



## Epstein Project – Adobe Pro Processing Guidance

### Guidance on Processing Epstein Files in Adobe Pro

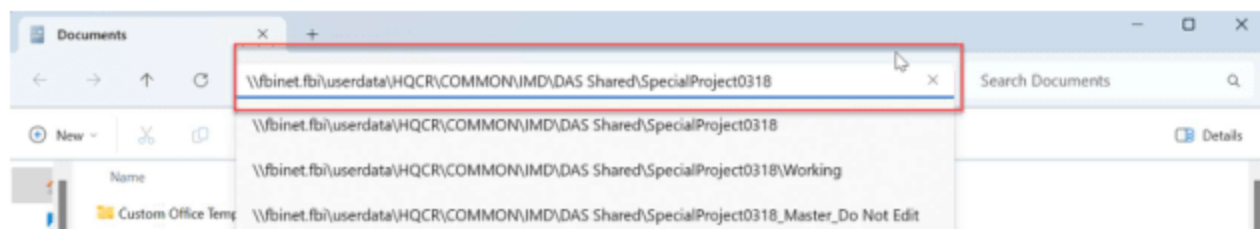
Files to be processed will be provided to Processors in the **Special Project 0318** folder. Processing guidance is using the provided **UPDATED Victim List** and redacting the **precision names and precision personal identified information (PII)** (specific pieces of information we are authorized to protect) in your assigned file. Utilize the steps below to process the Epstein files in Adobe Pro.

#### STEP 1: PROCESSOR - Create User Folder

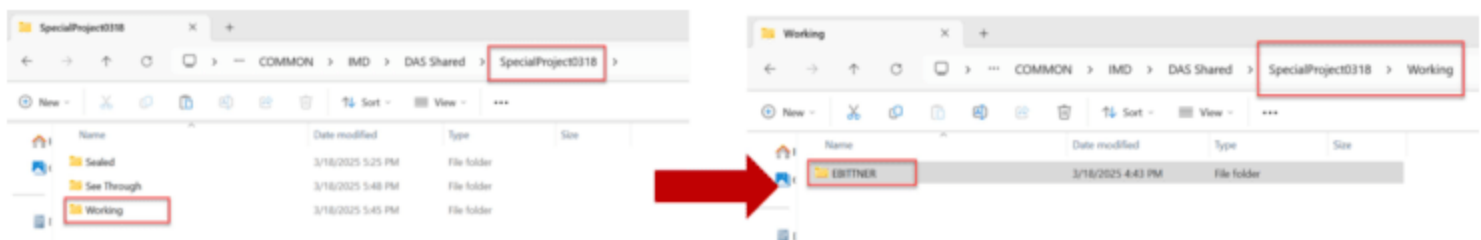
Processor will generate their folder in the **Special Project 0318 > Working folder** title **FDPS-USERID**

- Copy and paste below link into File Explorer:

**\\fbinet.fbi\userdata\HQCRI\COMMON\IMD\ DAS Shared\SpecialProject0318**

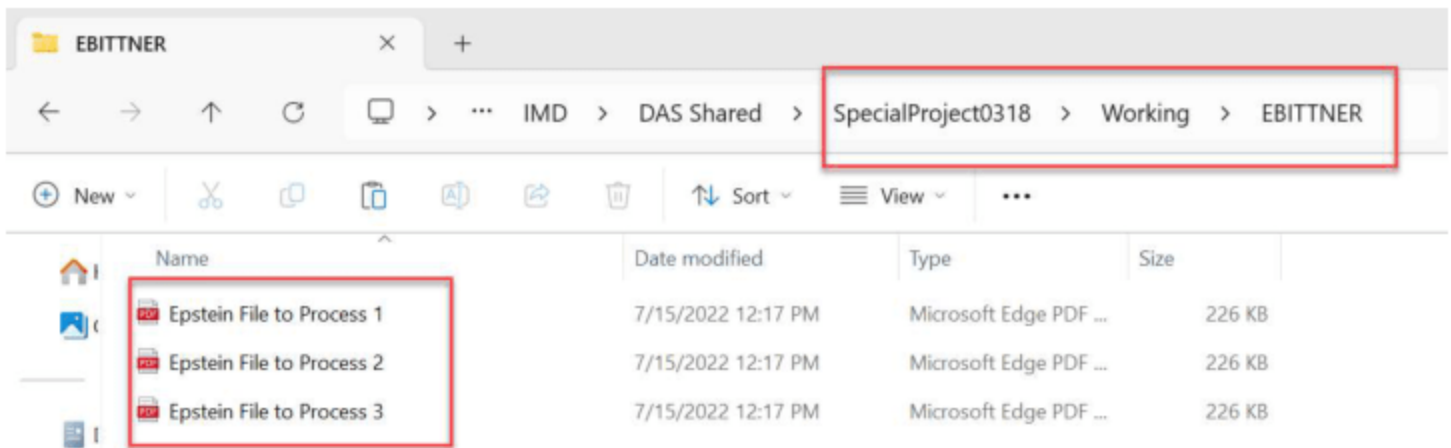


- Examples:
  - Erika Bittner's folder will be titled EBITTNER
  - Megan M Strother's folder will be titled MMSTROTHER



#### STEP 2: TIS - Add PDFs

~~Michael Goode (TIS) and Kenneth Spencer (TIS) will add PDFs to the USERID folders~~



These PDFs will have gone through an Auto-Redactor that is locating precision names and precision PII that has been identified to be redacted via a grey highlight.

FD-36 (Rev. 5-22-64)

FBI  
Date: 10/10/72

Transmit the following in \_\_\_\_\_  
(Type in plaintext or code)

Via AIRTEL AIR MAIL  
(Priority)

TO: ACTING DIRECTOR, FBI

FROM: SAC, LOS ANGELES [REDACTED] (RUC)

SUBJECT: UNSUB; WHITE FEMALE WHO  
LEFT C.M.U.M. ON 8/9/72  
11:36A.M. AND PROCEEDED  
TO HASTINGS-ON-HUDSON,  
NEW YORK  
[REDACTED]  
OO: New York

Re New York airtel to Bureau dated 8/10/72,  
Philadelphia airtel to Bureau, dated 8/30/72.

A review of the indices of the Los Angeles Office  
reveals in Los Angeles file 9-3741 (P. 13) a 11:55A. New York  
file 9-3741 that ALLEN MUDDER [REDACTED]  
residing at [REDACTED]  
[REDACTED] along with [REDACTED]

b3  
b7E

### STEP 3: PROCESSOR – Review the PDF Title

User review the PDF title to determine if the document has a 2 at the end of the document name.

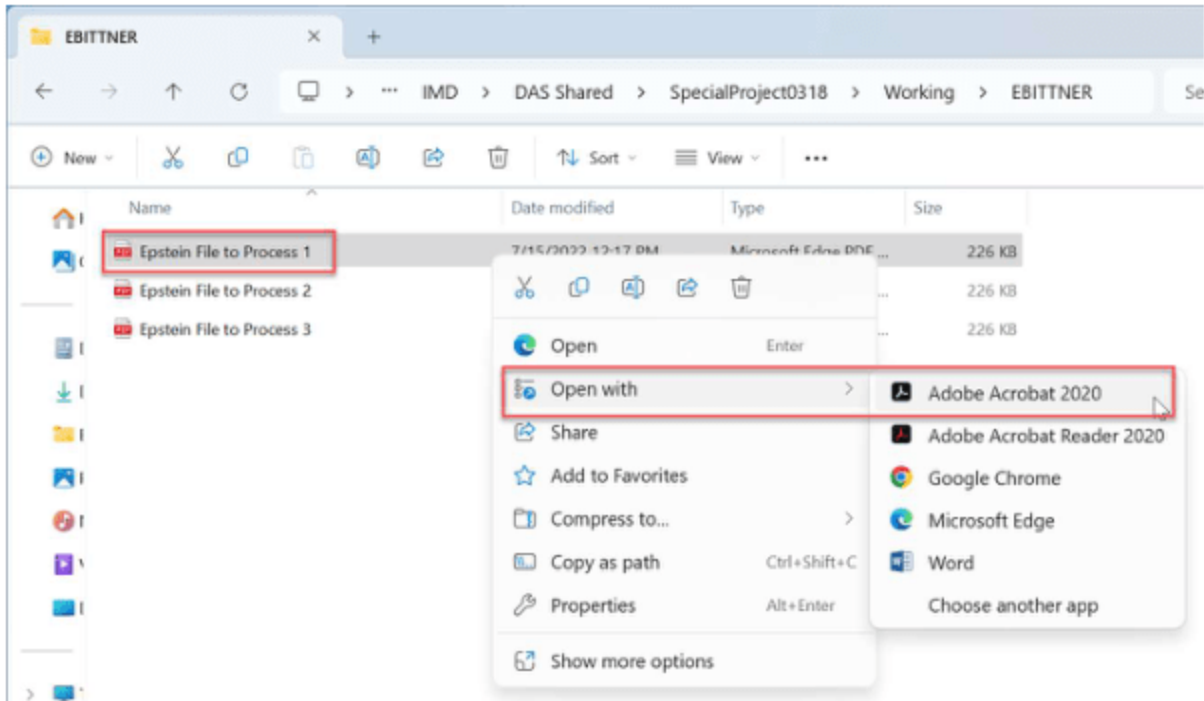
- If there is no 2, the document is an Initial Review document
- If there is a 2, the document is a 2<sup>nd</sup> round Review document that should be Quality Assurance (QA) Reviewed.

### STEP 4: PROCESSOR – Redact in Adobe Pro

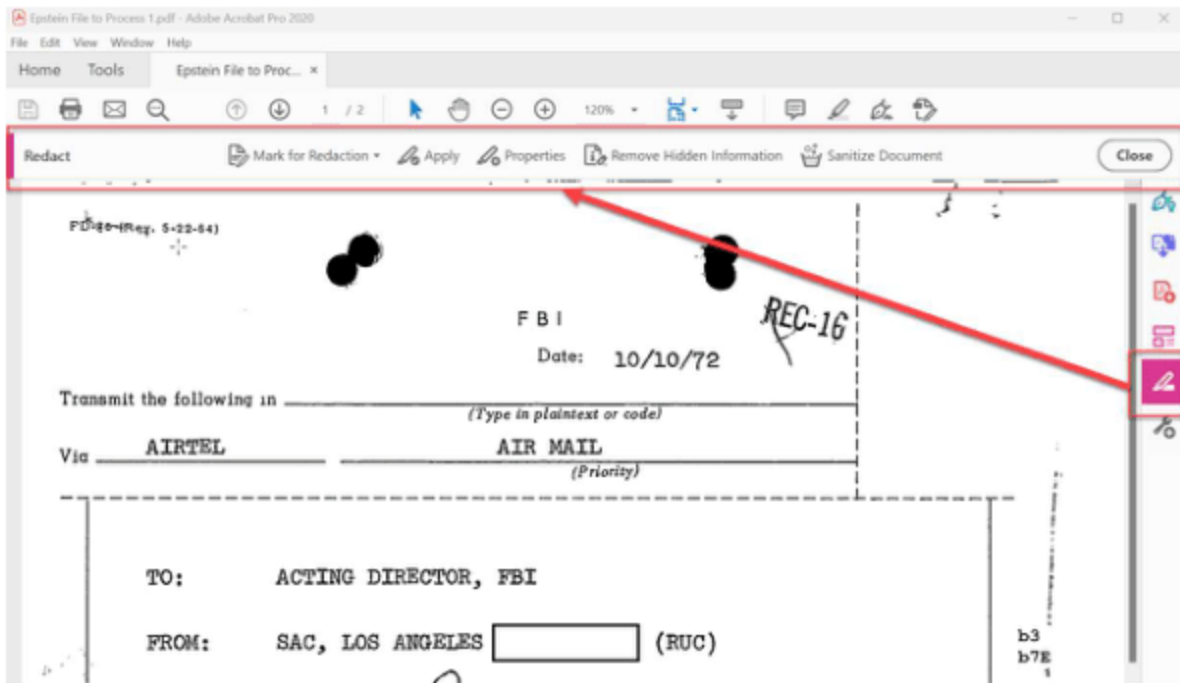
User will manually redact the PDFs in their folder utilizing Adobe Pro

STEPS FOR PROCESSING ADOBE PRO

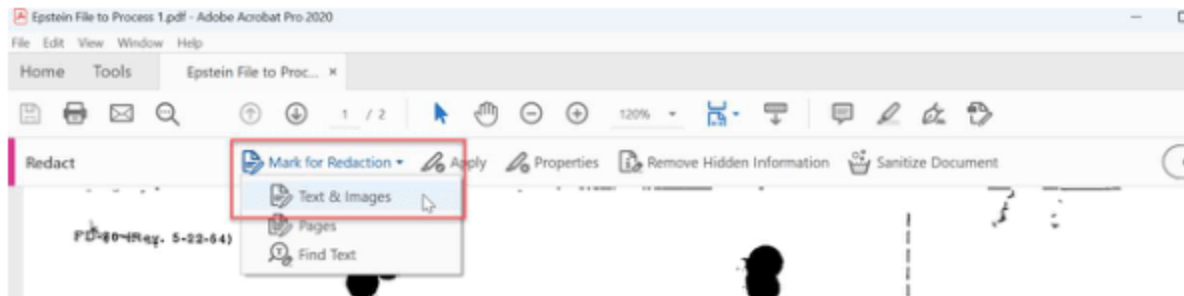
1. Right-click the file in your folder and select **Open with > Adobe Acrobat 2020**
  - a. If you do not have Adobe Acrobat 2020 reach out to [REDACTED] (TIS) with you FBINET F number.



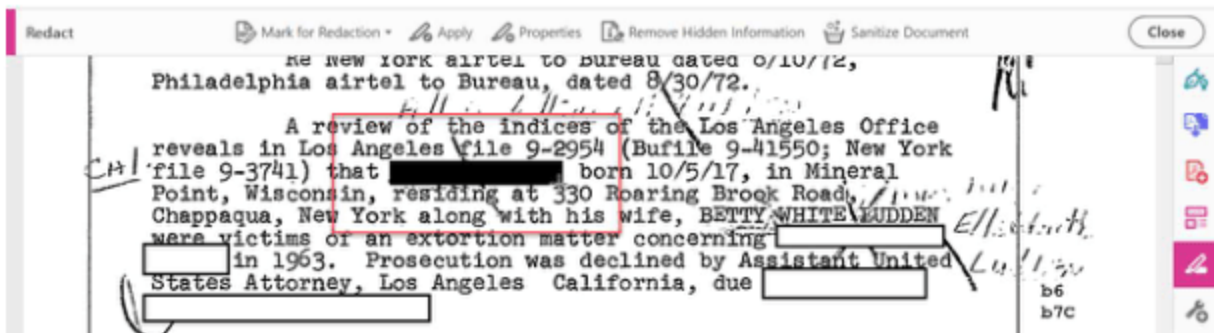
2. In the right-hand tool bar, select the **Redact** tool
  - a. A Redact tool bar will appear at the top of the page



3. Select **Mark for Redaction – Text & Images**



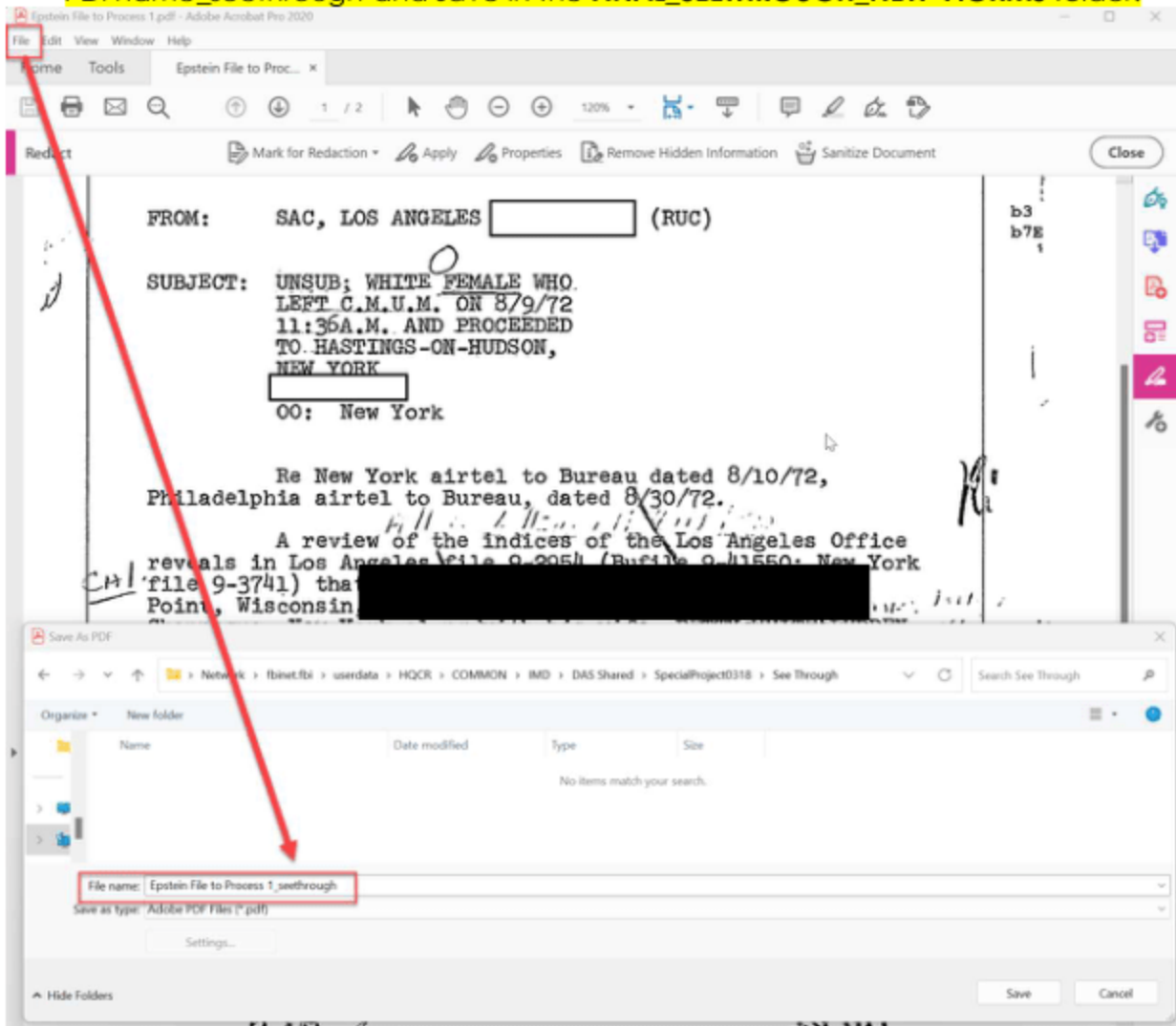
- a. A 'Using Redaction Tool' pop-up will appear explaining how the tool works. If you do not want this to show every time, select 'Do not show again' and OK
4. Utilize the cursor to draw a redaction block over the Auto-Redactor grey highlight AND **precision names and precision PII** you wish to redact



- a. A black box appears over the redacted precision names and precision PII but when the cursor moves off it will be outlined in red

## STEP 5: PROCESSOR – Save See Through Version

- When processing of the entire PDF is complete, select **File > Save As** and save the file as
  - If this was an Initial Review document (no 2 in the file title), name the PDFname\_seethrough and save in the **See Through** folder.
  - If this was a 2<sup>nd</sup> round Review document (2 is in the file title), name the PDFname\_seethrough and save in the **FINAL\_SEETHROUGH\_NEW VICTIMS** folder.



## STEP 6: PROCESSOR – Save Sealed Version

- When processing of the entire PDF is complete and the see through version has been saved, select **Apply** in the Redaction Tool bar menu
  - Adobe will finalize all the redaction blocks and remove hidden information

Home Tools Epstein File to Proc... x

Redact Mark for Redaction Apply Properties Remove Hidden Information Sanitize Document Close

Remove Hidden Information... x

Status: Finding Hidden Information... Done

Remove

Results: + -

- Epstein File to Process 1.p...
- Metadata (1 item)
- Overlapping objects (1 p...

new York airtel to Bureau dated 8/10/72, Philadelphia airtel to Bureau, dated 8/30/72.

A review of the indices of the Los Angeles Office reveals in Los Angeles file 9-2954 (Bufile 9-41550; New York file 9-3741) that [redacted] born [redacted] residing at [redacted] along with his wife, BETTY WHITE LUDDEN were victims of an extortion matter concerning [redacted] in 1963. Prosecution was declined by Assistant United States Attorney, Los Angeles California, due [redacted].

The file reveals that ALLEN LUDDEN and his wife, BETTY WHITE were television personalities. No additional pertinent information was contained in the file nor were [redacted].

2 - Bureau (RM)  
2 - New York (RM)  
2 - Philadelphia (RM)  
2 - Los Angeles  
(1 - [redacted])

REC-16  
T-104  
OCT 13 1972  
51 NOV 6 1972

2. In the left-hand menu, select **Remove** after Finding Hidden Information is done.

Home Tools Epstein File to Proc... x

Redact Mark for Redaction Apply Properties Remove Hidden Information Sanitize Document Close

Remove Hidden Information... x

Status: Finding Hidden Information... Done

Remove

Results: + -

- Epstein File to Process 4.p...
- Metadata (1 item)
- Overlapping objects (1 p...

TO: ACTING DIRECTOR, FBI

FROM: SAC, LOS ANGELES [redacted] (RUC)

SUBJECT: UNSUB: WHITE FEMALE WHO LEFT C.M.U.M. ON 8/9/72 11:30A.M. AND PROCEEDED TO HASTINGS-ON-HUDSON, NEW YORK

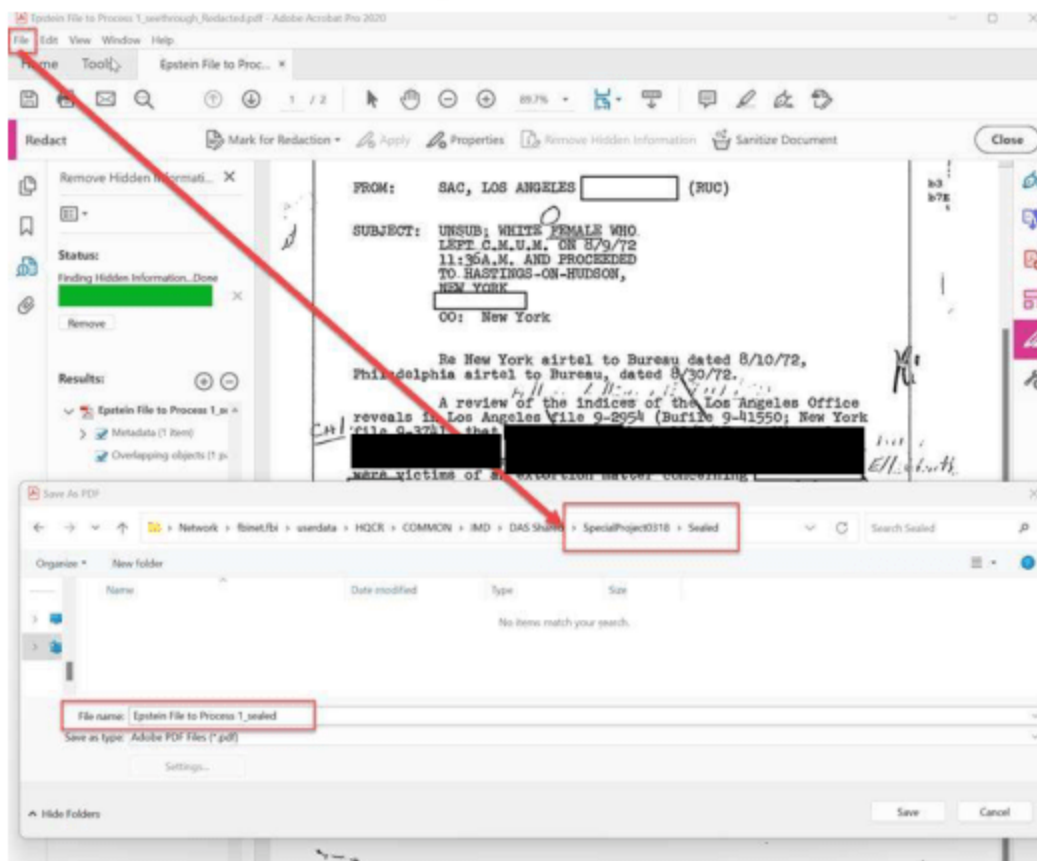
OO: New York

Re New York airtel to Bureau dated 8/10/72, Philadelphia airtel to Bureau, dated 8/30/72.

A review of the indices of the Los Angeles Office reveals in Los Angeles file 9-2954 (Bufile 9-41550; New York file 9-3741) that [redacted] born [redacted] residing at [redacted] along with his wife, BETTY WHITE LUDDEN were victims of an extortion matter concerning [redacted] in 1963. Prosecution was declined by Assistant United States Attorney, Los Angeles California, due [redacted].

3. Select **File > Save As** and save the file as

- If the document was an Initial Review Document, name the document **PDFname\_sealed** and save in the **Sealed** folder.
- If the document was a 2nd round Review Document (**\_2** in the file title), name the document **PDFname\_seethrough** and save in the **FINAL\_SEALED\_NEW VICTIMS** folder.

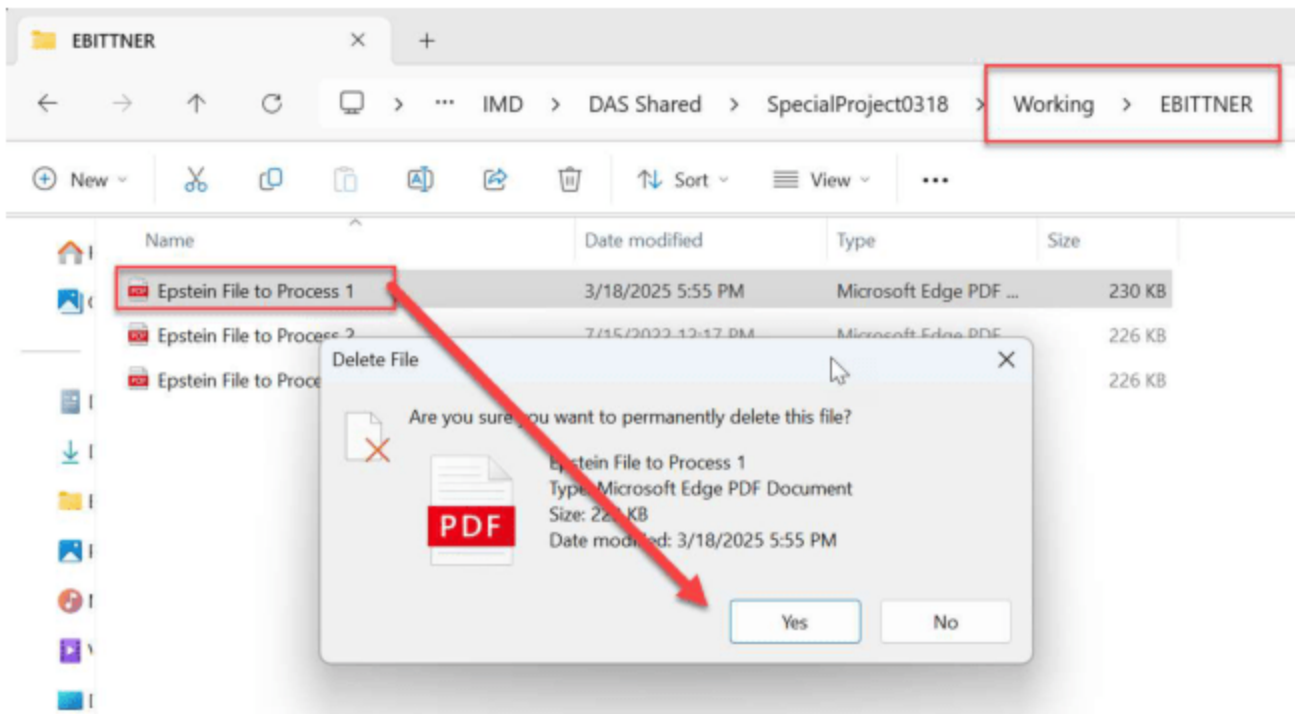
4. For sealed version with **no** redactions need:

- Select Redact in the right hand menu
- Select Remove Hidden Information in the Redaction tool bar at the top
- Select Remove after Hidden Information is located
- Save the PDF to the applicable Sealed folder as **FileName\_sealed**



### STEP 7: PROCESSOR – Delete PDF from Work Folder

Once user has completed processing in Adobe Pro, the user will **Delete** the PDF from their **Working** folder.



### STEP 8: PROCESSOR – Additional PDFs Needed

If you complete the PDFs in your folder and need additional work, please reach out to [REDACTED]