



FOXIT SMART REDACT AI-BASED AUTO REDACTION.



QUICK START GUIDE

Foxit Smart Redact Quick Start Guide

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About Foxit Smart Redact

Foxit PDF Editor is a world-renowned PDF document editing product. It continues to develop various functions related to PDF document processing to bring customers more convenient and easier-to-use features.

For information protection, Foxit PDF Editor provides the function of redaction on PDF documents to meet users' needs and legal requirements for privacy information protection. The team applies AI technology to the automatic detection and extraction of document content to develop a product, which automatically identifies, detects and extracts various private information that has been regulated by laws, and redacts them according to user needs. The automated mechanism can effectively help customers detect and process all kinds of regulated private information; in addition to helping customers meet compliance requirements, it also saves a lot of energy and time for manual search and review, and greatly improves user processing. The efficiently process of sensitive information documents can save considerable costs for enterprises.

This technology to be enhanced the existing Mark for Redaction function of PDF Editor. On the basis of the original excellent function, it adds the advantage of AI automatic processing; it is added to PDF Editor in the form of a plugin to realize the automatic function of detecting and redacting sensitive information based on AI.

Before using Foxit Smart Redact

For version 2023 or later, Foxit PDF Editor Suite Pro bundles Foxit Smart Redact (with the default usage quota) as a default plug-in. Since the operation of Smart Redact on the Windows

and Mac versions of PDF Editor is the same, the Windows version is used as an explanation below.

Requirements

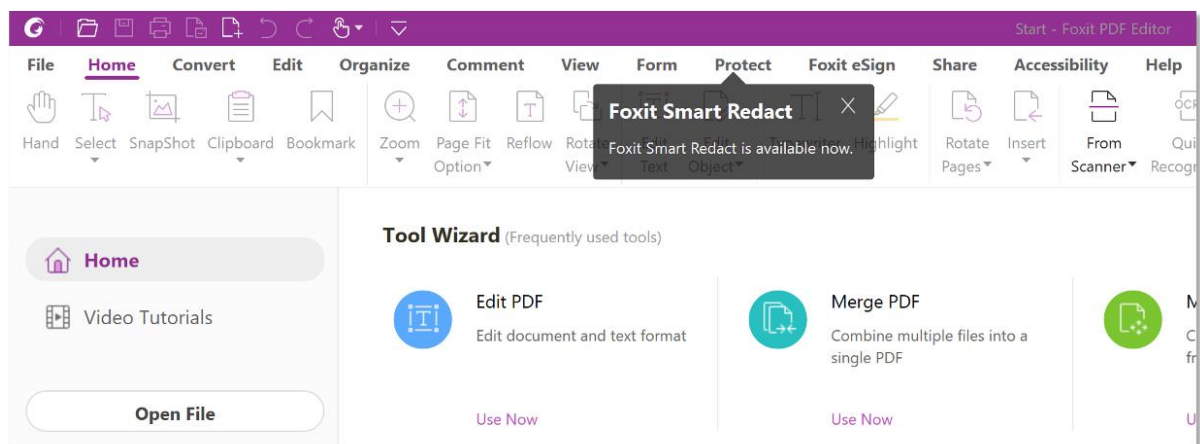
- The software of Foxit PDF Editor
- Internet Connection
- A Foxit account

Upgrade from previous version of Foxit Smart Redact

The version 2023 of Foxit PDF Editor can handle the upgrade from the current version; you only need to install version 2023 in the normal steps to complete the upgrade of Foxit PDF Editor and Foxit Smart Redact at the same time.

Using Foxit Smart Redact

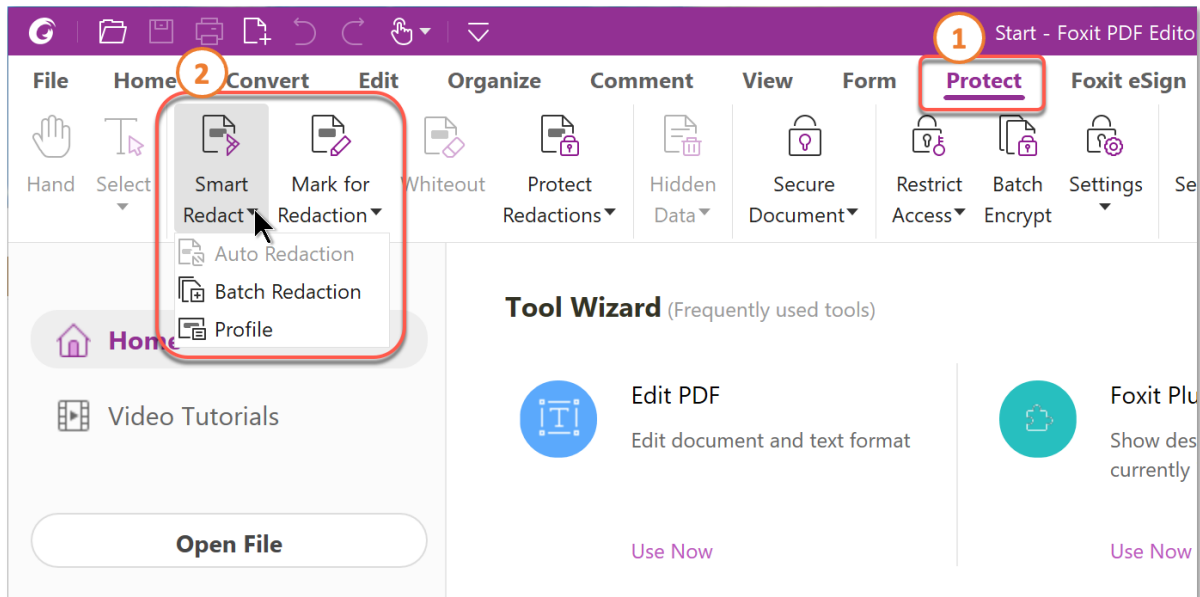
After you install version 2023 of PDF Editor and start it for the first time, you will see the tip as shown below, which means that Foxit Smart Redact has been loaded correctly and ready to be used.



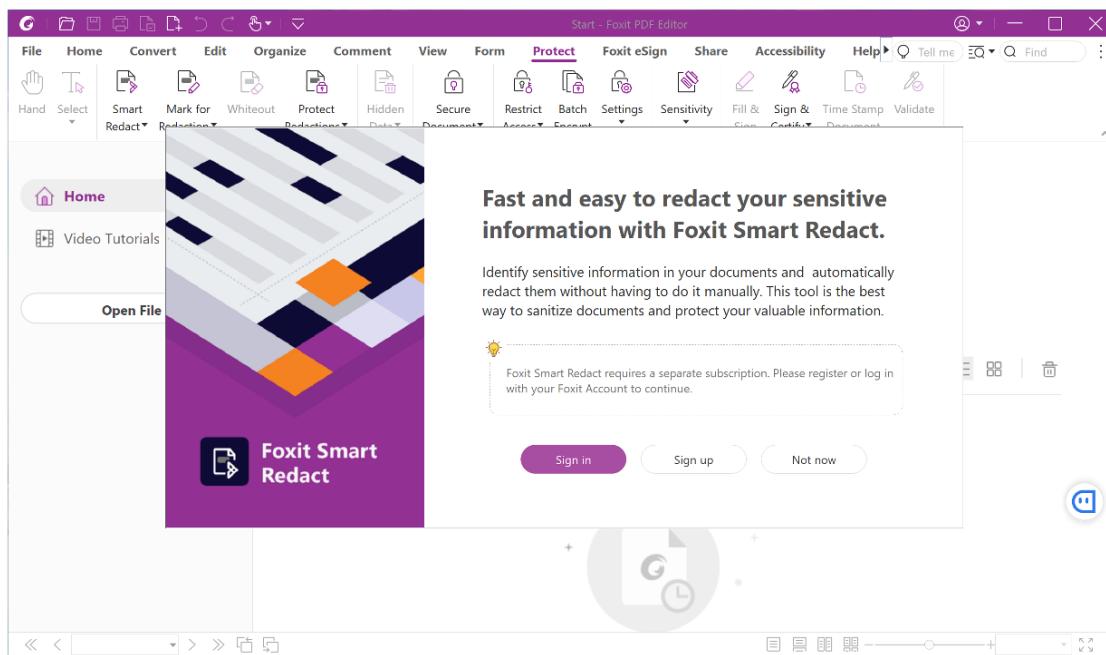
Automatic sensitive information detection and redaction

To redact sensitive information from PDF documents, after you opened a PDF file, select the **Protect** tab, and then select **Auto Redaction** to launch Smart Redact function.

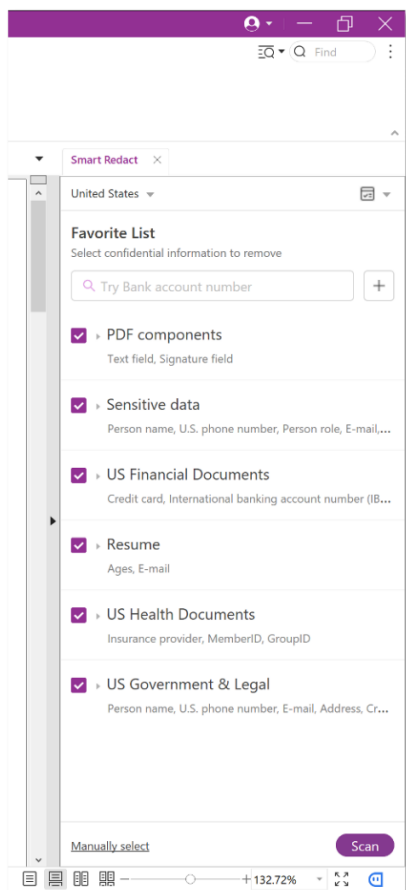
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Cautions: Once you click to launch any function option of Foxit Smart Redact, Foxit PDF Editor will automatically detect whether you have sign-in to Foxit account; if not, a prompt pop-up window will appear. You can sign-up a Foxit account or sign-in to your existing Foxit account.

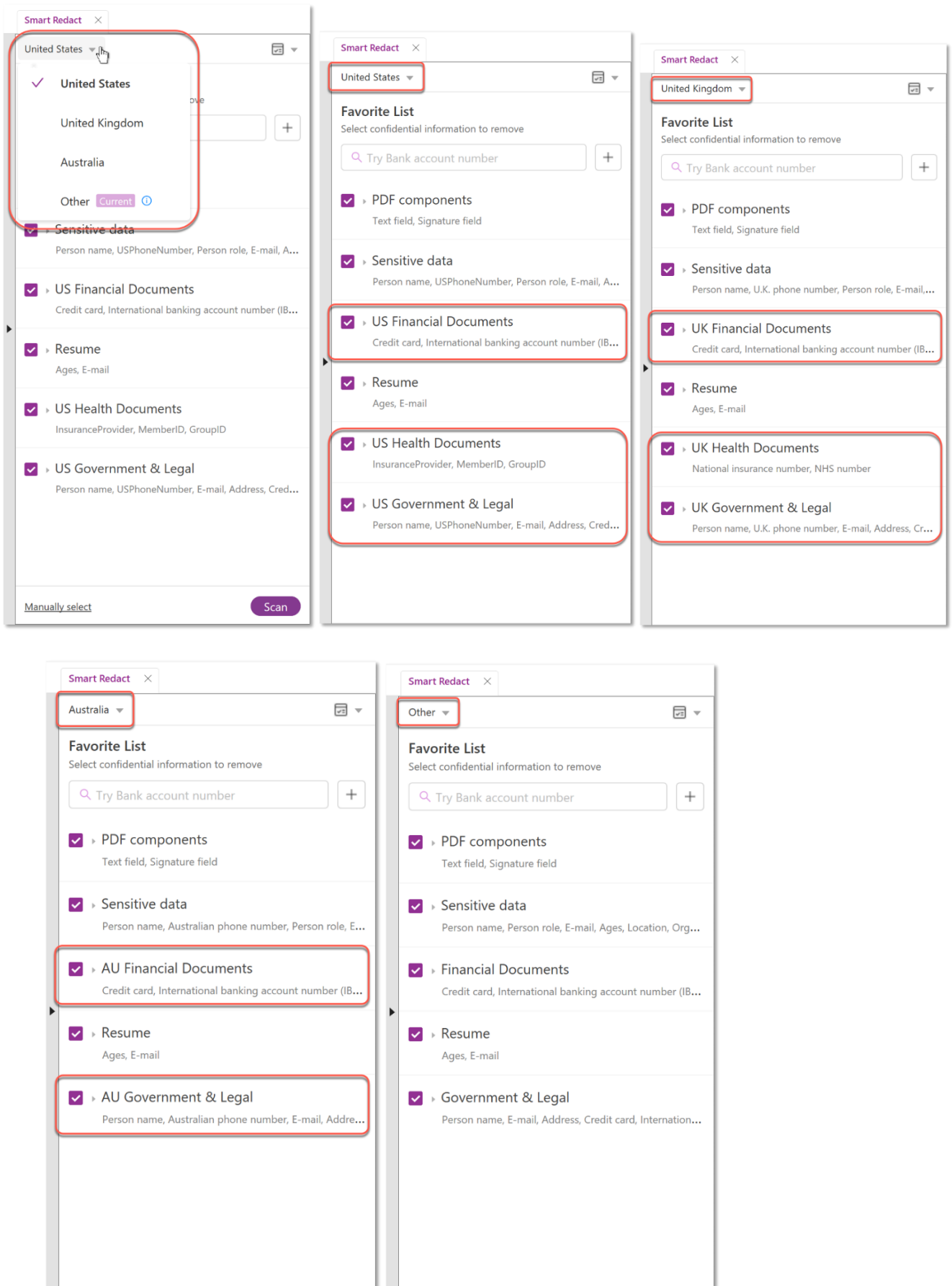


The **Smart Redact** view will be opened in the right of the Foxit PDF Editor window.



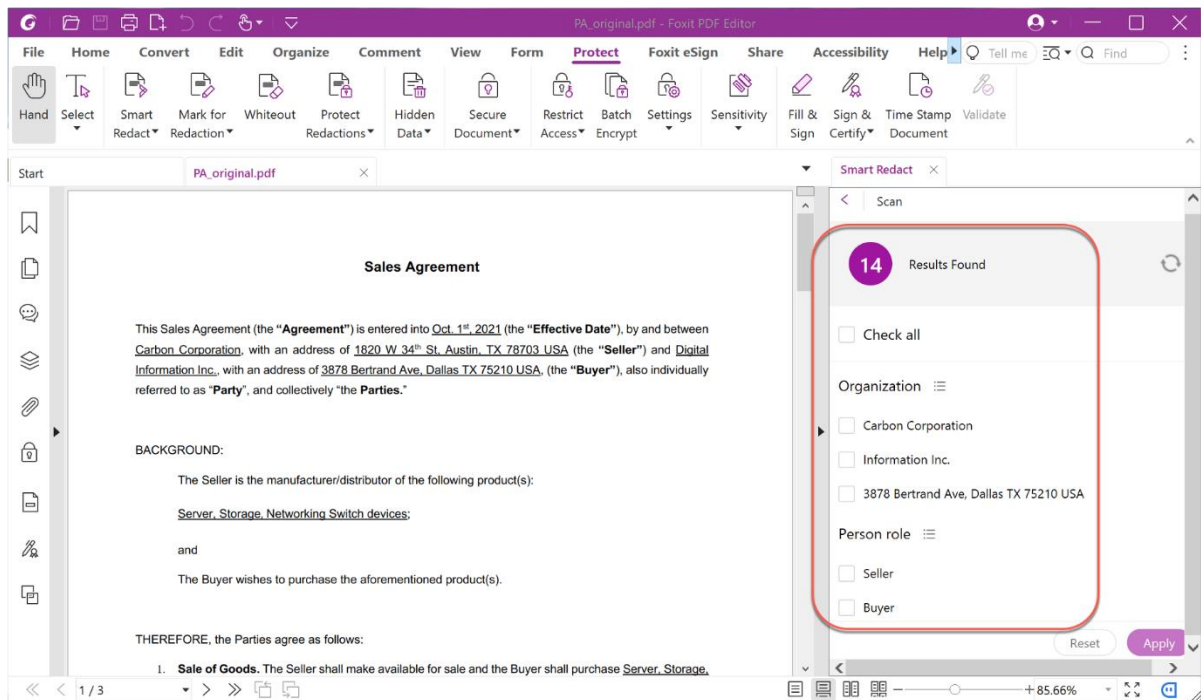
In the **Smart Redact** view, it lists the profiles of redaction. There are several default profiles after the plugin is installed. You can check/uncheck profiles you want to apply for smart redact. Some profiles are only suitable for certain regions. You can use the drop-down menu at the top left to change the setting to match the region you are in or the document is suitable for. If none of the above options are suitable for you, please select Other.

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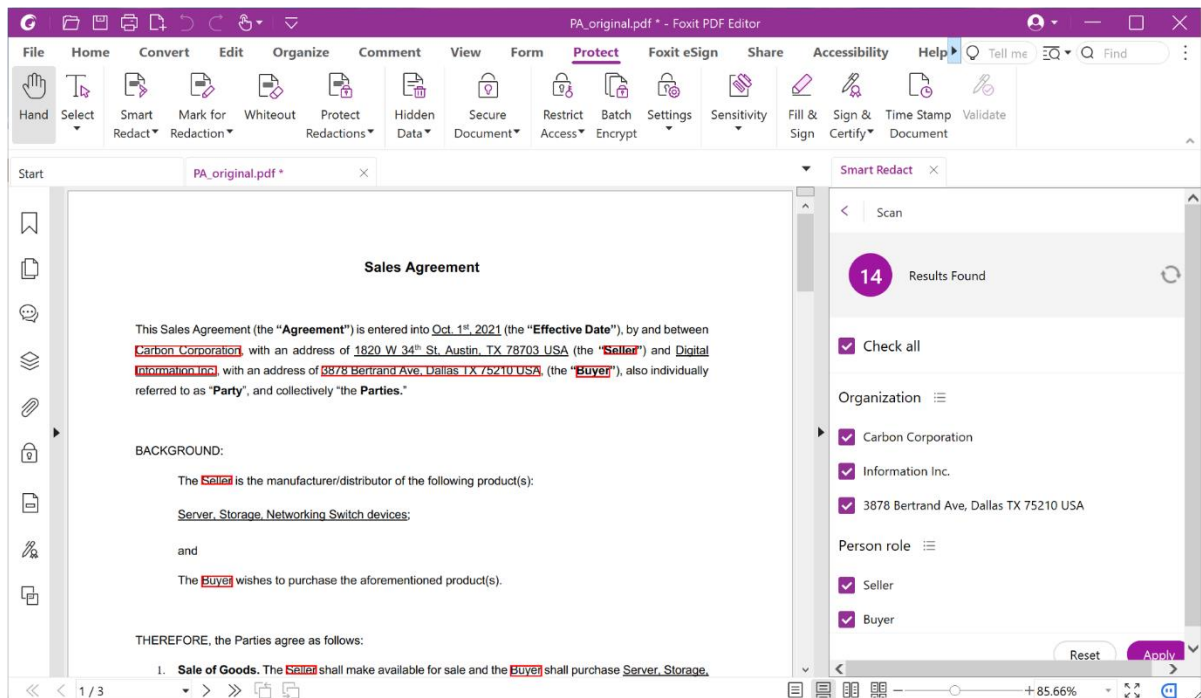


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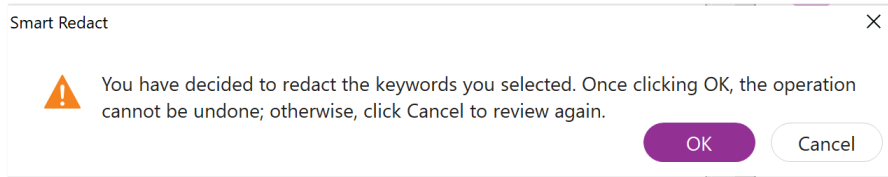
To have Smart Redact to detect sensitive information, click **Scan**, and the detected sensitive information will be listed.



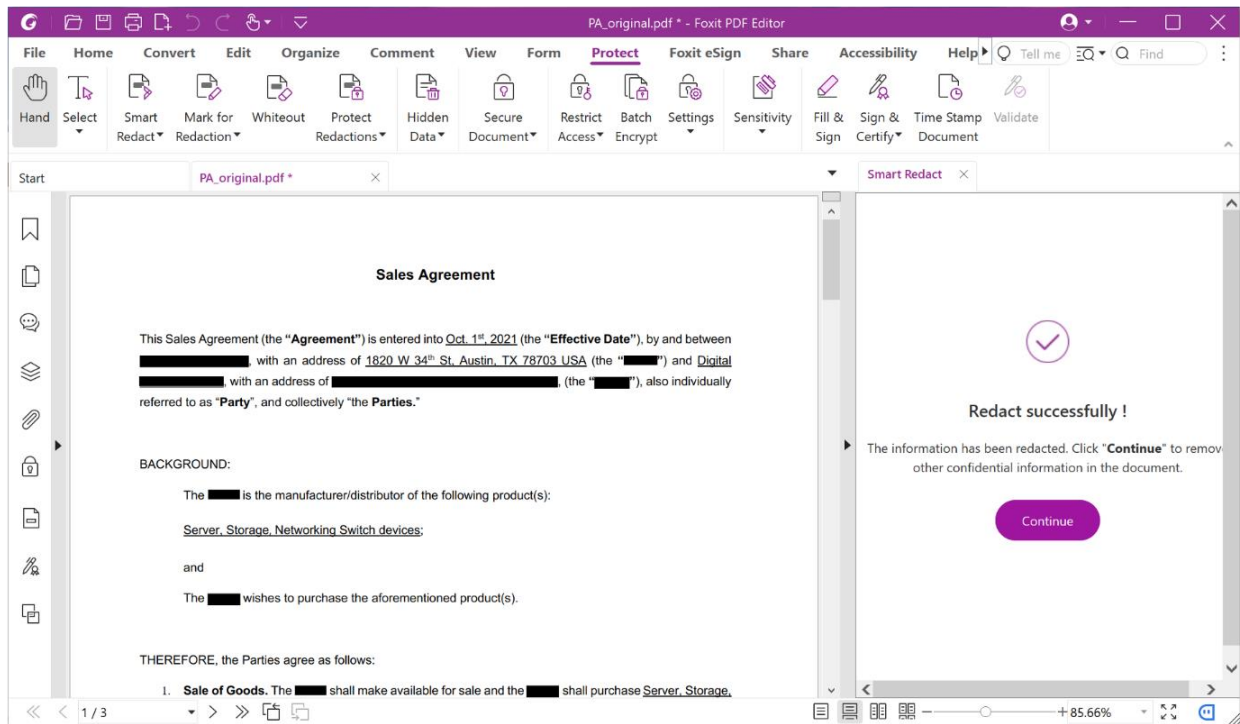
Select detected sensitive information one by one for redaction, or you can check **Check all** to redact all items.



To redact the marked sensitive information, click the **Apply** button; and click the **OK** button from the confirmation dialog box.



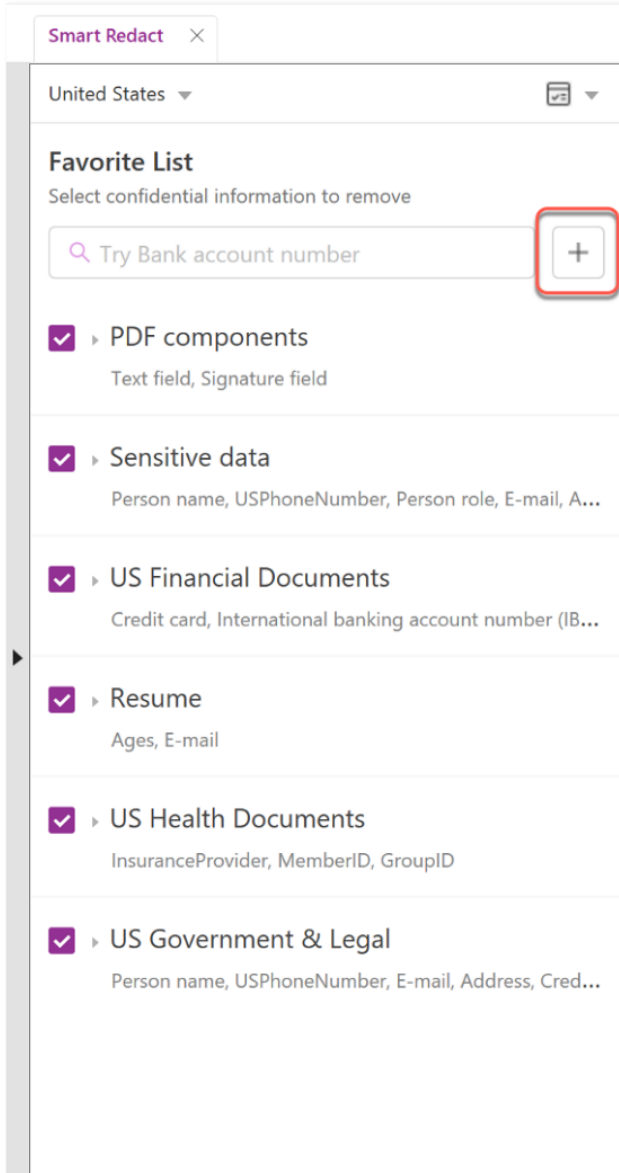
The PDF document will be redacted as shown below. You can click the **Continue** button for further sensitive information detection and redaction.



Redact profile configuration

New profile creation

To configure redaction profiles, click the **Configuration** icon ("+") from the Smart Redact view.



The data types that can be detected by the plugin which are listed in the Smart Redact view. You can check/uncheck data types and specify a profile name in the text box of **Group name**. Click the **Save** button to create a new profile with the selected data types.

Smart Redact ×

< Favorite List

Create new group

Group name

New Profile

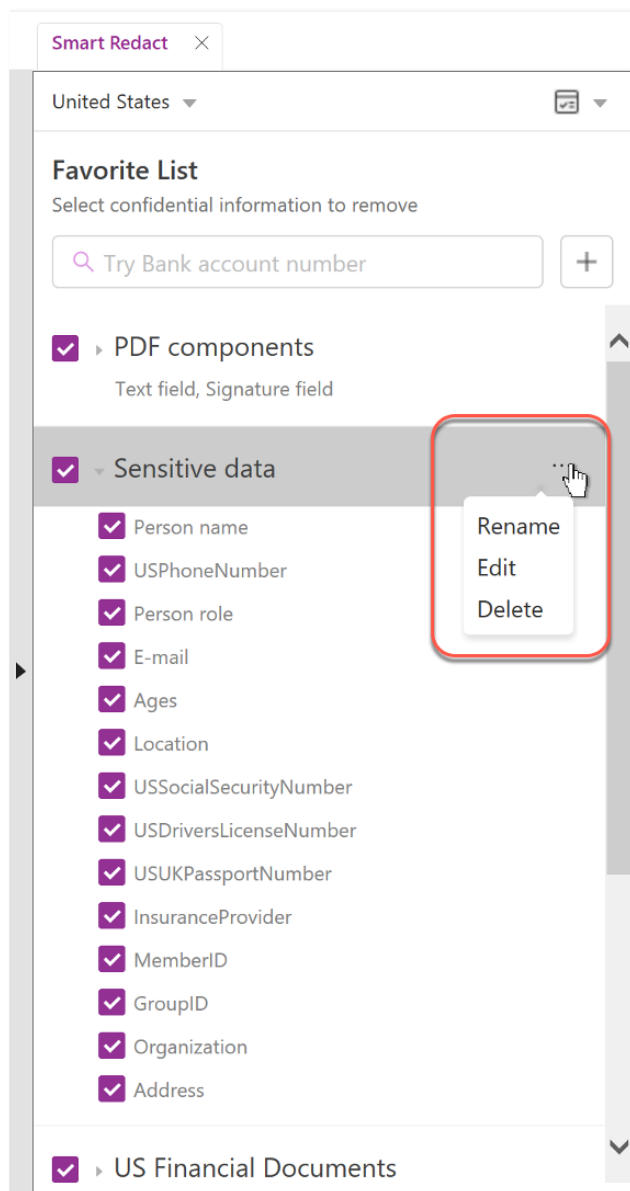
All Confidential info

- ☐ Select all
- ☒ Form fields
 - ☒ Image field
 - ☒ Text field
 - ☒ Signature field
- ☐ Confidential Content
 - ☒ Address
 - ☒ Ages
 - ☐ Amount
 - ☒ Credit card
 - ☐ DateTime
 - ☒ E-mail
 - ☒ International banking account number (IBAN)
 - ☒ Location
 - ☐ Organization
 - ☒ Passwords

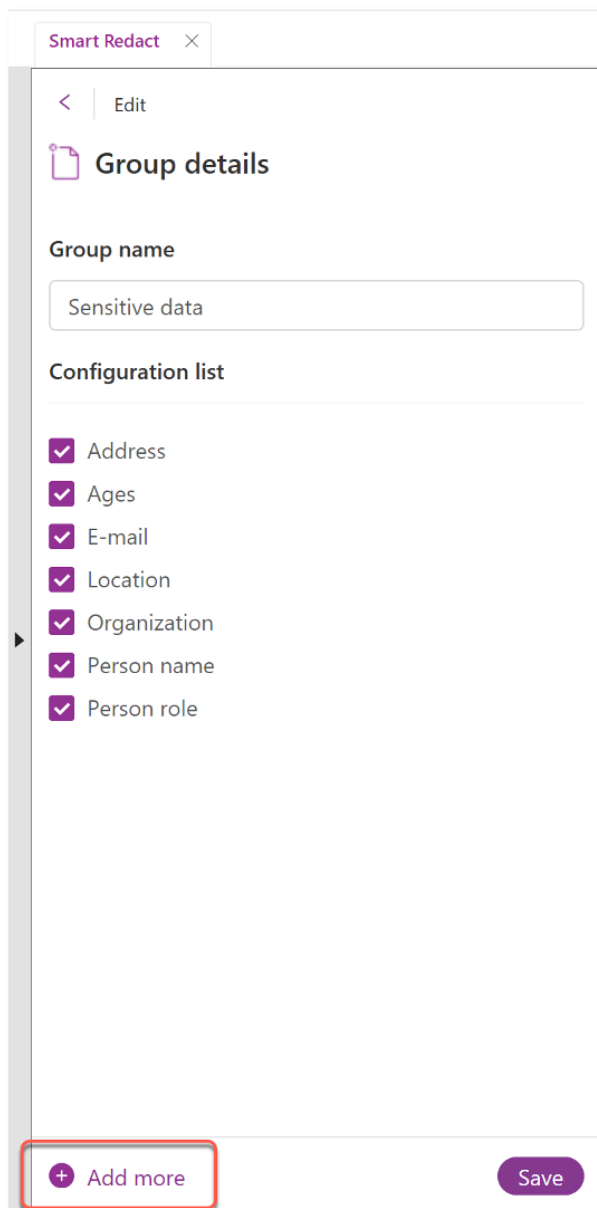
Save

Existing profiles editing

To edit an existing profile, click the **Editing** icon ("..."), and then you can choose **Rename**, **Edit**, or **Delete** for profile editing.



To change the redacted data types and the profile name, select **Edit** to enter the setting page. To add more data types, click the **Add more** button at the bottom of the page, and click the **Save** button to save the changes for this existing profile.

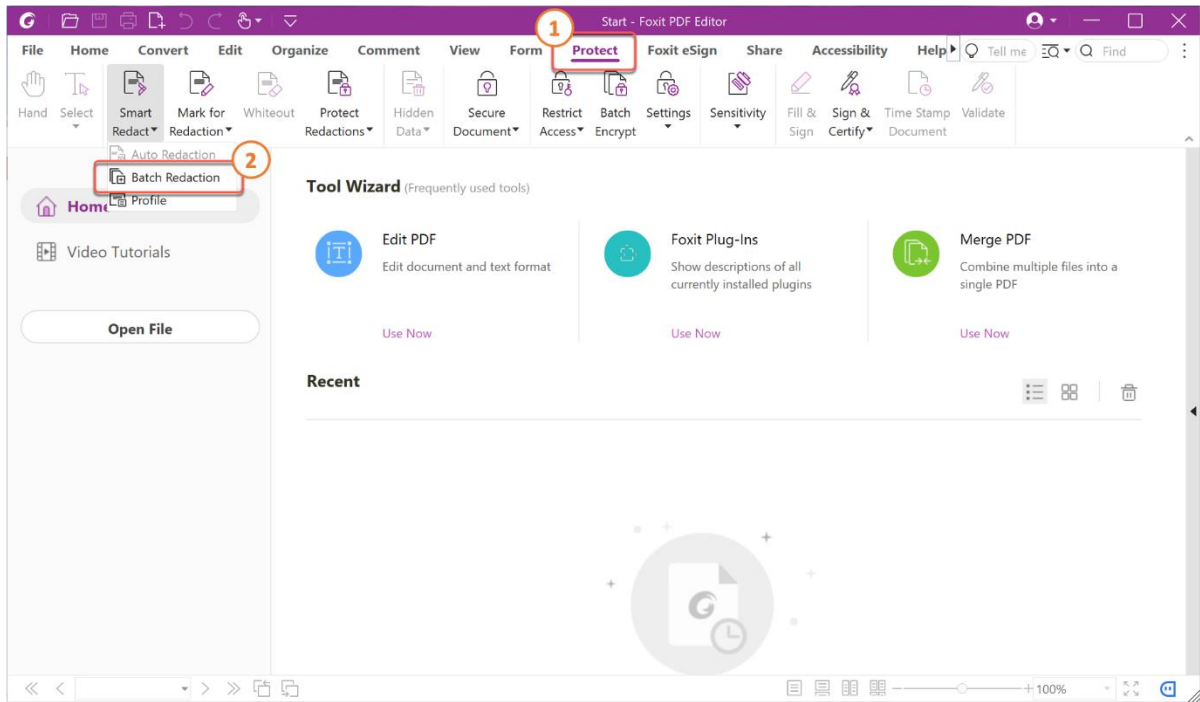


Batch process for sensitive information detection and redaction

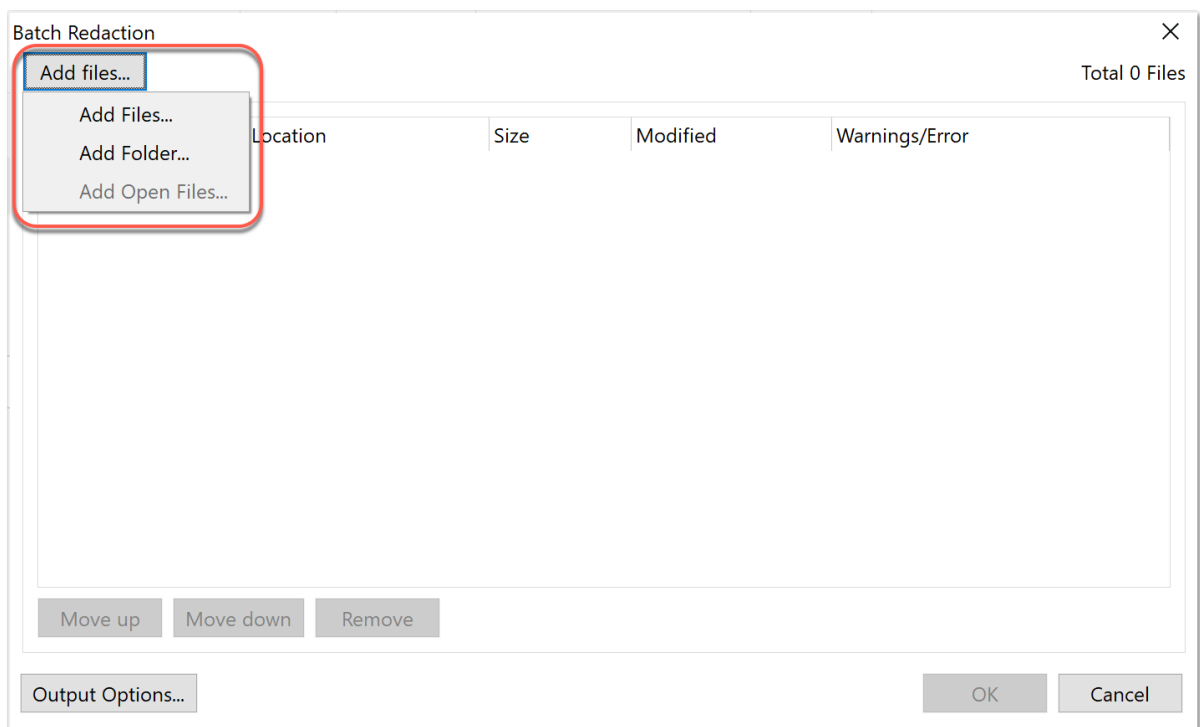
Foxit Smart Redact supports batch processing of sensitive information detection and redaction for this version. You can use this feature to process batch documents with the same profile, further saving more time when dealing with sensitive information.

Without open any document, select the **Protect** tab, and then select **Batch Redaction** to launch batch process function.

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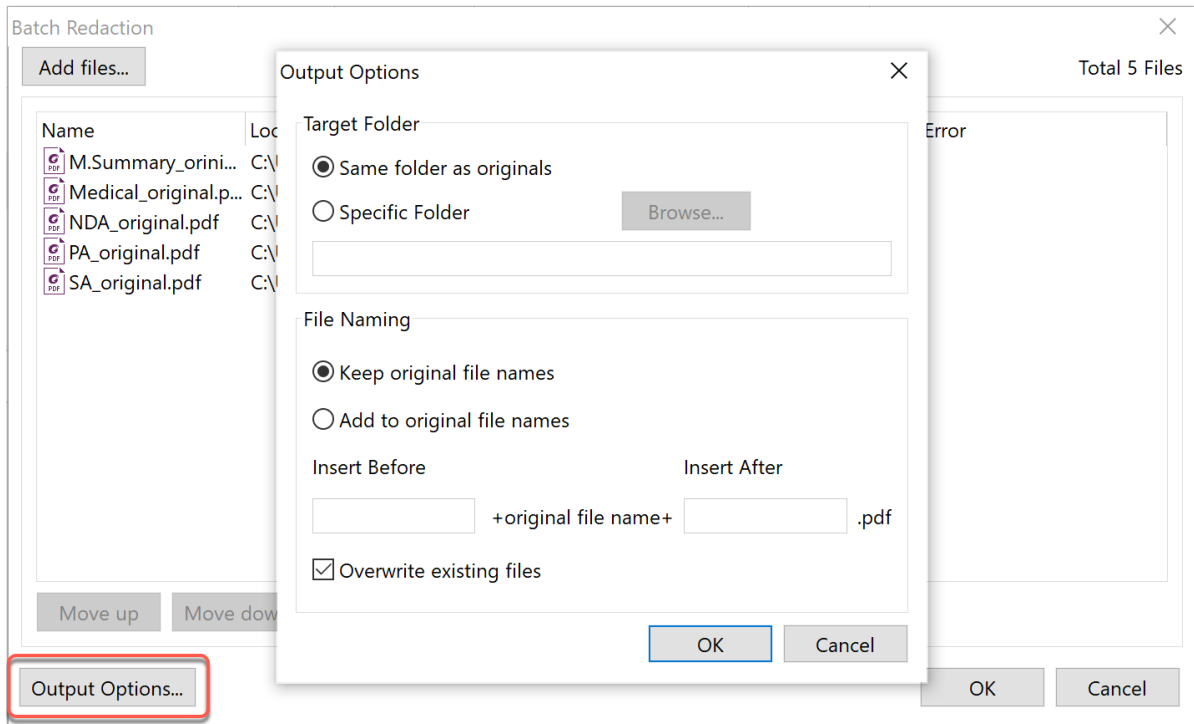
Click the **Add files** button to select the source files which needs to be redacted. To add files one by one by select **Add Files** or add all files from a specific folder by select **Add Folder**.



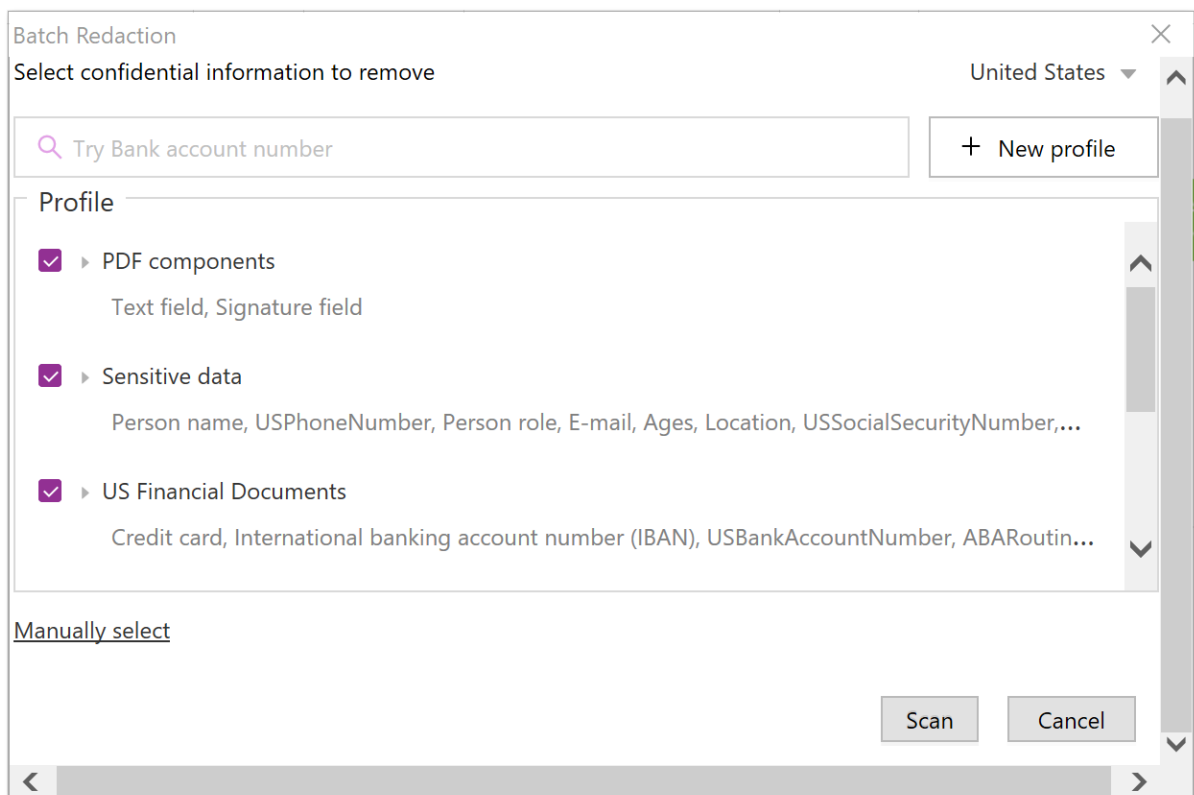
Click the **Output Options** button to set parameters of file outputting for batch redaction files. Click OK to the profile settings page.

Cautions: If the options "Same folder as originals", "Keep original file names" and "Overwrite existing files be selected and checked, Foxit Smart Redact will save the redaction results directly on

the original files.

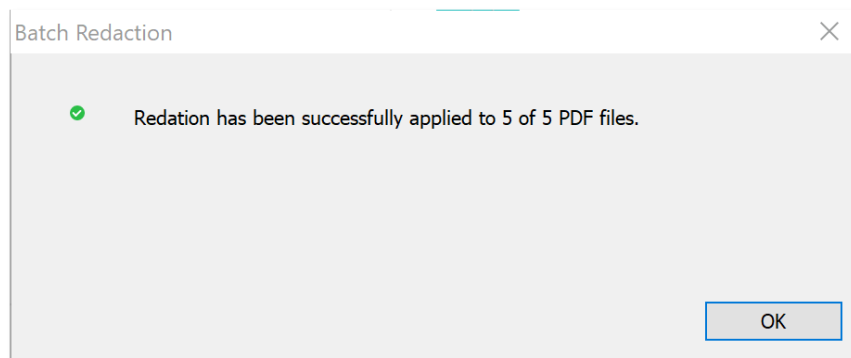
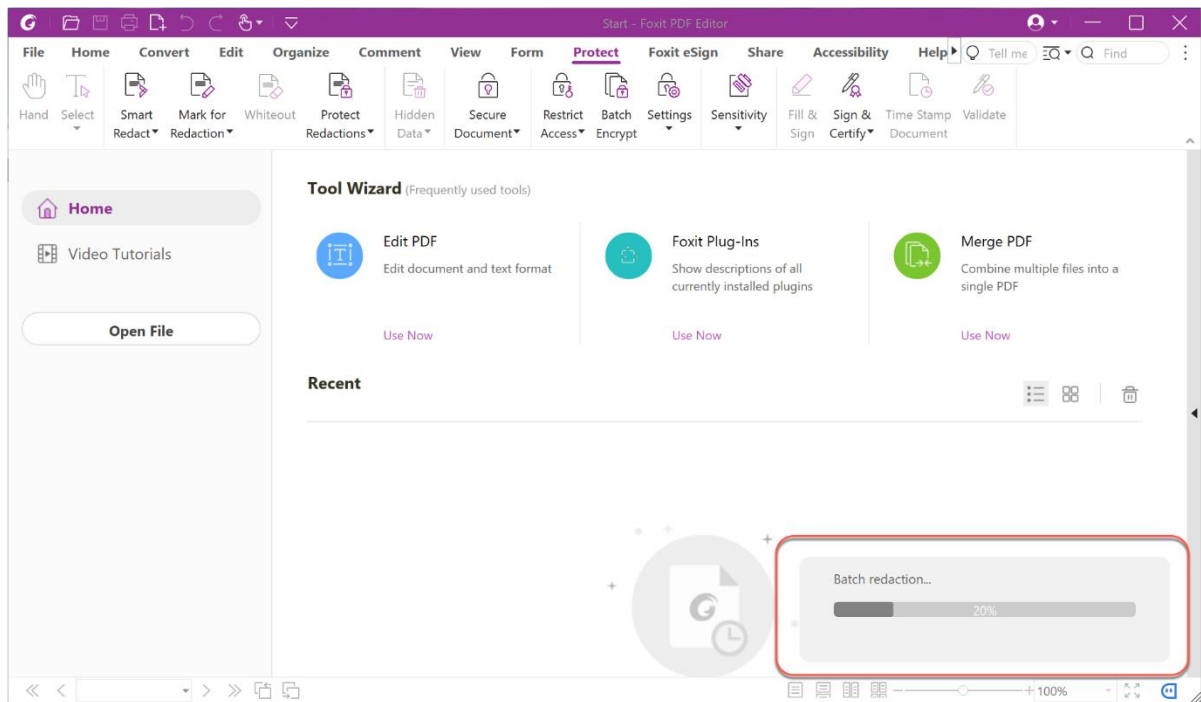


Configure the redaction profile settings for the documents of batch redaction, and all documents will be applied for the same settings. Click **Scan** to start the batch process.



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The process is going to be took a while and the progress status will be displayed on the screen. The notice pop-up once the process is complete, and click **OK** to complete the batch process.



Batch redaction will save the results directly on the original files or save the redacted files in the specified location according to the Output Options settings.