How to: Redact in Relativity

This document will walk you through the process of performing a series of simple redactions in Relativity. To redact your document you must have an image. A best practice is to let your project manager know you need to redact a document and our team can create TIFF/Images for those documents, however Relativity does support a Tiff on the Fly process. If your document does not have an image and you would like to use the Tiff on the Fly option you may be able to create one by clicking the Image icon as shown in Figure 1, this feature is dependent on your user access level. If you have a large number of documents or you do not have the appropriate rights, we suggest that you contact your Epiq Project Manager for assistance. We hope this information is helpful and if you need any other assistance please feel free to contact our support department at websupport@epiqsystems.com

| Switch to Normal Mode; is used as a toggle between the redaction tools. Clicking this icon allows you to also resize or move your selected redaction |
| Switch to Highlight Mode; is used for creating highlights on your document. |
| Switch to Redact Mode; is used to draw a simple black box over small text that may be too small for the Text Redaction tool. In most cases the Text Redaction tool is used for consistency in redactions even if the area is small. |
| Switch to Redact with Text mode; allows you to redact out sections of your document with a word or a phrase. |
| Change Markup set visibility; clicking this icon changes the visibility of your redaction. |
Performing the Redaction

In this example we will need to redact two areas on the document. We will use the **Black Box** tool to redact the name **Maguire, Dennis** in the **FROM** field of the email.

1. Click the **Black Box** icon as shown in Figure 3.
2. Next we left click, hold and drag the black box over the name **Maguire, Dennis** as shown in Figure 3. This will draw a black box over selected portion of the document.

![Figure 3](image1)

3. Next select the **Text Redaction** tool as shown in Figure 4 then left click, hold and drag to cover the section of the document we want redacted.

![Figure 4](image2)

4. Letting go of the mouse button completes your redaction.

Figure 5 displays a list of redaction options when right mouse clicking on a redaction. Right mouse clicking on a Black Box only offers the **Delete** and **Show Markup History** options. Right mouse clicking on a Text Redaction displays options to **Edit** the text displayed in the redaction window, a list of pre-populated selections, this choice list is created by your case manager and your Epiq team along with the **Delete** and the **Show Markup History** options. For more information on Markup History please contact support.
Markup Set Visibility

The **Markup Set Visibility** button as shown in Figure 2 and in Figure 6, allows you to see what’s behind the redaction. Clicking the icon once displays your redaction as a water mark or transparent, this state is also reported at the bottom left hand corner of the screen as **Transparent**. Clicking the option again makes the redaction invisible, this state is also reported at the bottom left hand corner of the screen as **Hidden** and clicking a third time will return the markup to its default state.

**NOTE:** The Markup Set Visibility button does not affect your productions.

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