

How to: Redact in Relativity

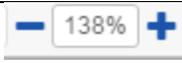
This document will walk you through the process of drawing annotations in Relativity. Annotations are redactions or highlights that are drawn on document images. In most cases, images are not created in a case until a number of documents are found that need to be redacted. Once documents have been tagged as needing redactions, images are created for those documents and new workflows are created to assign documents for redaction. Relativity does support a *Tiff on the Fly* process however as a best practice we create images for redaction behind the scenes to provide the best quality image.

The image tool bar

Before we begin walking you through drawing annotations, let's address to image tool bar shown below.



Below is a definition of each of the icons used in the image view.

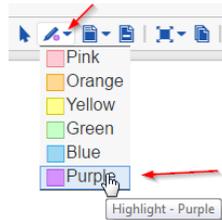
Provides a thumbnail view of all pages on the left of the screen	
Provides resizing either by using the plus and minus buttons or simply typing in the provided box and hitting enter.	
Refresh the size of the image back to default	
Three quick resizing tools. The first is Fit to Actual, Fit Width, and lastly Fit to Page	
Two rotation options. The first rotates all pages while the second rotates the currently selected page.	
Used to save the image to PDF with or without annotations.	
Annotation selection tool. Used to resize, delete or modify an annotation.	
Highlight annotation tool select one of the six color options	
Redaction annotation tool select from 4 redaction options	
Inverse redaction tool. Select just the areas you do not want redacted. See Advanced redactions options below.	
Full page redaction See Advanced redactions options below.	
Mass redaction across multiple pages. See Advanced redactions options below	
Defines the font size for Text Box Redactions	
Used to delete any and all redactions and highlights across multiple pages.	
Used to make redactions and highlights transparent or hidden.	
Displays the version of the Relativity viewer.	

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Applying Highlights

As with Redactions, Highlights are drawn on a document once an image is selected. Once the image icon is selected, select the appropriate highlight tool and option to draw the annotation.

1. To highlight any area in the document, click the down arrow next to the highlight option shown below and select a color. In this example we have chosen Purple



2. Next simply **Click, hold drag and release** across the area that should be highlighted. In this example below, we have highlighted part of a name and address. Once you release the mouse button the highlight is saved.

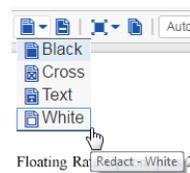
J.M. Huber Corporation
11451 Katy Freeway, Suite 400
Houston, TX 77079
Attn: Brian Stone

Re: Amendment to that certain letter agreement between J.M. Huber Corporation and E
America Corp. dated March 15, 2001 concerning Kern River Gas Transmission I

Using Redactions

The redactions tools functions in the same manner as highlights. Simply select the tool and redaction type. Next **Click, hold drag and release** across the area that should be redacted. However, there are a few options that can be applied.

1. Select the Redaction tool and select the type of redaction from **Black, Cross, Text** or **White box**



2. Next simply **Click, Hold and Drag** across the area that should be redacted as shown below.

Banks" as applicable Floating Rate Option, plus 200 basis points. All capitalized terms used in this definition shall have the meaning set forth in the 1998 Supplement to the 1991 ISDA Definitions.

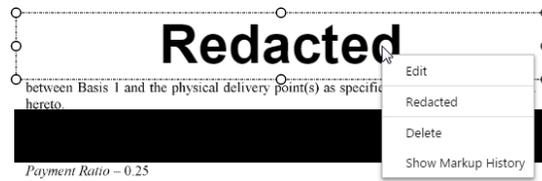
Redacted

Index 1 - Additions or deductions to Basis 1 due to geographic location differences between Basis 1 and the physical delivery point(s) as specified on Exhibit "A" attached hereto.

Index 2 - Additions or deductions to Basis 2 due to geographic location differences

3. Once the redaction is draw release the mouse button.
4. Right mouse clicking on a completed redaction provides options to **Edit** the text displayed in a Text redaction, select from other possible words provided in the Text Redaction box, **Delete** the redaction and view the **Markup History** as shown below.

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Advanced redaction options

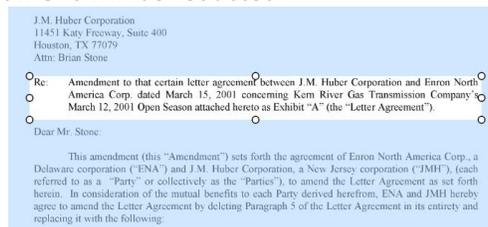
Inverse Redactions

Inverse redactions work slightly differently than other annotations. This tool allows you to select what you do not want redacted.

1. Select the **Inverse redaction** tool



2. Next **Click, hold drag and release** across the area(s) that should not be redacted.
3. In the example below everything on the document except for the selected the paragraph starting with **Re: Amendment** will be redacted.



4. Once all of the areas that are not to be redacted are selected click the **Inverse Redaction** button again to complete the redaction.

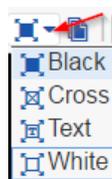


Full Page and Mass Redactions

Relativity supports two methods of redacting an entire page or multiple complete pages.

Full Page redactions

1. Select the down arrow.
2. Next select the type of redaction that should be used for the currently selected page.
3. Once selected the entire page is redacted using the selected option.



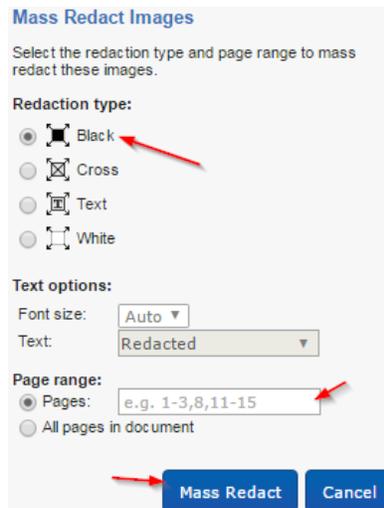
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Mass Redactions

1. To Mass Redact multiple pages, click icon shown below



2. A new menu is opened as shown below.



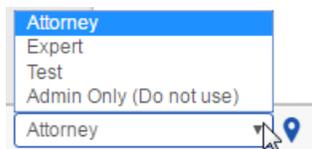
3. The same list of redaction options are displayed at the top of the new menu.

Note: Selecting Text Redaction does allow for controlling the size of the text and what text is displayed in the redaction.

4. Next select the pages the redactions should be applied too. For example, to redact the first three pages and the fifth page of a multiple document, either enter **1-3,5** or **1,2,3,5** and click **Mass Redact**.

Selecting a Markup set

Relativity provides the ability to have different redactions on the same document. These are stored in Markup Sets. Markup sets contain or hold the redactions that are drawn on a document. If your case has multiple **Markup Sets**, an option to select the correct Markup Set can be found at the bottom left of the screen as shown below. Simply select the **Markup Set** you have been instructed to use and follow the steps explained above.



We hope this information is helpful. If you need any other assistance please feel free to contact your project manager.