

# REDACTIONS IN SIGHTLINE

Sightline Help Documentation



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## Redactions

Sightline allows Users to redact files directly quickly and easily in the platform without having to pre-TIFF or TIFF on the Fly. All files – with minor exceptions – are loaded into Sightline as a PDF file which allows Users to apply redactions when they need to. Sightline also allows for native redactions on Microsoft Excel files, which are displayed natively in the DocViewer. Sightline’s powerful redaction tool lets Users redact with the standard crosshair box, by page, by text, and even across multiple documents at once with Batch Redactions (please see our separate guide to Batch Redactions for additional information).

## Setting Up Redactions

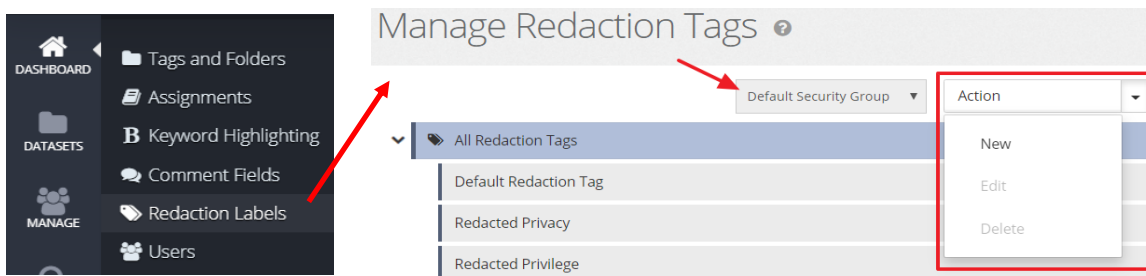
Before you can make redactions in Sightline, you must ensure that there is at least one Annotation Layer added to the Security Group and at least one Redaction Tag. By default, all new projects come with a Default Annotation Layer and three Redaction Tags; Default Redaction Tag, Redacted Privacy, and Redacted Privilege.

Unless there is any need to make any changes, the platform is setup to allow for immediate use of the redaction tools. If you do need to make changes, and you are unsure about the settings, please reach out to your Consilio contact.

### Create and Edit Redaction Tags

Redaction Tags must be applied to each redaction made in Sightline. They are used to distinguish different redaction reasons and to allow for multiple redaction language during production. By default, Sightline provides 3 Redaction Tags: Default Redaction Tag, Redacted Privacy and Redacted Privilege.

If you need to create additional tags or edit the existing tags, navigate to Manage->Redaction Labels from the menu on the left-hand side. This will open the Manage Redaction Tags page.

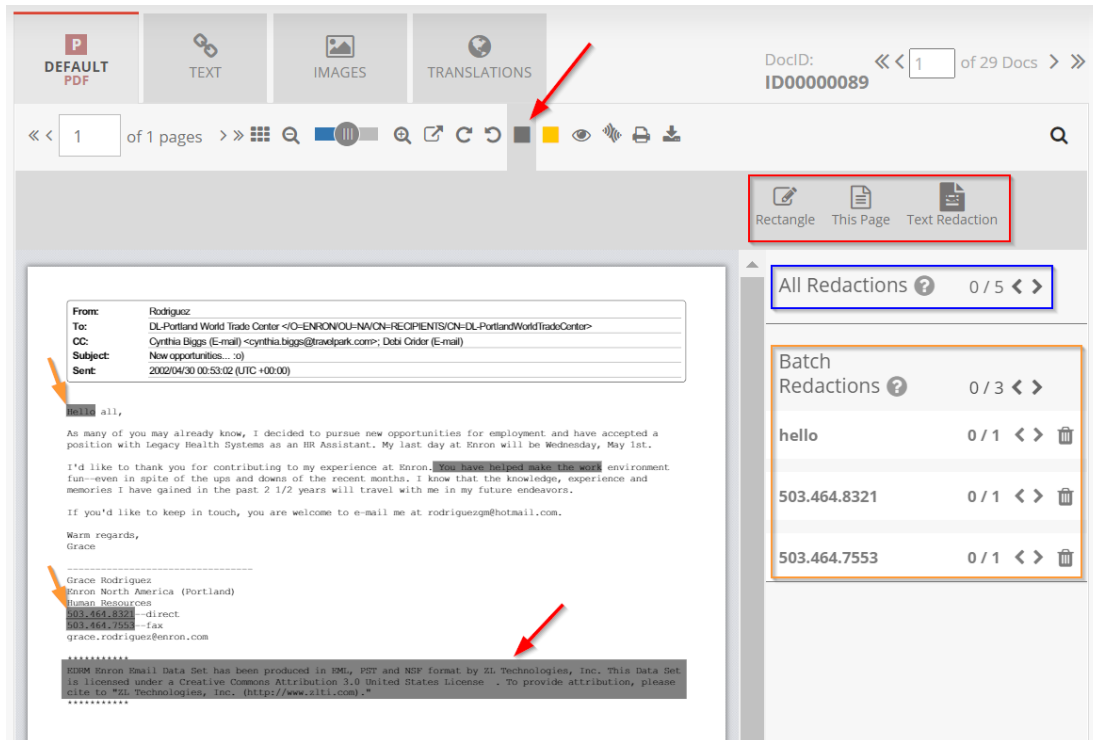


From this page you can create a Redaction Tag by clicking on the All Redaction Tags Group at the top and then using the Action dropdown select New. This will open the create new Redaction Tag window. Enter a name into the window and click Save.

If you wish to Edit an existing Redaction Tag, click on the tag you wish to edit, and then from the Action dropdown you can either edit the name of the tag using the Edit option, or delete the tag using the Delete option. Exercise caution when deleting Redaction Tags.

## Making a Redaction

You can only make redactions as a Review Manager or a Reviewer (if granted rights to do so by a Review Manager). If you are in your database as a Project Administrator, you must change your role. Navigate to the document you wish to redact in the DocView and click the black box in the controls along the top of the document. This will open the Redaction Control Panel.



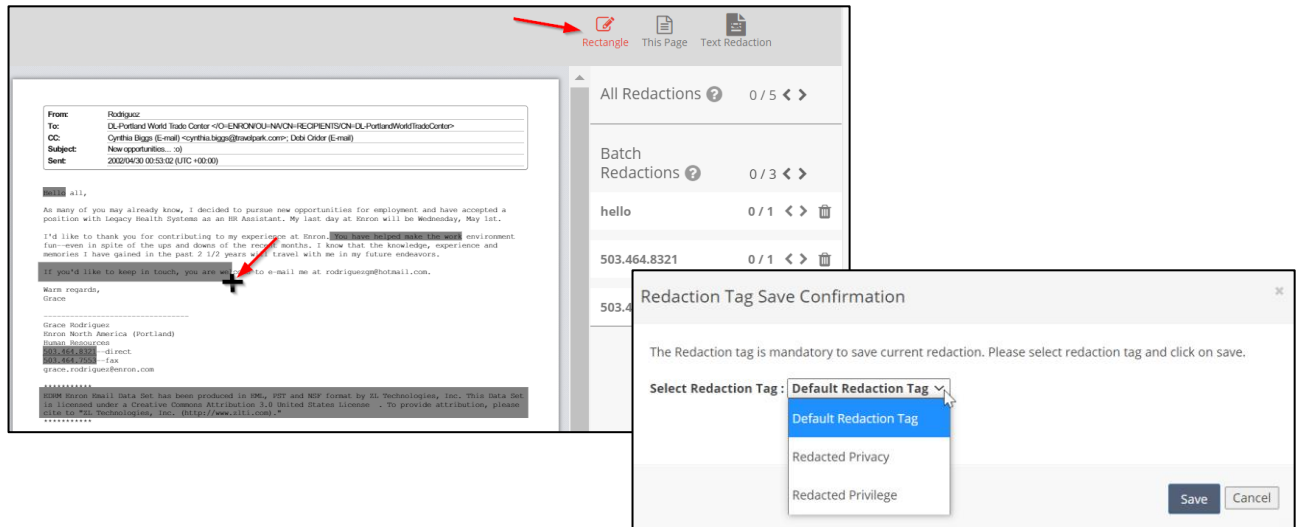
### Redaction Control Panel

The Redaction Control Panel consists of several areas: The redaction type selector (red box), the redaction navigation (blue box) and the Batch Redactions (orange box). The redactions themselves appear on the document as transparent boxes.

- Redaction Type Selector – Users can choose between:
  - Standard Rectangle – Using the mouse and crosshairs to draw the redaction
  - This Page – Selecting this option will apply a full page redaction to the current page
  - Text Redaction – Using the mouse to select text using the cursor to make a redaction
- Redaction Navigation – Navigate through the redactions on the page using the arrow buttons. The counter is displayed as X/Y where X is the current selected redaction and Y is the total number of redactions.
- Batch Redactions – Similar to the Redaction Navigation, this section allows Users to navigate through only the Batch Redactions on the page and delete them using the trash can icon if necessary.

### Rectangle Redactions

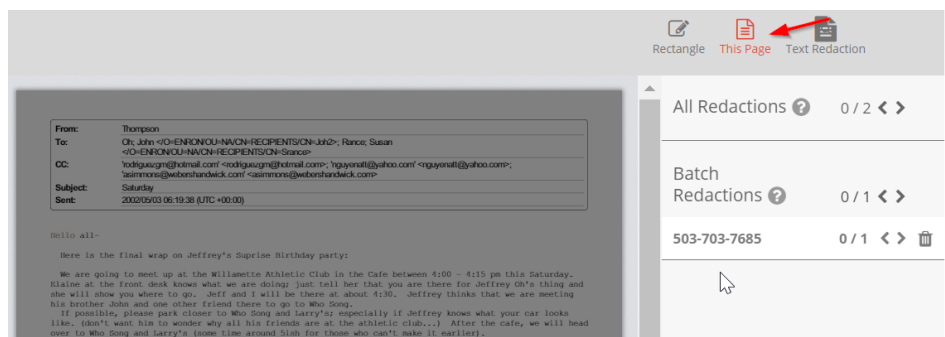
To make a standard rectangle redaction, select the Rectangle button from the Redaction Type Selector. This will turn the mouse cursor into a set of crosshairs. Place the mouse at one corner near the area you wish to redact. Click and hold the left mouse button and drag the mouse to draw a rectangle over the redaction area. When complete, release the mouse button to complete the redaction.



Once you release the mouse button the Redaction Tag Save Confirmation window will open. From this window the User will select the appropriate Redaction Tag for the redaction from dropdown. The dropdown will automatically select the last Redaction Tag used. Once the Redaction Tag has been selected, click Save to save the Redaction or Cancel to delete the Redaction.

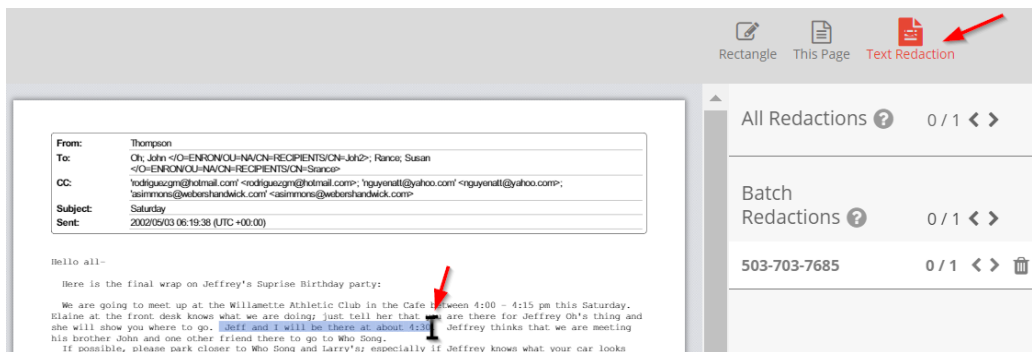
### This Page Redactions

If you need to redact a full page of a document, you can do so by using the This Page option from the Redaction Type Selector. Choosing this option immediately opens the Redaction Tag Save Confirmation window to allow the User to select the Redaction Tag for the full-page redaction. Once selected, the entire page will become greyed out with the transparent redaction.



### Text Redaction

If you are trying to redaction just a portion of text in the middle of a paragraph, it may be easier to use the Text Redaction rather than trying to draw a rectangle. The Text Redaction will allow the User to use the mouse to highlight text within the document to create the redaction. Select the Text Redaction from the Redaction Type Selector. This will turn the mouse into the I-Beam cursor which will allow you to select text within the document. Click and hold the left mouse button and drag the mouse over the text you wish to redact. The tool will grab the highlighted text. When you release the mouse button the Redaction Tag Save Confirmation window will open allowing you to select your Redaction Tag.

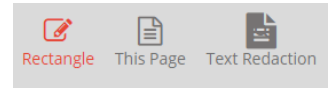


### Batch Redactions

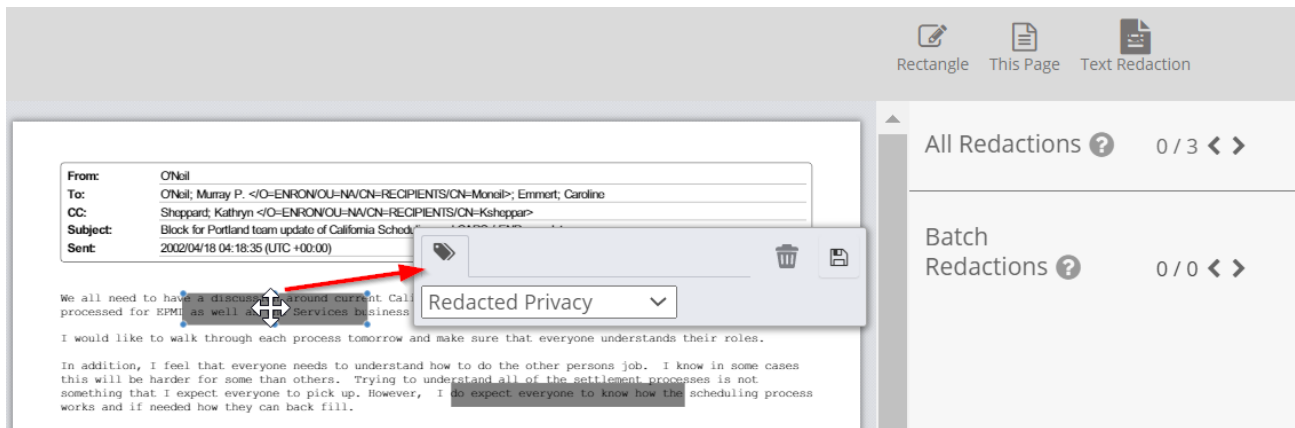
Batch Redactions are handled outside of the DocView and the Redaction Control Panel. In order to create Batch Redactions, you must navigate to Manage->Batch Redactions. You are able to view and edit Batch Redactions from the DocView and the Redactions Control Panel, but they must be created under the Batch Redactions Page. Please reference our separate help document on Batch Redactions for additional information on using this redaction tool.

## Editing Redactions

Once the Redaction is made, you can edit the size and location of Rectangle redactions, edit the length of Text Redactions, update the Redaction Tags, and delete the Redaction. To edit a redaction, first confirm that you do not current have one of the Redaction options selected. This can be confirmed by checking to see if any of the options are red. If they are, simply click the option again to deselect it.



When you hover your mouse over an existing redaction, the hand pointer turns into a move pointer. Clicking on the redaction will open the Edit window.



The Edit window will allow the User to update the Redaction Tag by clicking on the dropdown, Delete the redaction by clicking the trash can icon or Save the changes by clicking the disk icon. Once you click Save, the window will close.

For Rectanlge Redactions, you can click and hold the mouse button to move the redaction around the document. You can also click and hold any of the sides or corners to adjust the size of the redaction.

For Text Redactions, you can click and drag the corners to make the redaction longer or shorter.