

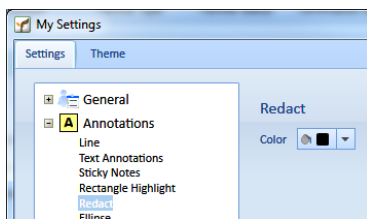
## Redact to the Rescue!

We've all used liquid correction fluid to make changes to a document in the past, but how can you do that in the electronic world? With the GreenFolders Redact tool!

### Change the Redact color:

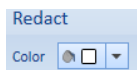
First, you'll need to set your Redact tool color to white. Open My Settings, and select "Redact" from the Annotations section:

Figure 1: My Settings



Next, open the Color drop down list by clicking the triangle icon next to the current color (black by default) and choose white. Select "Apply" to save the color change.

Figure 2: Redact Color



Now you can use the Redact tool to 'white out' text on a document, just like paper!

Figure 3: Example Correction

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*For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or [GFsupport@GreenFolders.com](mailto:GFsupport@GreenFolders.com)*

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