Determination Letters from Todd Wallace Processing

Processing – IF YOU HAVE TO REDACT THE FILE USING ADOBE ACROBAT DC follow these steps.

1. Open each file separately with ADOBE ACROBAT DC
2. Under TOOLS, choose Redact
3. Choose Text and Images
4. Using the cursor select each area that Todd has highlighted or crossed out in original letter.
5. When done with all highlighted areas click Apply and then click CONTINUE
6. Click OK on popup box under the STATUS: Click REMOVED
7. The file will be renamed to COnnnnnn\_Redacted
8. Just click SAVE and save in the corresponding district folder in the BOGMOGRE Portal file location:

[\\epedcprfpext001\Crawler\OilGas\BOGM\BOGMPortalFiles\OilGasReports\Determination\_Letters](file:///%5C%5Cepedcprfpext001%5CCrawler%5COilGas%5CBOGM%5CBOGMPortalFiles%5COilGasReports%5CDetermination_Letters)

1. Repeat Steps 1 thru Step 8 for each letter to save all redacted letters in the correct folders.

Final Processing

Update the EXCEL File

1. Open Regional\_Determination\_Letters.xlsx file
2. Add the PDF to appropriate region in numeric order based off Control Number
3. Add the link to the complaint#
	1. <http://files.dep.state.pa.us/OilGas/BOGM/BOGMPortalFiles/OilGasReports/Determination_Letters/EAST/CO273310_Redacted.pdf>
	2. Easiest way to copy the link for previous complaint#
	3. Paste it to the one you are adding
	4. Change the complaint# in the new link
4. Repeat Steps 1 - 3 for each new complaint# letter
5. Copy cell A1 and paste to cells A2 thur AXX (bottom of column A)
6. Go bottom of excel file
7. Change date to todays date

Create the PDF file

1. Save excel file.
2. Save excel to a PDF file.

Remove any UN-REDACTED Complaint letters from the FOLDER