How to Redact Credentials

Shelby L. Cearley
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Personally Identifiable Information (PII)

- PII
  o Classification placed on any type of record that could be used to identify a specific individual
  o Can be related directly to the individual or to services with which they are associated
  o PII needs to be removed from credentials submitted for possible inclusion in TAICEP's Gaggle listserv or to the Institutions, Grading Scales, and Sample Credentials database.

Sensitive Information

- Subcategory of PII that may be used to discriminate
  - Race
  - Ethnicity
  - Religion
  - Sexual Orientation

Examples of PII and Sensitive Information

Name	Date of Birth	Contact Information
ID Numbers	Photograph	Barcode/QR Code
Race/Ethnicity	Religion	Gender

How to Redact Credentials
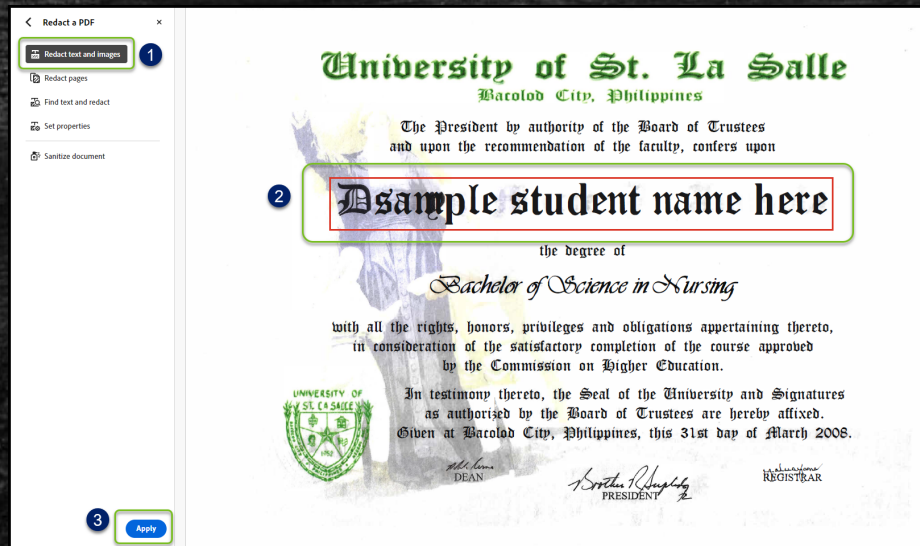## Using Adobe Acrobat Professional
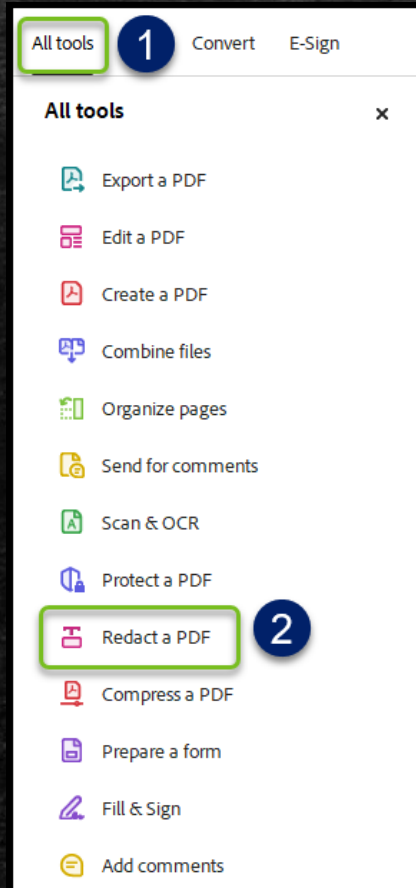
- Open Adobe Acrobat Pro

- Open the document you want to redact.

- From the global bar, click All Tools > Redact a PDF.

How to Redact Credentials
Using Adobe Acrobat Professional

- The default should be "Redact text and images".

- Select the text or image you want to redact. Do this for each page of the document.

- Then click "Apply".

How to Redact Credentials
Using Adobe Acrobat Professional

Apply redactions

This will permanently remove the redacted information from this document. Once you save this document, you won't be able to retrieve the redacted information.

Your document might contain hidden data and metadata. Do you wish to remove them too?

🔵 Sanitize and remove hidden information ⓘ **①**

Cancel   Continue **②**
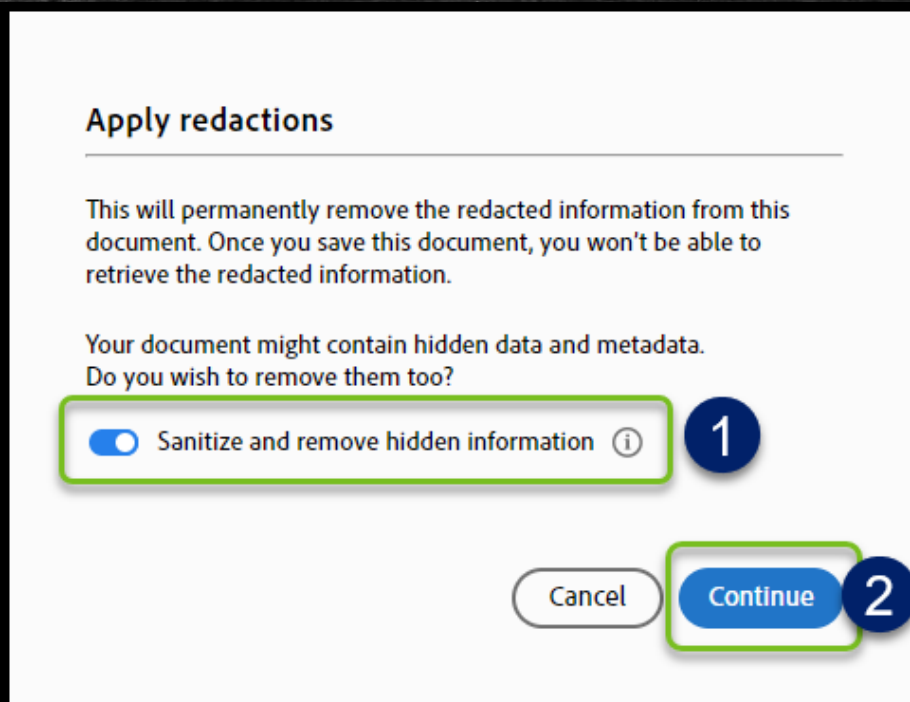
- A pop-up box will open.

- Make sure that the "Sanitize and remove hidden information" is toggled and shows blue so that metadata related to the redacted fields will also be removed.

- Then click "Continue".

How to Redact Credentials
Using Adobe Acrobat Professional

- The "Save As" box will open.

- Adobe adds "_Redacted" to the end of the file name, or you can rename it.

- Then click "Save".
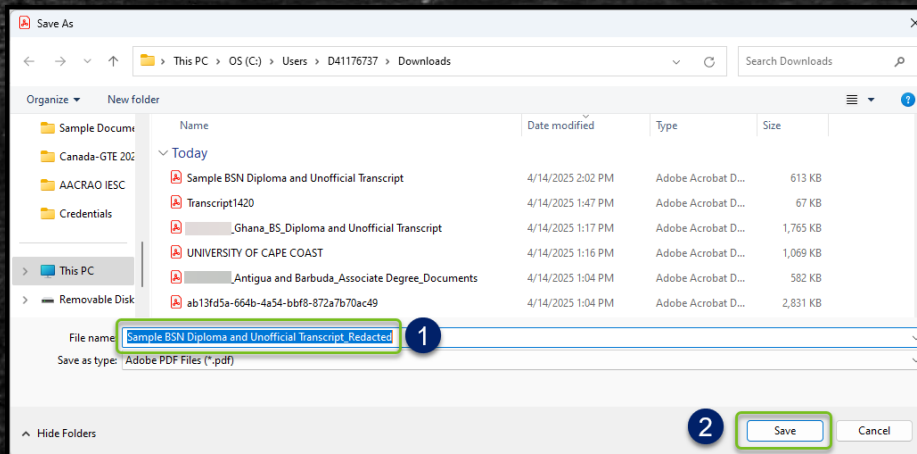
How to Redact Credentials
Using Adobe Acrobat Professional

- The document with your redactions is now ready to share.

How to Redact Credentials
Using Redact.Photo

- Go to https://redact.photo/.
  o All editing happens in the browser, so your image file is not saved.

- Upload your image file either by clicking "Select Photo" or clicking on "Drop a photo or tap to browse…"

How to Redact Credentials
Using Redact.Photo
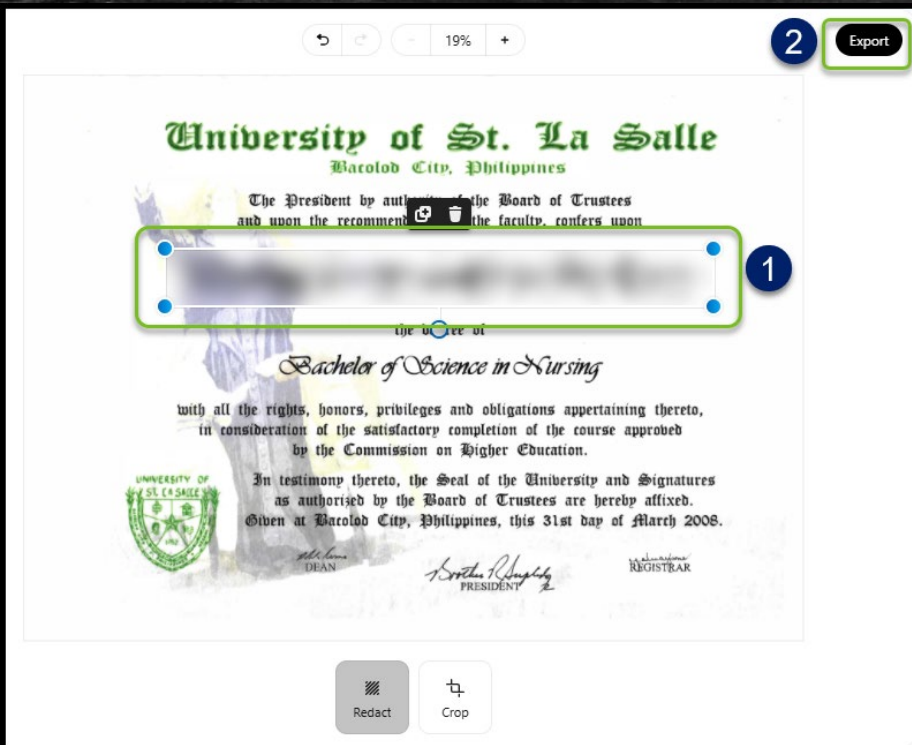
- Highlight the area(s) you want to redact.

- When complete, then click "Export" to save a copy of your redacted image.

- If your image has multiple pages, you will repeat this for each page.

How to Redact Credentials
Using Redact.Photo

- The default image format will be the original image file type, but you can choose which one you would like.
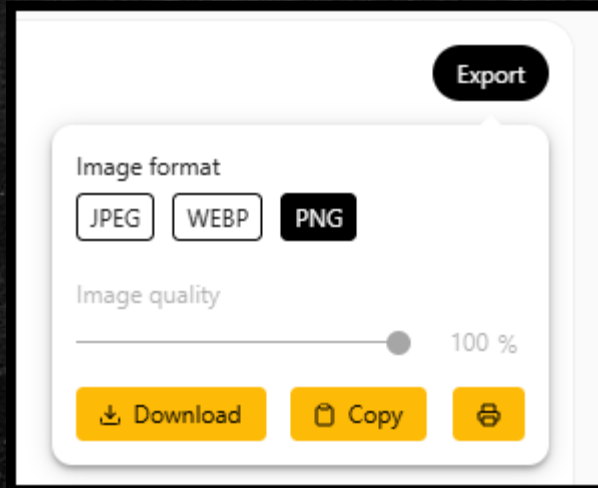
- Then you can choose to either download the file, copy the image to your clipboard, or print the file.

- Refresh browser to clear the image, or simply close the tab.

Any questions?

Shelby L. Cearley
shelbycearley@gmail.com