

## Placing redactions on a document within the Viewer

**Redaction Types:**  
 Text Redaction for redacting pieces of text  
 Block Redaction for drawing boxes  
 Full Page to redact an entire page, ranges or both

- Hide Redactions to see a transparency
- Redaction Reason appears on the redaction
- Once drawn, change the Redaction Reason, the color, or delete, using Remove

Mark Greenberg  
 HoustonStreet Gas Short Descriptions  
 ACP  
 Dan J Hyvl  
 April 19, 2001 8:54 AM  
 HSE Gas Short Product Des

Attorney Client Privilege

Mark Senior Counsel, ENRON  
 Phone: 713-345-1100

Attorney Client F  
 ACP  
 Attorney Client Privilege Redacted

## Using Highlights to Automatically Redact

1. Use existing highlights to find terms to redact
2. View Selected Highlights to see where they exist in a document
3. Use check-boxes to select the text to redact  
 Select the Redaction Reason  
 Select Redact
4. Redactions applied to text

14652300000108 NEAR NATIVE TEXT VIEWER Redact HasRedactions

Highlights

Find...

all | none Sort: Type Match: "Exact"

Your Terms

- CONSTRUCTION 0
- mark greenberg 0
- Chris Germany 2
- "work product" 0

From: Subject: To:

2 Highlights Redacted Undo

Page 1

From: Subject: To: Re: Darla Sa March 9 NewPov

o go. thanks

ONLY one more month to g

Darla Saucier@ENRON  
 03/09/2001 09:58 AM  
 To: ACP HOUE  
 cc:  
 Subject:

Zoom

## Or, use the Text Find to Automatically Redact

1. After drawing a **Text** redaction, find the term(s)

2. Terms are placed into **Your Terms**

3. Follow steps 2, 3 and 4 from the previous section

From: [Redacted] ACP  
Subject: HoustonStreet Gas Short Descriptions  
To: Acpt Hendry [Redacted] Find Remove  
Cc: Dan J Hyvl  
Sent: April 19, 2001 8:54 AM  
Attachments: HoustonStreet Gas Short Descriptions.xls, John A delegate.vcf

Attached are the spreadsheets proposed by HoustonStreet Gas Short Descriptions. The concept with the attached is that HoustonStreet Gas Short Descriptions identify - by cross-checking the spreadsheet - the descriptions of the price/product. In other words, this spreadsheet is intended to give the customer a cross-reference list between our description and the matching HoustonStreet description.

Please take a look at this at your convenience and let me know your thoughts. I understand through Bob Shults that there is some urgency to this review. Any assistance is appreciated.

Mark  
Senior Counsel, ENA

## Manage Redactions

- Use **Redaction List** to manage redactions on a document
- Use checkboxes to select redactions to **Modify** (change the **Redaction Reason**) or to **Delete**
- Use **Filter** to manage redactions with a certain **Redaction Reason** or **Type** (text, block or page)

From: [Redacted] ACP  
Subject: [Redacted]  
Re: Darla Saucier  
To: Darla Saucier  
Sent: March 9, 2001 8:39 AM  
Attached: NewPower2001\_02P.xls, N...

Darla Saucier@ENRON  
03/09/2001 09:58 AM  
To: [Redacted] ACP /HOU/ECT@ECT  
cc:  
Subject:

**Redactions automatically save**