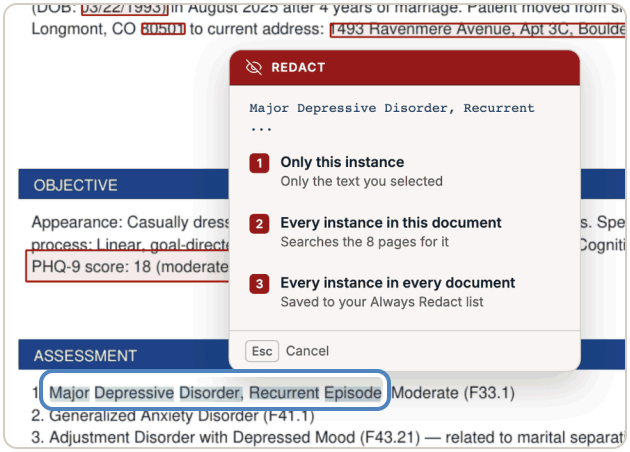
LEX CLOAK

Quick tips

The ten things that are easiest to miss, in the two halves of the window.

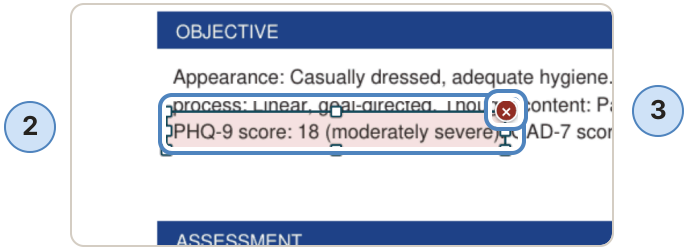
ON THE PAGE



1

1 Select text

Select words on the page to redact them. Then pick Only this instance, Every instance in this document, or Every instance in every document.



2

3

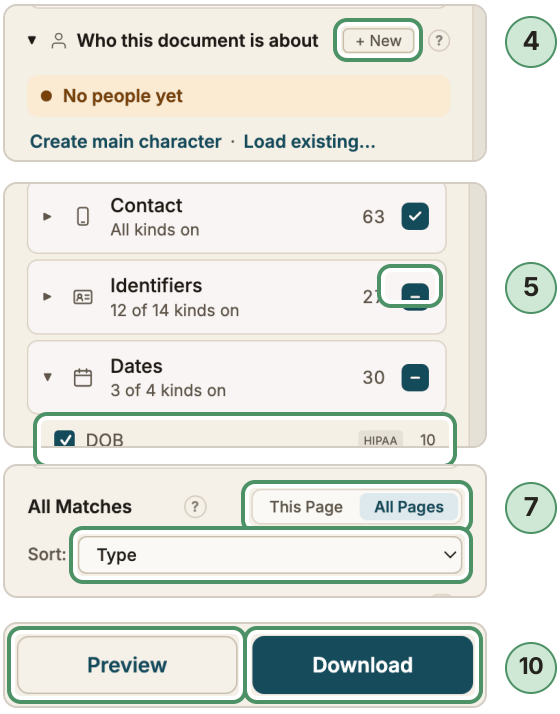
2 Draw a box

Hold Shift and drag to draw a box over anything the scan missed.

3 Move, resize or delete

Click a box you drew. Drag a handle to resize it, drag the box to move it, or click × to delete it.

IN THE SIDEBAR



4

5

6

7

8

9

10

4 Name the person

Add someone under Who this document is about. What you enter for them stays redacted, whichever categories are on.

5 Whole categories

In Data Categories, each switch turns a whole category on or off.

6 Finer control

Click a category to open it. Under Dates, leave only DOB on to redact birthdays and keep other dates.

7 This page or all

Show the matches on This Page or on All Pages.

8 Sort the matches

Position follows the page. Type groups by kind. Toggle status lists what is on first. Match count lists the most frequent first.

9 Preview

Preview shows the finished document. Press P to switch back and forth.

10 Download

Download saves your redacted copy and finalizes it. To change it later, open the original again.

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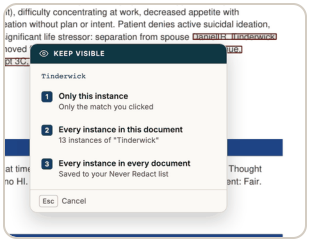
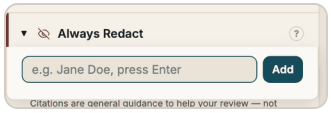
More to know

Less often needed, worth knowing once you are comfortable.



Keep a match visible

Click a red box to keep that text. Every instance in every document also adds it to Never Redact.



Always Redact

Type a name or term and press Enter. Lex Cloak looks for it in each document you open.



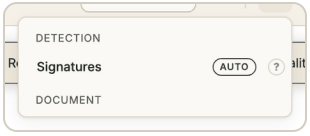
Never Redact

Type a name to keep visible, such as a court or an agency. If a text is on both lists, Always Redact wins.



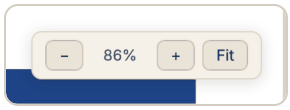
Barcodes and QR codes

Click the barcode button in the toolbar to scan for them. Codes found are marked for you to review.



Signatures

Lex Cloak checks for handwritten signatures after each scan. Run it again from ⋯ then Signatures, and check the results yourself.



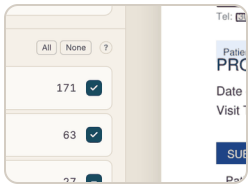
Zoom

– and + zoom out and in. Fit fits the page to the window. You can also type a zoom level.



Whole pages

Redact page blacks out the page you are on. Remove leaves it out of the saved copy. Click again to undo.



Resize the sidebar

Drag the sidebar's edge to make it wider or narrower.

Keyboard shortcuts

⌘ on a Mac, Ctrl on Windows

PAGES

Space	Next page
⇧ Space	Previous page
← →	Previous, next page
Home End	First, last page

EDITING

⇧ drag	Draw a box
D	Draw mode
R	Redact page
X	Remove page
P	Preview
⌘ Z	Undo

ZOOM

⌘ +	Zoom in
⌘ –	Zoom out
⌘ 0	Back to 100%

POPUPS AND HELP

1 2 3	Choose
Esc	Close
?	All shortcuts