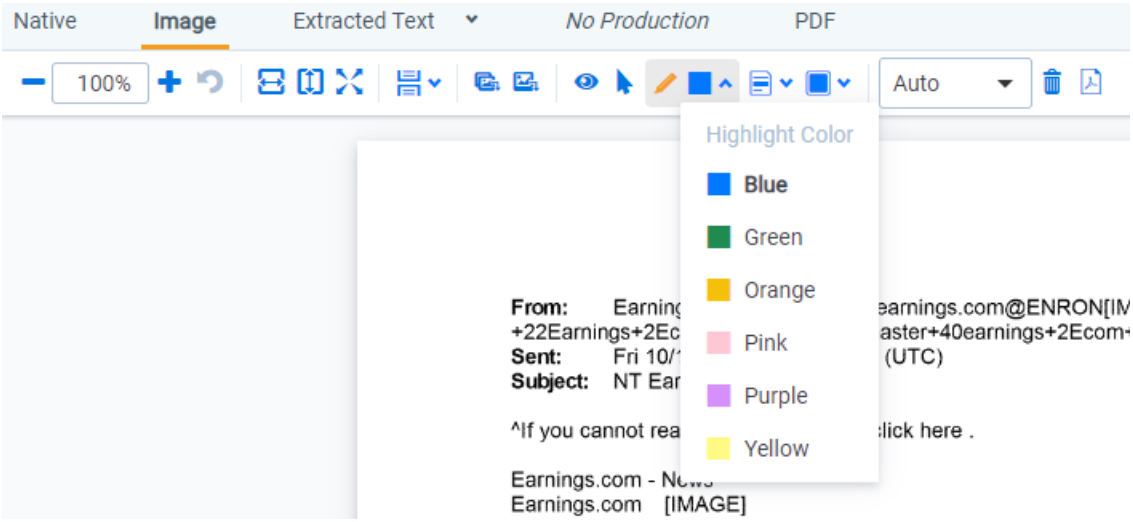
To apply a mass redaction

Note: *With mass redactions, you can apply full-page redaction of any type to a set of pages in your record.*

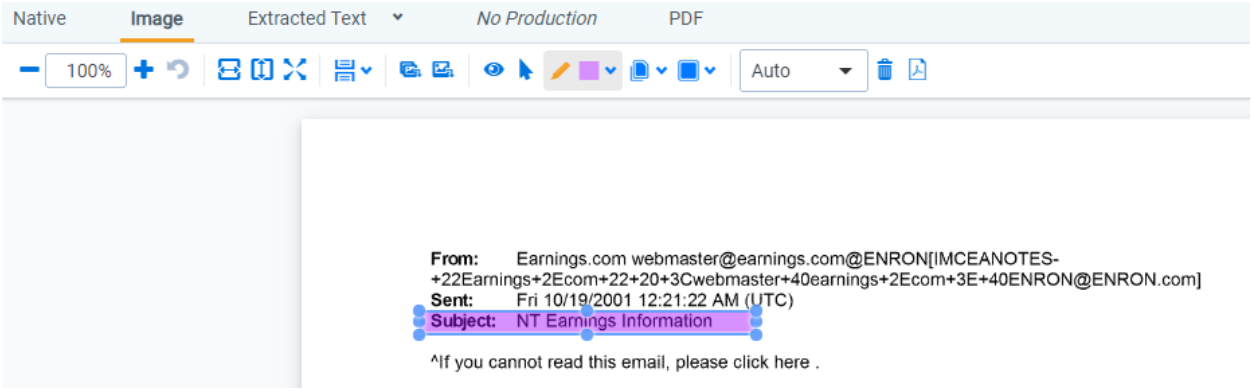
1. In the Image tool bar, click the **Redaction Mode** icon and select **Mass Redact**.
2. On the Mass Redact Images dialog box, select the **Redaction Type** you want applied (**Black**, **Cross**, **White**, or **Text**).
3. Select the **Page Range** of the redaction from the following
   - All pages in the document
   - Current page
   - Pages
4. Click **Mass Redact**.

To highlight an image

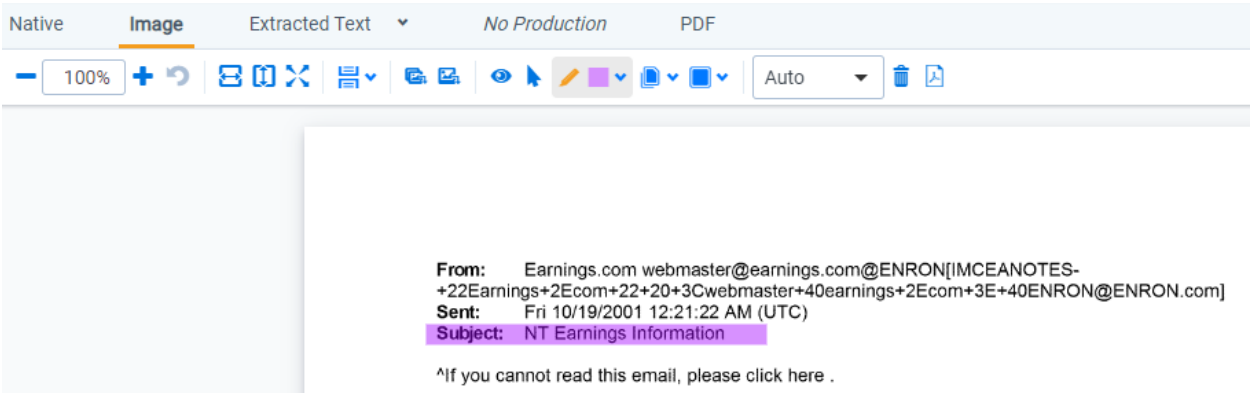
1. In the Image tool bar, click the **Draw Highlight** icon .
2. Select a color from the Highlight Color Icon dropdown.



3. Place the mouse pointer crosshairs at the location on the image where you would like to start the highlight, then click and drag the box across the area you are wanting to highlight.
4. As you drag the selection across the screen, the area will stretch the highlight. When you have finished selecting the area you want to highlight, release the mouse button.



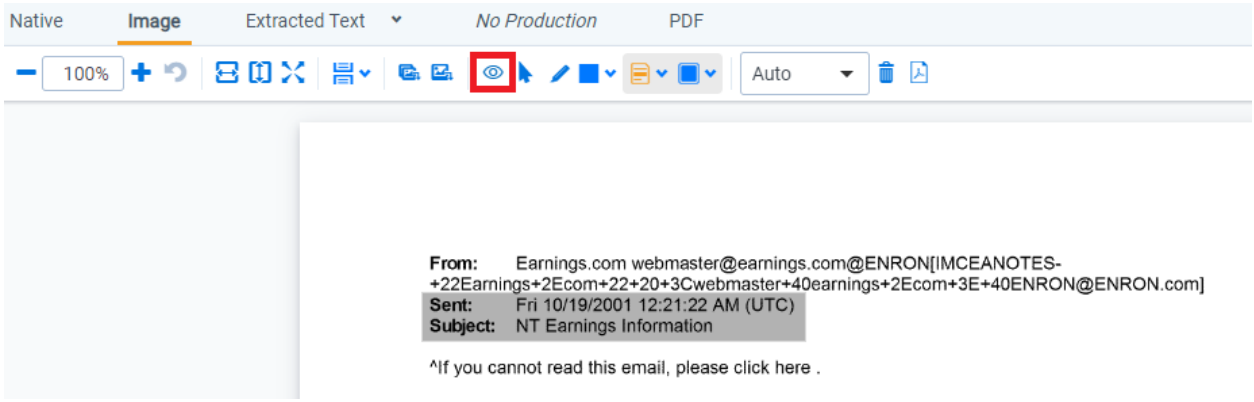
5. Click the document outside the highlight to secure it in its location.



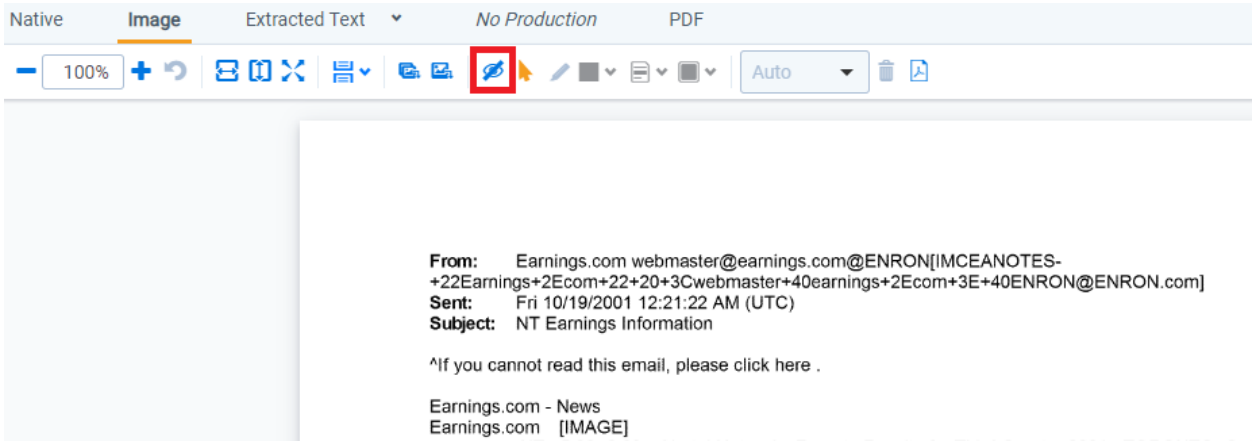
A highlight can be moved, resized, and deleted in the same manner as a redaction.

To change the visibility of a markup

1. In the Image tool bar, click the **Markup Visibility - Solid** icon .
2. Click the icon once and the Redactions become semi-transparent and the text visible under it. The icon in the toolbar is now **Markup Visibility - Transparent** icon .



3. Click the icon a second time and the Redactions will become completely transparent. The icon in the toolbar is now **Markup Visibility - Hidden** icon .



Note: *in Markup Visibility - Hidden mode, you cannot add any additional redactions, change their size, location, or in the case of the text redaction, change the text of the redaction.*

4. Click the **Markup Visibility - Hidden** icona third time to return to the **Markup Visibility - Solid** icon

Note: *If the image is printed, the full redactions are present regardless of the visibility mode.*

Note: *If you have any further questions, please contact the TechQ department at techq@kldiscovery.com or your Project Manager.*