TRANSPARENCY
Access to documents
European Commission– SG B4

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Partial access: Adobe Acrobat Professional

Granting partial access following access-to-documents requests often implies redacting documents. It is highly recommended to use **Adobe Acrobat Professional** for this purpose. You can ask for installing it on your computer by sending a message to the IT Helpdesk (EC HELPDESK IT), with your Head of Unit in copy (cf. the example below).

Open the .pdf version of a document in **Adobe Acrobat Professional.** Go to the "Bleak Out & Remove Content" tools available in the "Protection" section of the "Tools" menu on the right-hand side. Click on "Mark for redaction" and once the parts to be redacted have been marked, confirm by click on "Apply redactions". The system will then ask you whether you would like also to find and remove hidden information in the document (metadata such as e.g. the documents' author). Please ALWAYS click on "yes", otherwise the redacted text, despite being masked, will still be easily reversible.

Please note that the above-mentioned procedure <u>only works</u> with Adobe Acrobat <u>Professional</u>, not with the basic Adobe Acrobat Reader. If you use Acrobat Reader, please use the former procedure of printing – scanning – and resaving the redacted versions (as the redactions will otherwise remain reversible by the applicant).