

## Redacting a Paper Document

Before scanning the document:

1. Cut-out (literally) all the text to be redacted and properly dispose of (shred) the clippings. This method will always be 100% effective.
2. Use opaque (100% impenetrable by light; neither transparent nor translucent) tape or paper to cover over the sections to be redacted. Do not use plain-paper as the scanner may pick up images through the paper. Even some black paper may allow some light reflection - so be careful.