

Metadata Assistant mitigates risks associated with metadata, providing business with a high level of confidence that sensitive documents sent to clients and third parties are “cleansed” of harmful metadata. Metadata Assistant is the original and most comprehensive metadata solution available today.

- Easy to use interface
- Reduce costs and risks
- Helps with eDiscovery and document management
- Enterprise-wide solution
- Vista compliant

METADATA MATTERS

Metadata is information about the document. This information is stored within the document itself; for example who created it, who edited it, what were the changes made, who else worked on it.

Metadata has the potential to embarrass or negatively impact a company’s financial well-being.

Recent high profile incidents at the Pentagon, a San Francisco court house and the United Nation prove the point.

HIGH-PROFILE EXPOSURES

The Pentagon posted a document that revealed that a U.S. soldier accidentally killed an Italian secret service agent in Iraq. The file was improperly redacted and then saved as a PDF file.

When the information was copied from the PDF file and pasted into a Microsoft Word or Corel WordPerfect document, redacted portions were exposed. ■

A 51-page document filed with a San Francisco federal court on steroid use in baseball was improperly redacted and then converted to a PDF file format. When the information was copied into Word, eight pages of previously redacted information were revealed. ■

The United Nations released a report on Syria’s suspected involvement in the assassination of Rafik Hariri, Lebanon’s former prime minister. Track changes were enabled in the document and the recipients of the file were able to view names that had been deleted from the document of people said to be involved in the assassination (The New York Times, November 7, 2005). ■

AN ENTERPRISE-WIDE SOLUTION

Metadata Assistant is an enterprise-wide solution. It ensures that all documents sent beyond the company firewall are safe and secure.

58 WAYS TO PROTECT DOCUMENTS

There are 19 different metadata types in Word, 24 metadata types in Excel and 15 in PowerPoint! Metadata Assistant removes harmful metadata with just a few mouse clicks.

MS OFFICE INTEGRATION

Metadata Assistant integrates into your core business applications such as MS Office to ensure that harmful document metadata is analyzed and cleansed from documents. This can be an automatic process, or users can be prompted into action.

DMS INTEGRATION

Metadata Assistant integrates into some of the world’s leading document management systems such as Hummingbird, Interwoven and WORLDOX.

PDFDOCS INTEGRATION

Metadata Assistant integrates into pdfDocs Desktop to provide PDF creation, collation, annotation, redaction and document binding capability.

CUSTOMIZATION

Deploy Metadata Assistant straight out of the box, or have it customized to meet your individual needs and requirements.

AT A GLANCE

Analyse and cleanse metadata from MS Office files

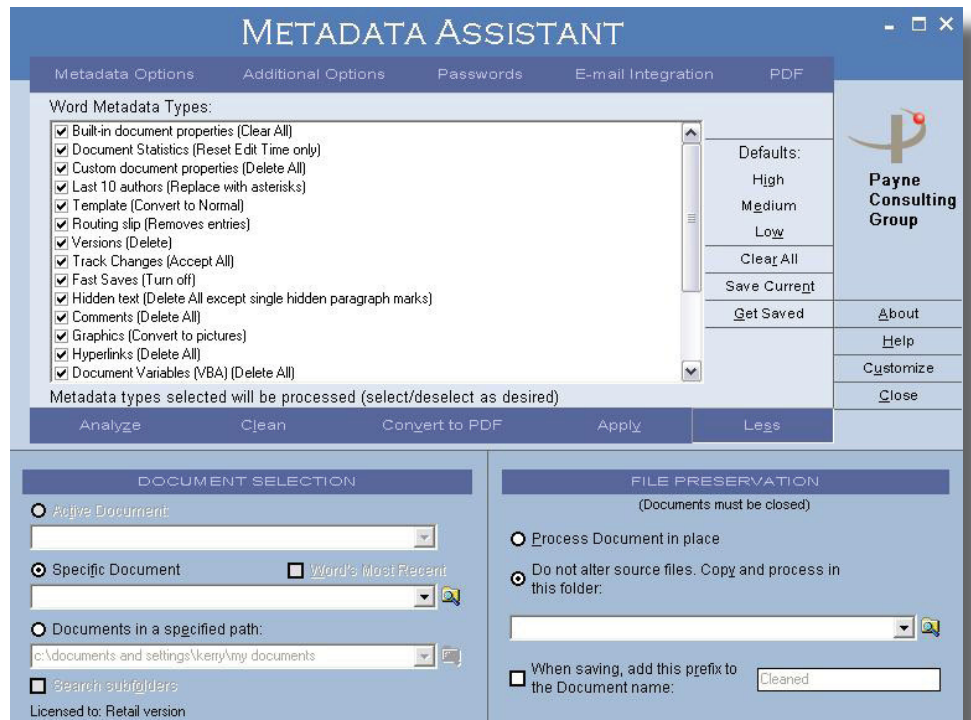
Runs as a standalone application

Cleanse documents within the MS Office application

Automatic alert to cleanse email attachments

Integrates into DMS

Integrates in pdfDocs Desktop



METADATA EXAMPLES

- Fix for newly discovered Word Security issue
- Last 10 authors who worked on the file
- Time spent editing the document (to the minute)
- Senders e-mail address and subject line text
- Versions and Routing Slip Information
- Hyperlinks, Smart Tags, and Much More
- Text invisible to the eye
- File location on your computer (gives hackers a tour of your computer)
- File location and name of attached template
- Residual Track Changes and Comments
- Embedded Objects

SANITIZE YOUR DOCUMENTS

- Remove unwanted last 10 Authors
- Remove Document Path (location on pc/server)
- Remove hidden text
- Remove Redlining (Track Changes)
- Remove comments
- Remove Document Properties
- 19 metadata types in Word, 24 types in Excel and 15 in Powerpoint

EMAIL INTEGRATION

- Reminder before sending
- Prompt to clean Word,
- Excel and PowerPoint attachments
- Preserves Original

OTHER FEATURES

- Analyze vs. Clean
- Security Choices (Low, medium, high)
- Save Custom Settings
- Clean entire directories
- Includes Password Options
- Document management system integration
- Integrates with pdfDocs Desktop

PDFDOCS INTEGRATION

- Create PDF documents from any application
- Combine multiple documents into a single PDF
- Annotate and markup documents
- Redact confidential information
- Prevent changing or copying of content

DOCUMENT MANAGEMENT INTEGRATION

- Hummingbird
- Interwoven/iManage
- WORLDOX



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