

Redact a document

Updated 28 October 2026 · unforged.ai/help/desk/redact-a-document

Redaction blacks out what shouldn't be seen before a document goes to the other side or the court. Desk finds the usual things for you, and you choose what goes. The original stays on the matter as an earlier version.

Before you start

An admin switches on the **Legal practice** pack first. Redaction works on PDFs.

1 Open the document's menu

Go to **Matters**

Open the matter, press **Open** beside **Documents**, then press the menu button on the document and choose **Redact**.

2 Pick what to black out

Under **What to black out**, Desk lists what it found:

- **Names of people**
- **Addresses**
- **Phone numbers**
- **Email addresses**
- **Bank and National Insurance details**

Untick anything that should stay.

3 Add words of your own

Under **Words of your own**, type **Words or phrases**, one a line, and press **Find**.

4 Draw over anything else

Drag across the page to black out an area, like a signature or a photo. Press **Remove** beside one you didn't mean.

For a scan, we can't read the words, so drag over everything you want hidden.

5 Save it

Press **Save a redacted copy**. It becomes the document's newest version, and the original stays under **Versions**.