



PUBLIC USER GUIDE

RedactNinja

A practical guide to local PDF and image redaction, email evidence conversion, PDF preparation, complete subject access request workflows and the Chrome extension.

Source files are processed in your browser. RedactNinja does not send selected evidence to a file-processing server.

Contents

1. Start here	10. Complete SAR case workflow
2. Privacy and safe use	11. Detection rules
3. Choose the right workspace	12. Scan and review
4. Quick PDF and image redaction	13. Export, certificates and disclosure packs
5. Redacting names reliably	14. Chrome extension
6. PDF tools	15. Screenshot redaction
7. Email, PST and Purview evidence	16. Final disclosure checklist
8. Large Purview ZIP files	17. Troubleshooting and support
9. Excel and Office documents	

1. Start here

RedactNinja is a browser-based review tool for people handling PDFs, images, emails, Microsoft Purview exports and subject access requests. It suggests possible redactions and creates local outputs, but the reviewer remains responsible for the final disclosure decision.

Use fictional or approved test files before using RedactNinja with live material. Always open and review every exported file before disclosure.

Before your first job

- ☐ Use a current version of Chrome or Microsoft Edge.
- ☐ Open <https://app.redactninja.com/> over a valid HTTPS connection.
- ☐ Keep the browser tab open while scanning or exporting.
- ☐ Make sure the device has enough free memory and storage for the selected evidence.
- ☐ Agree who will complete the final human review.

2. Privacy and safe use

Area	How RedactNinja handles it
Source evidence	Files selected in the app or extension are read locally by the browser. They are not uploaded to a RedactNinja file-processing server.
Case information	Case details remain in the current tab unless you download an encrypted case file.
Outputs	PDFs, receipts, certificates and disclosure packs are created only after you choose an export action.
Human review	Detection results are suggestions. RedactNinja does not decide exemptions, legal privilege, safeguarding disclosure or third-party fairness.
Chrome extension	PDF and email tools use local files. Screenshot redaction receives current-tab access only after the user starts that feature.

Do not continue if the browser shows a certificate warning. Ask your network or IT team to allow redactninja.com and app.redactninja.com.

3. Choose the right workspace

The redesigned app keeps unrelated tasks separate. Start with the shortest route that safely completes the job.

Workspace	Use it for	Main outputs
Quick redact	One PDF, JPG or PNG without creating a case.	Redacted PDF and receipt.
Email evidence	MSG, MBOX, supported PST, EML/MSG ZIP, Purview ZIP and supported Office evidence.	Combined or split review PDF and receipt.
SAR case	Requester checks, deadlines, evidence, review decisions and disclosure records.	Redacted outputs, certificate and disclosure pack.
PDF tools	Prepare PDFs before review: merge, reorder, rotate, remove, split, watermark or sanitise pages.	Prepared PDF or ZIP of split PDFs.

RedactNinja

Home

Choose a workflow

Quick redact

One PDF or image

Email evidence

Mailbox and Purview

SAR case

Full case workflow

PDF tools

Prepare and organise

Help and resources

Support our mission

Local processing

Source files stay in this browser.

Local browser processing

Files are processed in this browser and are not uploaded or stored.

Case

SAR-2026-NOWIK

Response deadline

2026-08-11

Open

Build disclosure pack

Help

WORKSPACE

Local browser processing

Choose what you need to do

Start with the shortest safe route. Each workflow keeps source files in this browser.

01 QUICK TASK

Redact one PDF or image

Apply UK PII rules, names, keywords and do not redact terms without creating a case.

Start quick redaction →

02 EMAIL EVIDENCE

Process mailbox or Purview files

Convert supported MSG, MBOX, PST and Purview style ZIP evidence into a review PDF.

Add email evidence →

03 CASE WORKFLOW

Start a complete SAR case

Record requester checks, review evidence and build certificates and disclosure outputs.

Start SAR case →

04 CONTINUE WORK

Resume an encrypted case

Enter the password chosen when the case file was downloaded.

Case file password

Choose encrypted case

Files stay in your browser

PDFs, MSG files, mailbox ZIPs and case notes are

Save before closing

Case details are not kept after the tab closes unless you

Review still matters

Detection rules produce suggestions. A reviewer still

Home presents four clear routes and an encrypted-case resume option.

4. Quick PDF and image redaction

- 1 Choose Quick redact, then select one searchable PDF, JPG or PNG.
- 2 Leave Built-in UK PII rules selected when you need common UK identifiers and contact details.
- 3 Add every known name, alias, word or phrase under Exact names, aliases or keywords to redact. Put one entry on each line.
- 4 Add the data subject and any approved visible terms under Do not redact.
- 5 Use Find other likely names only when broader suggestions will help. Review every result.
- 6 Select Redact and download PDF. Open the output and download the receipt if required.

The screenshot displays the RedactNinja web application interface. On the left is a dark sidebar with navigation links: Home, Quick redact, Email evidence, SAR case, PDF tools, Help and resources, Support our mission, and Local processing. The main content area is titled 'QUICK PDF AND IMAGE REDACTION' and 'Redact one PDF or image without creating a case'. It includes a 'PDF or image to redact' section with a file upload button and the filename 'redactninja-guide-sample.pdf'. Below this are checkboxes for 'Built-in UK PII rules' and 'Find other likely names'. There are also text input fields for 'Exact names, aliases or keywords to redact' (containing 'Oliver Walsh', 'O. Walsh', 'ZX9123'), 'Import names from CSV' (with a 'Choose File' button and 'No file chosen' text), 'Custom regular expressions' (with a placeholder 'One regular expression per line'), and 'Do not redact' (containing 'Bella Layla Lord'). A 'Redact and download PDF' button is prominently displayed. At the bottom right, a status message indicates the file is ready for quick redaction with 3 name or keyword entries, 0 regular expression entries, and 1 do not redact entry.

Known names and aliases provide deterministic matching. Broad name detection is optional.

JPG and PNG files are converted to a local PDF before export. The source image is not altered.

5. Redacting names reliably

A name can appear without a title, with initials, in an email address or in a different order. Broad name detection cannot safely guarantee every variation, so use exact entries for people you know are in scope.

Recommended approach

1. Add the full name, known shortened name, initials and other aliases on separate lines.
2. For a long list, import a CSV containing a Full name column, or First name and Surname columns.
3. Add the data subject and approved visible variants to Do not redact.
4. Run broad name suggestions as a second pass, not as the only name control.
5. Review the document visually for untitled names, handwriting, signatures and text inside images.

Exact matching

Recommended for known third parties. Predictable and easier to audit.

Broad suggestions

Useful for discovery, but may miss names or include false positives.

6. PDF tools

Use PDF tools before redaction when the evidence needs organising or cleaning.

Control	Purpose
Merge	Select several PDFs in the order they should be combined.
Reorder or remove	Enter the output page order. Omitted pages are removed; reversed ranges are supported.
Rotate	Apply 90, 180 or 270 degree rotation to chosen output pages.
Split	Create a ZIP containing PDFs split after a chosen number of pages.
Watermark	Add a review label such as CONFIDENTIAL or DRAFT.
Remove blank pages	Remove pages that appear visually blank.
Sanitise	Rebuild pages as images to remove scripts, forms, links, annotations, embedded files and hidden selectable text. This also removes searchability.

RedactNinja

Local browser processing

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Case

SAR-2026-NOWIK

Response deadline

2026-08-11

Open

Build disclosure pack

Help

Home

Choose a workflow

Quick redact

One PDF or image

Email evidence

Mailbox and Purview

SAR case

Full case workflow

PDF tools

Prepare and organise

Back to workflows

LOCAL PDF PREPARATION

Merge, reorder, remove, rotate or split PDF pages

Choose PDFs in the order they should be merged. Use the output page order to rearrange pages or omit pages that should be removed.

PDF files

Choose Files

redactninja-guide-sample.pdf

Output page order (optional)

1,3,2,5-8

Leave blank to keep every page. Omitted pages are removed. Reverse ranges such as 8-5 are supported.

Rotate output pages (optional)

2:90, 4:180

Use output-page:degrees. Supported angles are 90, 180 and 270.

Split every number of pages (optional)

0

Use 0 for one PDF. Split outputs download as a ZIP.

Watermark or review label (optional)

CONFIDENTIAL

☐

Remove visually blank pages

☐

Sanitise by rebuilding every page as an image

Sanitisation strips scripts, forms, embedded files, links, annotations and hidden selectable text by creating a new image-only PDF. It also removes searchability and may increase file size.

Prepare and download

Prepare and use in SAR

1 PDF file(s) selected. They will be merged in selection order.

Prepared output can be downloaded immediately or moved into the SAR workflow.

7. Email, PST and Purview evidence

Email evidence can be converted into one combined review PDF or split into smaller outputs. This provides a browser-based alternative to importing a PST into Outlook and printing every message separately.

Input	Current handling
MSG or MBOX	Parsed locally and added to email review.
EML or MSG ZIP	Messages are inventoried and converted locally.
Supported PST	Supported Unicode PST messages are extracted. Protected, corrupt or unsupported PSTs can fall back to an inspection report.
Purview ZIP	Nested messages, native files and report CSVs are inventoried. Large ZIPs use the app streaming path.
DOCX, XLSX, PPTX, RTF, HTML, CSV and TXT	Supported text is extracted into the review PDF. The original file is not altered.

RedactNinja

Home

Choose a workflow

Quick redact

One PDF or image

Email evidence

Mailbox and Purview

SAR case

Full case workflow

PDF tools

Prepare and organise

Help and resources

Support our mission

Local processing

Source files stay in this browser.

Local browser processing

Files are processed in this browser and are not uploaded or stored.

Case

SAR-2026-NOWIK

Response deadline

2026-08-11

Open

Build disclosure pack

Help

STEP 1

Local PDF intake

No server upload

Searchable PDF

Choose File

No file chosen

INPUT STATUS

No PDF chosen yet

The browser reads the file locally when you start the scan.

CURRENT SCOPE

Searchable PDFs + beta OCR

Searchable PDFs are the strongest path today. Beta OCR can also be enabled below for low-text pages and scanned inputs.

EVIDENCE REVIEW

Email and document evidence to redacted PDF

Evidence

Email or document evidence

Choose File

redactninja-mixed-eml-msg-20260604-151650.zip

Supports single MSG and MBOX files, PST files, native PDF, DOCX, XLSX, PPTX, RTF, HTML, CSV and TXT evidence, EML mailbox ZIPs, MSG ZIPs and Microsoft Purview export ZIPs with nested files and report CSVs. MBOX messages, supported PST messages and native document text are extracted locally in this browser and added to review.

Excel support: XLSX cell text is extracted locally into the review PDF so it can be searched and redacted. RedactNinja does not alter the original workbook or export a redacted XLSX file.

Purview and Outlook workaround: export PST, MSG or Purview ZIP evidence here and RedactNinja can create one combined mailbox PDF locally, without importing into Outlook or using Microsoft Print to PDF.

Scan email evidence

Download redacted mailbox PDF

PDF evidence

PST evidence

The app explains supported evidence and the Excel output model before scanning.

After scanning

- Exclude duplicate messages when the duplicate count is greater than zero.
- Filter output using relevance terms where appropriate.
- Choose chronological or folder-based ordering.

- Start each email on a new page when clearer review boundaries are needed.
- Create one combined PDF or split outputs to control size.

8. Large Purview ZIP files

The full app can stream large ZIP archives in browser chunks rather than loading the whole archive into memory at once. Progress is shown during scanning and PDF generation.

Large jobs still depend on the browser, device memory, free local storage and the contents of the export. Keep the tab open, connect the device to power and avoid running other memory-heavy work during processing.

1. Use the full app, not the Chrome extension, for multi-GB Purview ZIPs.
2. Select the ZIP and confirm that the app reports large ZIP streaming.
3. Start the scan and leave the tab open.
4. Use split PDF output for very large message sets.
5. If a browser or device cannot complete the job, split the Purview export into smaller ZIPs and process them separately.

9. Excel and Office documents

RedactNinja can extract supported text from XLSX, DOCX, PPTX, RTF, HTML, CSV and TXT evidence into a new review PDF. This makes the extracted content searchable and redaction-ready.

For Excel files, cell text is extracted locally into the review PDF. RedactNinja does not alter the workbook and does not export a redacted XLSX file. Check formulas, charts, comments, hidden sheets, images and complex formatting separately.

10. Complete SAR case workflow

Use SAR case when the work needs requester checks, a deadline, a saved case record and a disclosure pack.

- 1. Case setup: enter the case reference, requester, data subject, received date, status, checks, reviewer and scope.
- 2. Upload evidence: choose the PDF and any email or document evidence.
- 3. Detection rules: select UK PII rules, add exact names, aliases, context terms, regular expressions and do not redact terms.
- 4. Scan and review: inspect suggested matches, OCR findings and manual redactions.
- 5. Export: download redacted output, receipts, certificate and disclosure pack.

RedactNinja

Local browser processing

Files are processed in this browser and are not uploaded or stored.

Case

SAR-2026-DEMO

Response deadline

2026-08-11

Open

Build disclosure pack

Help

Home

Choose a workflow

Quick redact

One PDF or image

Email evidence

Mailbox and Punview

SAR case

Full case workflow

PDF tools

Prepare and organise

SAR CASE STEPS

1 Case setup

2 Upload evidence

3 Detection rules

4 Scan and review

5 Export

Help and resources

Support our mission

Local processing

Source files stay in this browser.

CASE WORKFLOW

Case setup

New case

Download disclosure pack

Encrypted case file

Save the case as an encrypted download. The password is used in this browser only and cannot be recovered if it is lost.

New case file password

12+ characters

Confirm case file password

Save encrypted case

Case file password to reload

Reload encrypted case

Case details are held in this tab only until you save. Download an encrypted case file before closing the browser.

Authority checks need review

The requester's authority to act on behalf of the data subject has not been verified.

Review authority

Case ID	Case title	Requester	Data subject
SAR-2026-DEMO	Demonstration SAR case	Sarah Walsh	Oliver Walsh
Received date	Status	Requester type	Request channel
11/07/2026	Open	Parent or carer	Email
Identity status	Authority status	Data subject age band	Child consent
Not checked	Not checked	13 or over	Not checked
Clarification requested	Clarification received	Assigned reviewer	Complex request extension
dd/mm/yyyy	dd/mm/yyyy	Reviewer or DPO	☐ Apply the extra two calendar month extension.

Request scope and notes

Record the request scope, clarification and any limits agreed with the requester.

Case details and requester checks support the review record and disclosure pack.

Save before closing

Enter and confirm a case-file password of at least 12 characters, then download the encrypted case file. Keep the password separately. RedactNinja cannot recover a lost password.

11. Detection rules

Rule	Typical use
Email, UK phone, NI number, NHS number	Common contact and identifier patterns.
Date of birth style date	Day-first dates often used in UK records.
UK postcode and postal address	Postcodes and likely numbered address lines.
Unique pupil number	Potential UPN-style education identifiers.
Exact names and aliases	Deterministic matching for known people and terms.
Broad name suggestions	Finds other likely names for review, with false-positive and missed-name risk.
Context keywords	Marks a small surrounding text block when an incident or event phrase is found.
Custom regular expressions	Advanced local matching for organisation-specific formats.
Do not redact	Protects approved terms from suggested redactions.

RedactNinja

Home

Choose a workflow

Quick redact

One PDF or image

Email evidence

Mailbox and Purview

SAR case

Full case workflow

PDF tools

Prepare and organise

SAR CASE STEPS

1 Case setup

Complete

2 Upload evidence

Complete

3 Detection rules

4 Scan and review

5 Export

Help and resources

Support our mission

Local processing

Source files stay in this browser.

Local browser processing

Files are processed in this browser and are not uploaded or stored.

Case

SAR-2026-DEMO

Response deadline

2026-08-11

Open

Build disclosure pack

Help

☒

Date of birth style date

Day-first dates often used in UK records.

☒

UK postcode

Standard UK postcode formatting.

☒

UK postal address

Likely UK street address lines with a building number and road name.

☒

Unique pupil number

Potential UPN style identifiers found in education records.

8 built in rule(s) selected.

BROAD NAME SUGGESTIONS

☒

Find other likely personal names

This broad local heuristic can find untitled first name and surname patterns, but it can miss names or include false positives. Add known third-party names below for deterministic matching, and add the data subject to Do not redact.

Current rule: Detected personal name.

Exact names, aliases or keywords to redact

Oliver Walsh

O. Walsh

ZX9123

Recommended for known third parties. Exact entries are safer than relying on broad name suggestions alone.

Import names to redact from CSV

Choose File

No file chosen

Import names to keep visible from CSV

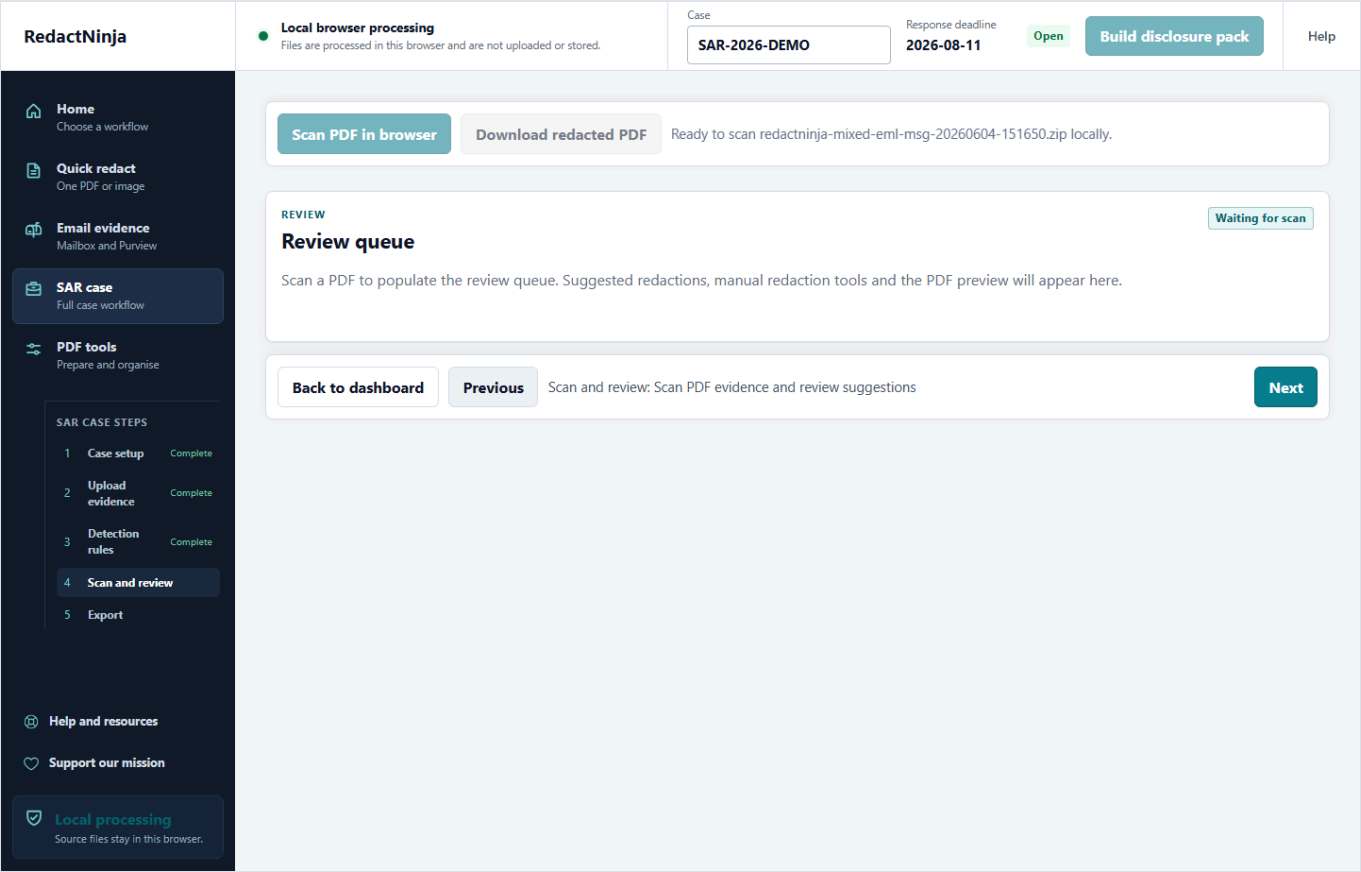
Choose File

No file chosen

Exact names are recommended for known third parties. Broad suggestions remain optional.

12. Scan and review

- 1. Start the scan and wait for processing to finish.
- 2. Inspect every suggested match in context.
- 3. Accept, clear or change the redaction reason where required.
- 4. Use OCR confidence review to check suspect words on scanned pages.
- 5. Add manual redaction boxes for signatures, handwriting, images or missed content.
- 6. Compare the original and redacted versions before final export.



The review step keeps decisions separate from automatic suggestions.

13. Export, certificates and disclosure packs

Password protection does not replace redaction. Confirm that sensitive content has been permanently covered before applying an access password.

Option	Purpose
Page labels and Bates numbering	Add Page X of Y and sequential identifiers to the exported document.
Output size estimate	Shows an estimated range before export and supports a smaller-file profile.
AES-256 password protection	Requires a password to open the exported PDF. Share the password separately.
Safety check	Checks exported redaction pages for residual text and audits reviewer-entered keywords.
Receipt	Records file name, counts, settings and verification status without listing sensitive keyword values.
Redaction certificate	Provides a formal case-level record with reviewer sign-off fields.
Disclosure pack	Creates a ZIP containing case information, evidence inventory, audit material and available outputs.

RedactNinja

Home

Choose a workflow

Quick redact

One PDF or image

Email evidence

Mailbox and Purview

SAR case

Full case workflow

PDF tools

Prepare and organise

SAR CASE STEPS

1

Case setup

Complete

2

Upload evidence

Complete

3

Detection rules

Complete

4

Scan and review

Complete

5

Export

Help and resources

Support our mission

Local processing

Source files stay in this browser.

Local browser processing

Files are processed in this browser and are not uploaded or stored.

Case

SAR-2026-DEMO

Response deadline

2026-08-11

Open

Build disclosure pack

Help

EXPORT

Final step

Download outputs and evidence

Redacted PDF

Download the redacted PDF after scanning and reviewing selected matches or manual redaction boxes.

Download redacted PDF

Redacted mailbox PDF

Export the reviewed email evidence into a single redacted PDF for disclosure or evidence review.

Download mailbox PDF

Disclosure pack

Build a ZIP with case details, review notes, audit files and available redacted outputs.

Build disclosure pack

Redaction certificate

Download a formal local-processing certificate covering the case, redaction checks, duplicate handling and metadata controls.

Download redaction certificate

PRIVACY POSITION

What this app does and does not do

Does

Processes the chosen PDF, MSG file or mailbox ZIP in the browser, keeps case notes and presets in the current tab only, and creates downloads only when the reviewer clicks an export button.

Does not

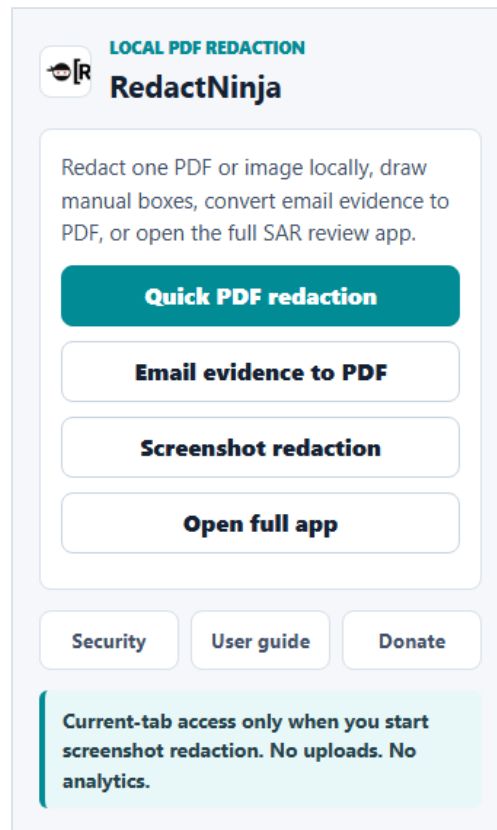
- Upload selected files to the website server.
- Store source files, redacted files, case notes or presets in browser storage.
- Use analytics, cookies, telemetry, or third party OCR CDNs.

Export options are shown only after the relevant review work is available.

14. Chrome extension

Install from the Chrome Web Store

1. Open [the RedactNinja Chrome Web Store listing](#).
2. Select Add to Chrome, then confirm Add extension.
3. Open Chrome's Extensions menu and pin RedactNinja if you want it on the toolbar.



The popup separates PDF redaction, email conversion, screenshot redaction and the full app.

Quick PDF redaction

Choose a PDF, JPG or PNG, select rules, add exact terms and do not redact entries, then draw any manual boxes and export. The extension can clean basic metadata, run a visible safety check and create a receipt.

O. Walsh

ZX9123

Import names to redact from CSV

Choose File

No file chosen

Creates common display, initial and email-style aliases locally.

Custom regular expressions

One regular expression per line

Do not redact

Bella Layla Lord

Context or event keywords

One incident, topic or phrase per line

Redacts the surrounding local text block when a context keyword is found.

Redact and download PDF

UPN: ZX9123

Parent email: sarah.walsh.parent@e:

Phone: 07725 123456

Address: 12 Example Road, Lancaste

Do not redact example: Bella Layla L

Safeguarding note: discuss with And

Page 1 preview ready. Drag on the page to add a manual redaction box.

Remove last box

Clear page boxes

VERIFICATION

Not run

METADATA

Not run

File ready for local redaction.

Download redaction receipt

The lightweight extension is designed for one-document jobs.

Email evidence to PDF

Choose a supported evidence file, select combined or split output, decide whether duplicates should be excluded, then add redaction terms. The extension has a 750 MB safe-processing limit; use the full app for larger Purview ZIPs.

☒ Include a numbered email contents list

☒ Start each email on a new PDF page

Download conversion receipt

Email order

Oldest email first

Only export emails containing these relevance terms

One term per line

Optional. The scan remains unchanged; only matching messages are exported.

Names or keywords to redact

Oliver Walsh
ZX9123

Import names to redact from CSV

Choose File

No file chosen

Uses Full name, or First name and Surname columns, and creates common aliases locally.

Custom regular expressions

One regular expression per line

Small email evidence can be converted locally without starting a SAR case.

15. Screenshot redaction

Screenshot redaction covers visible information in a screenshot copy. It does not change the website, its source data or the underlying account.

1. Open the page you want to capture.
2. Open RedactNinja and choose Screenshot redaction.
3. Type visible words or phrases to cover, click page items, or draw black boxes.
4. Select Take screenshot when the visible page is ready.
5. Add an optional watermark or label.
6. Export as PNG, JPG or PDF and inspect the result.

Incident summary

Fictional training record prepared for a support request.

Pupil	[REDACTED]	Export label
Parent email	[REDACTED]	CONFIDENTIAL
Contact number	[REDACTED]	Visible sensitive details have been covered in the screenshot copy.
Notes	Reviewed by the safeguarding team. [REDACTED] remains hidden before sharing.	

A fictional example showing black boxes and an optional export watermark.

A screenshot redaction is suitable only for sharing the exported image or screenshot PDF. Do not treat it as redaction of the original webpage or system record.

16. Final disclosure checklist

- ☐ The correct case, evidence and page range were used.
- ☐ Known third-party names and aliases were entered explicitly.
- ☐ Do not redact terms were checked and remain visible only where appropriate.
- ☐ Every automatic suggestion was reviewed.
- ☐ OCR suspect words, handwriting, signatures and images were checked.
- ☐ Duplicate email handling and relevance filters were recorded.
- ☐ The exported PDF opens and contains the expected pages.
- ☐ Redacted text cannot be selected, searched or copied from covered areas.
- ☐ Metadata, hidden content and attachment risks were considered.
- ☐ The receipt or certificate is stored with the case record.
- ☐ Password-protected outputs use a separately shared password.
- ☐ A second reviewer has checked the disclosure where required by local policy.

17. Troubleshooting and support

Problem	Action
A name was missed	Add the exact full name and known variants, then scan again. Use broad suggestions only as an additional pass.
Too many matches	Turn off rules that are not needed, narrow exact terms and add approved exceptions to Do not redact.
No text found in a PDF	The PDF may be scanned. Enable OCR and review low-confidence words carefully.
Large ZIP stops or the browser closes	Free device memory and storage, retry in the full app, use split output, or divide the Purview export into smaller ZIPs.
PST produces only an inspection report	The PST may be protected, corrupt or unsupported. Export MSG files or a Purview ZIP where possible.
Encrypted case cannot be opened	Check the password. RedactNinja cannot recover a lost case password.
Excel output looks different	The app extracts cell text into a review PDF; it does not reproduce or edit the original workbook layout.

Help and contact: <https://redactninja.com/contact.html>

Security and privacy information: <https://redactninja.com/security.html> and <https://redactninja.com/privacy.html>

Support the project: <https://buymeacoffee.com/cadtb>