

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 in the UK and at the United Nations prove the point.

HIGH-PROFILE EXPOSURES

Certainly Tony Blair’s office hadn’t considered metadata when it published a dossier in February 2003 on Iraq’s security and intelligence organisations. Arguing that the dossier was current and the latest analysis of the current situation, the dossier was given to US Secretary of State, Colin Powell, to present at the United Nations the same month.

Subsequent analysis of the document metadata and revision logs told a different story. The dossier wasn’t current, it was a collection of documents written at least ten years previously—the majority of which had been written by a US researcher on Iraq. The dossier had been assembled by four members of Blair’s office, copied to a floppy disk and given to Colin Powell—the rest is history. ■

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 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.

DOCUMENT MANAGEMENT INTEGRATION

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

PDFDOCS INTEGRATION

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

CUSTOMISATION

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

DATASHEET

METADATA ASSISTANT

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

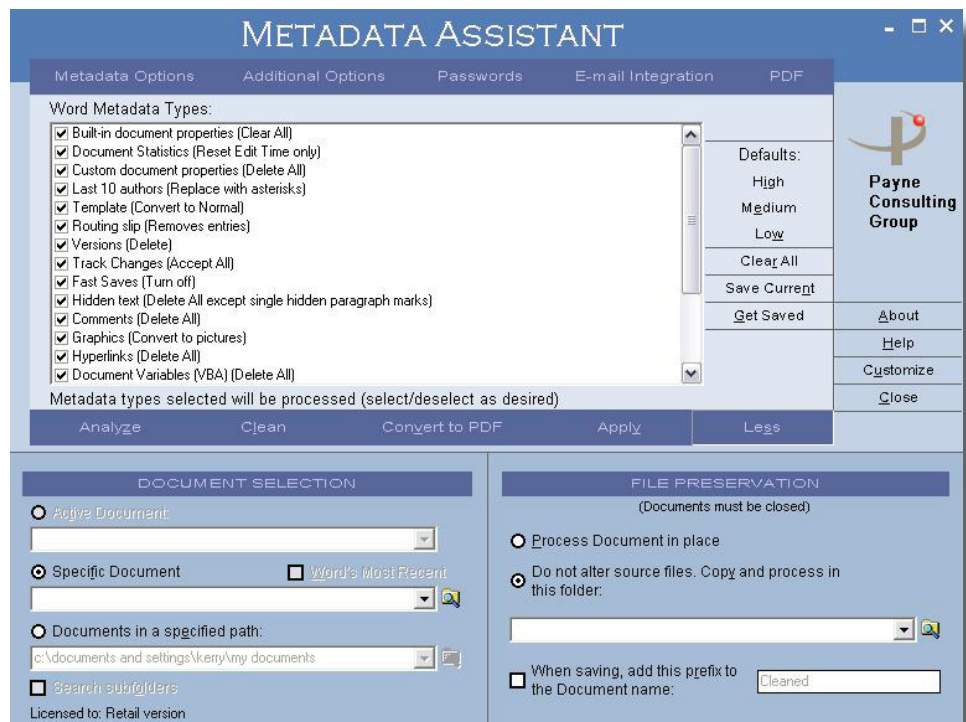
"Firms struggle with maintaining security and compliance when distributing documents beyond their company firewalls.

DocsCorp and Payne Consulting are working together to create solutions built on the Microsoft platform to mitigate this risk and provide customers with confidence when sending sensitive documents to clients, opposing counsel or other third parties."

Norm Thomas, director of business development for Microsoft's U.S. Professional Services Group



ph +61 2 8270 8500
 fx +61 2 8569 0925
 info@docscorp.com
 www.docscorp.com



INTEGRATION INTO MS OFFICE

- Integrates into MS Word, Excel, Outlook and PowerPoint
- Cleanse MS Word of 19 metadata types, 24 types in Excel and 15 in PowerPoint
- Cleanse MS Office documents outside of Word, Excel and PowerPoint environment
- Select metadata to be removed from documents
- Preserves the original document

EMAIL INTEGRATION

- Integrates into MS Outlook, Groupwise and Lotus Notes
- Prompt users to clean MS Word, Excel and PowerPoint attachments
- Select metadata to be removed from the document
- Preserve original document

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

ENTERPRISE-WIDE METADATA MANAGEMENT

- Centralize control over metadata management and removal
- Users do not need to determine what metadata needs to be removed
- Capture email attachments automatically for metadata removal

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
- NetDocuments
- WORLDOX