

Workshare[®] PROTECT

Total document protection and control

DATASHEET

CONTENT PRODUCTIVITY APPLICATIONS

Reduces Exposure

Protects Your Documents

Transparent to Users

Imagine sending to a client a contract that was originally created for a competitor. All of the text had been changed—company name, terms of the agreement, author name—but, somehow the client saw all of the changes that had been made and text that had been deleted. It happens. And it can be an embarrassing situation and could cost your business a fortune!

Protect your organization from the embarrassment, financial risk, and liability of inadvertent exposure of sensitive information hidden in Microsoft[®] Office document metadata. Workshare[®] Protect automatically identifies and removes sensitive document metadata upon emailing Microsoft Office documents without any user intervention or training.

Identify and Remove Sensitive Metadata Automatically

Microsoft[®] Word, Microsoft[®] Excel, and Microsoft[®] PowerPoint documents hold a lot of information that is not immediately visible to the naked eye. Every time a document is created in Microsoft Office, hidden information, or document metadata, about that document is tracked automatically. Document metadata can include such data as deleted text, comments, authors names, and keywords—all of which could be misconstrued or cause great embarrassment if seen by unintended viewers.

Workshare Protect automatically protects you from inadvertently sending sensitive document metadata :

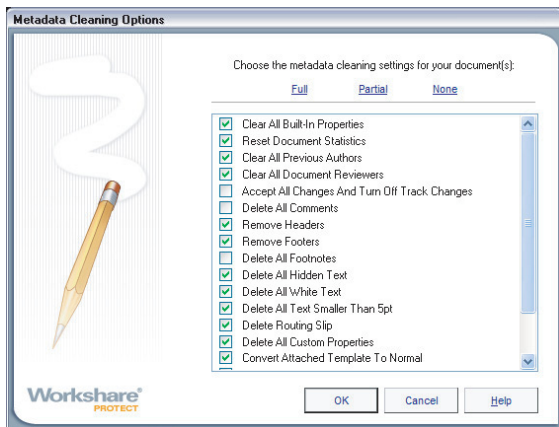


Figure 1: Customizable metadata cleaning options

- Automatically removes document metadata when Microsoft Office documents are emailed
- Works with Microsoft Word, Microsoft Excel, and Microsoft PowerPoint files
- Centrally enforces policies for metadata—no end user intervention required
- Provides additional metadata analysis and removal for Microsoft Word documents when deployed with a full license of Workshare 3

Eliminate Reliance on User Intervention

Current solutions which address document metadata require Microsoft Office users to open additional programs or physically initiate its removal. These solutions are both cumbersome and ineffective, as they rely on busy professionals to remember to enforce company document metadata policies and extensive training.

Workshare Protect dramatically simplifies removing sensitive document metadata:

- Emails documents as before—Workshare Protect automatically removes sensitive document metadata once the email is sent
- Requires no additional clicks or steps
- Requires no training

Easy PDF Creation and Protection

Some organizations prefer to send their sensitive Microsoft Office documents as PDFs, thus requiring additional software purchases for users to convert their documents into PDF format. In addition, when Microsoft Office documents are converted into PDFs, sensitive document metadata can potentially remain.

Workshare Protect integrates PDF creation and document metadata removal:

- Provides a "send as PDF" option
- Removes document metadata prior to creating the PDF

Details

Workshare Protect can remove, among others, the following metadata:

- Built-In Properties
- Document Statistics
- Previous Authors
- Document Reviewers
- Track Changes
- Comments
- Footnotes
- Hidden Text
- White Text
- Routing Slip
- Custom Properties
- Auto Versioning
- Delete All Versions
- Macros
- Field Codes
- Attached Templates
- Text Smaller than 5pt
- Headers
- Footers

Added Functionality as Part of Workshare 3

As a standalone product, Workshare Protect safeguards you and your company from exposing sensitive data externally. As part of Workshare 3, you not only get this protection, but the ability to easily collaborate on documents with others and quickly incorporate the changes they make to your documents when reviewing them. For document-centric organizations, Workshare 3 is a complete content productivity application for working easier, faster, and safer.

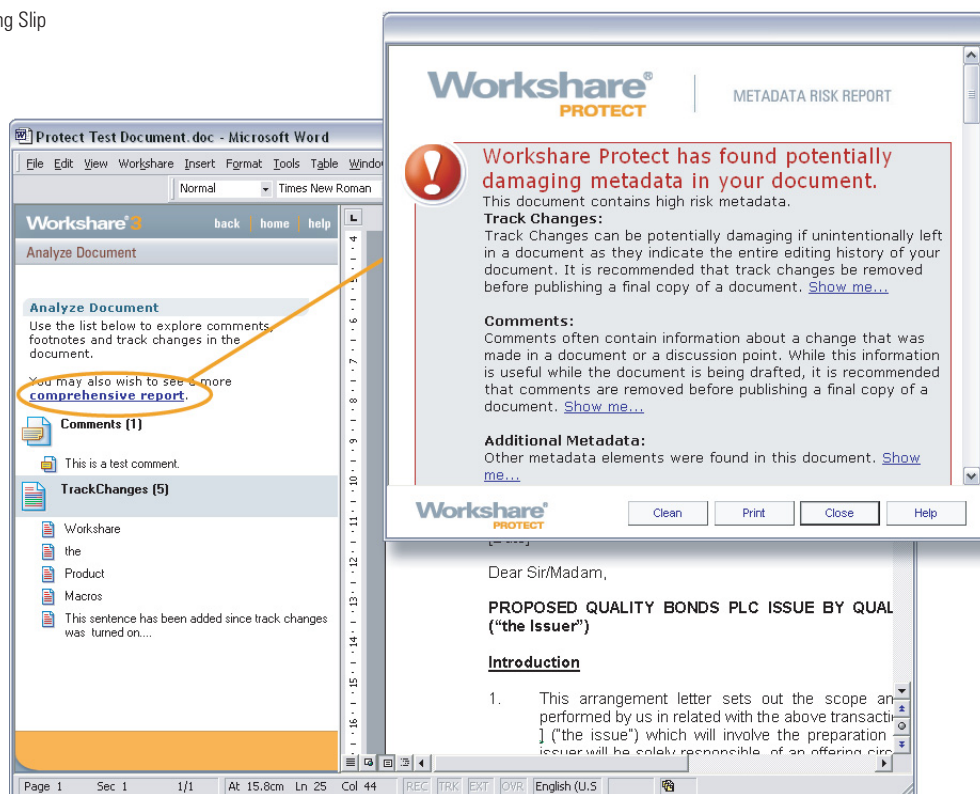


Figure 2: Analyze metadata details from within Workshare 3.

Summary

Sensitive document metadata in Microsoft Office documents exposes companies to potential embarrassment and risk. Safeguard your organization with Workshare Protect—powerful, flexible, and easy to use document metadata removal.

The solution is Workshare Protect.

WSP

SPECIFICATIONS

Compatible Operating Systems

- Microsoft Windows 98
- Microsoft Windows NT4 sp6
- Microsoft Windows® 2000
- Microsoft Windows® XP

Microsoft Office:

- Microsoft® Office 2003
- Microsoft® Office XP
- Microsoft® Office 2000
- Microsoft® Office 97

Compliant Email Systems

- Microsoft® Outlook® XP
- Microsoft® Outlook® 2000
- Microsoft® Outlook® 2003
- Microsoft® Outlook® 98
- Lotus Notes 5.0.11 - 6.0.2
- Groupwise 6.0 (except for Windows® 98)
- Groupwise 6.5 (except for Windows® 98)

Recommended System Requirements

- 500MHz+ processor
- 128MB RAM
- 30MB free disk space
- Microsoft® Windows® 2000 / XP OS
- Microsoft® Office 2000 / XP

Minimum System Requirements

- 300MHz processor
- 64MB RAM
- 30MB free disk space
- Microsoft® Outlook® 2000 and later
- Microsoft® Word 97 and later
- Microsoft® Windows 98 OS

Browsers Supported

- Microsoft® Internet Explorer 5.5 and above

Install Information

- Microsoft Windows Installer 1.1

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