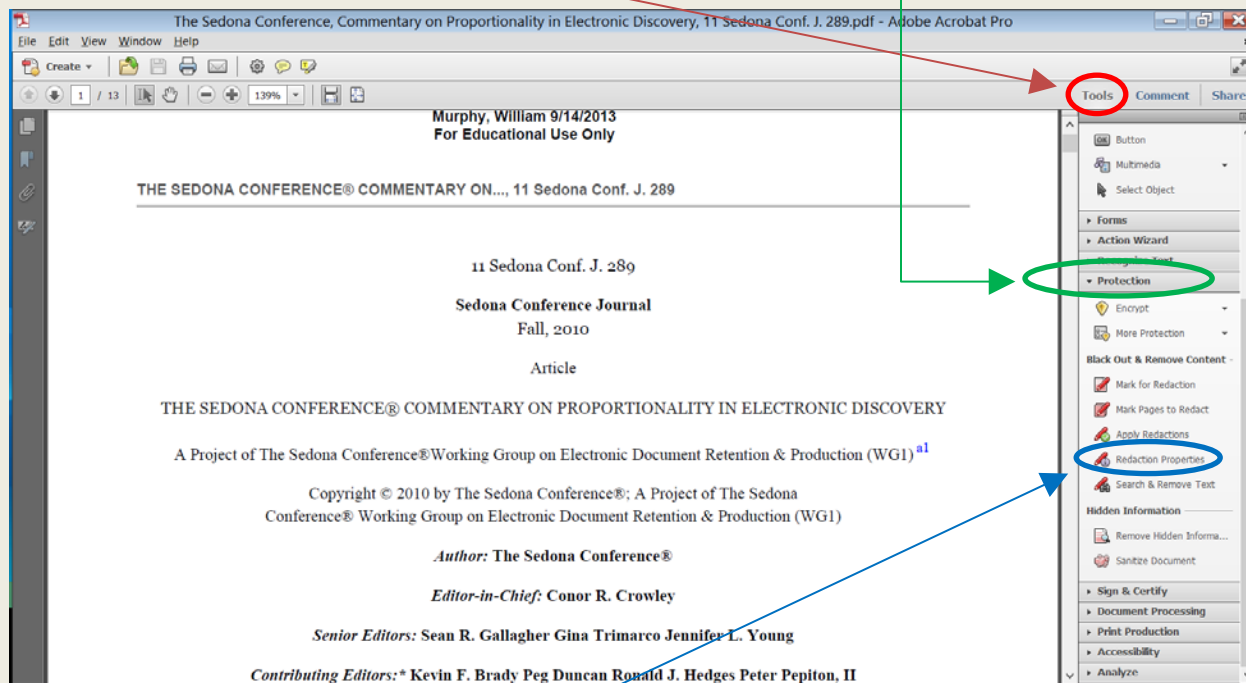


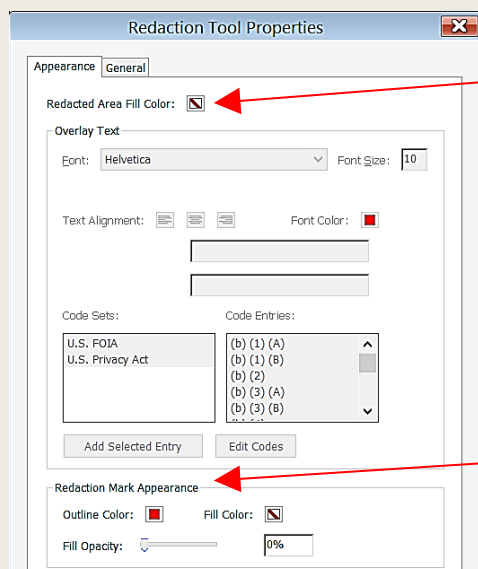
Using Adobe Acrobat X Pro to Perform a Keyword Search

by
Paul Murphy

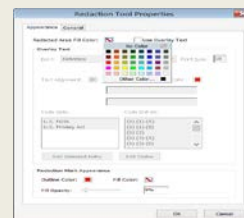
1. Open a document in Adobe in order to activate the choices in the right column.¹ Instead, just open the program, select **Tools**, then **Protection**.



2. First, Click on **Redaction Properties**.² The following window will open.



Click on the box to the right of "Redacted Area Fill Color" and choose No Color.

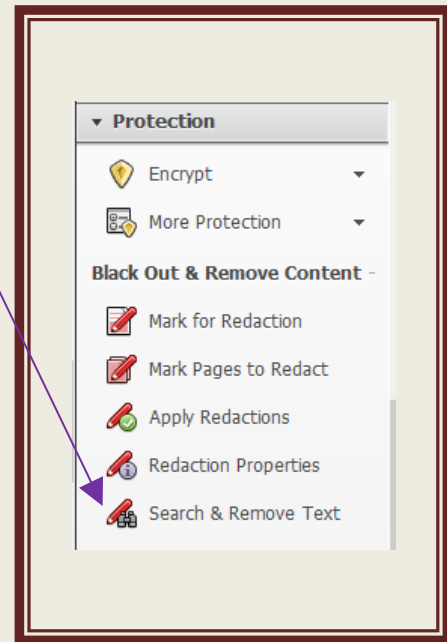
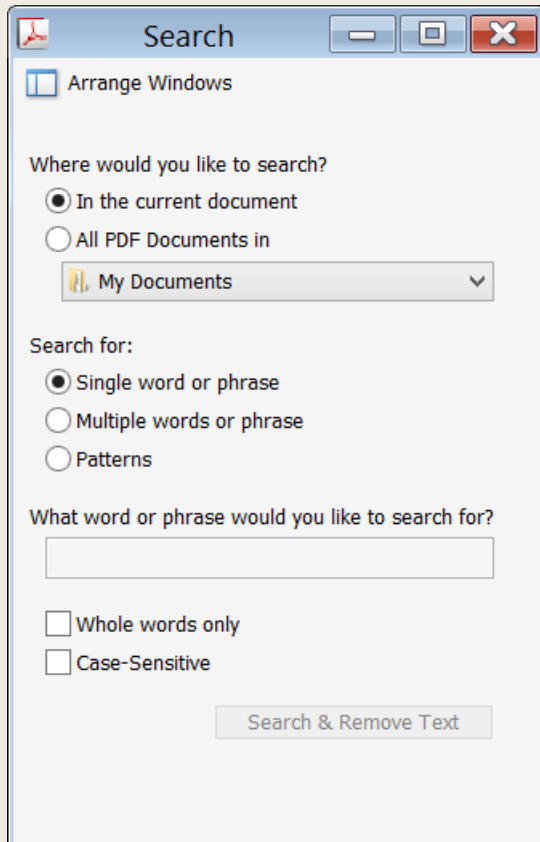


Under Redaction Mark Appearance choose an outline color and for Fill Color again select No Color.

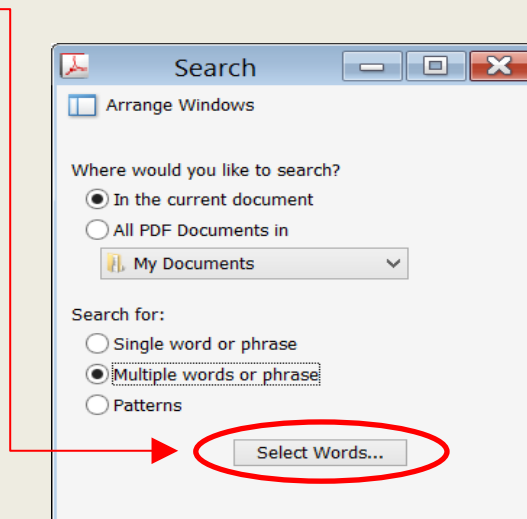
¹ If you are working with MS Word docs, first convert them to searchable (OCR them if necessary) pdf documents.

² For documents a lawyer is producing, we usually think of redact as meaning to black out. Here, we are instructing the program to frame the words.

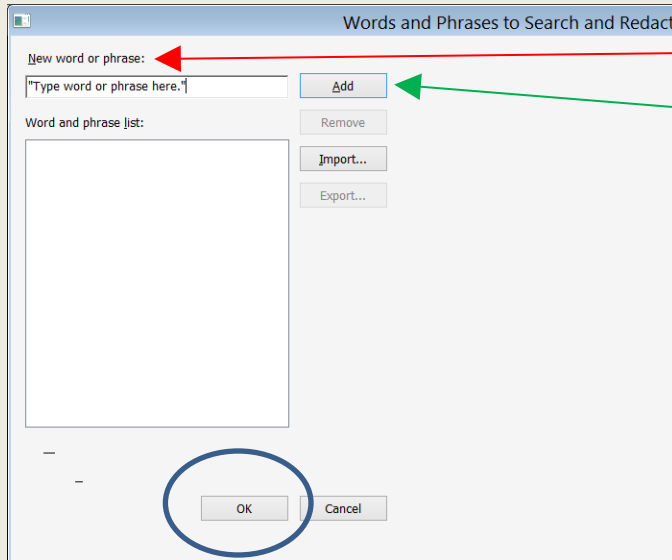
3. Next, click on **Search & Remove Text** (just below Redaction Properties). The Search window that opens has a number of options available, such as searching in a document you currently have open, searching in a group of PDFs in a folder; performing a single word or phrase search, performing a multiple word or phrase search, or searching patterns.



4. For the sake of this example, we will choose a single document, The Sedona Conference® Commentary on Proportionality in Electronic Discovery. In the Search window, we have selected to search for multiple words or phrase. Next, we click on **Select Words...**

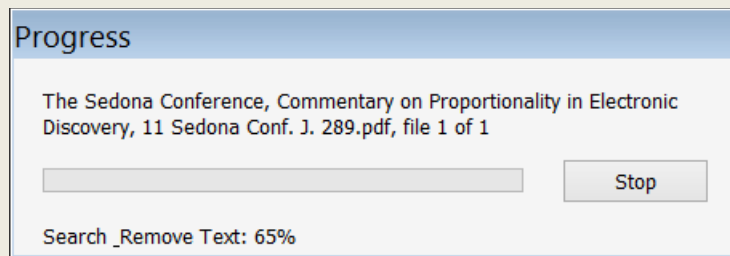


5. A new window will open – Words and Phrases to Search and Redact.



In the window under “**New Word or Phrase:**” type a search word or phrase and click **Add**.¹ Your list will appear below in the “Word or Phrase list:” For example, in the document chosen for this illustration we have added the words "proportion" "relevant" "discover" "process" "undue" "burden" "expense" and the phrase "potentially discoverable information" for our search.

6. Click “OK.”
7. A Progress window will display. When the “redacting” is complete, this window will disappear. Your resulting document will display all words and phrases you requested framed.³



³ Always, of course, redact and/or mark only copies of original documents. Assign all original documents a hash value as part of your information governance protocol. For more information on hashing, see HASH: THE NEW BATES STAMP, <http://ralphlosey.files.wordpress.com/2008/07/hasharticleloseycorrected.pdf>.