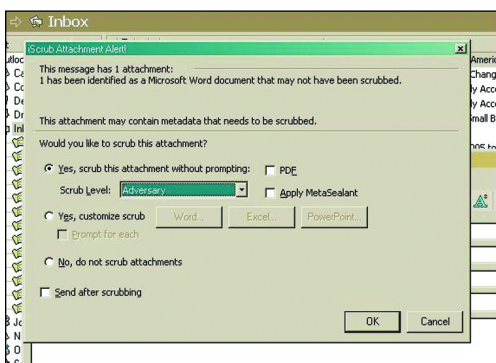


## Utilities: iScrub v. 3.0 EP5

As someone who uses Microsoft Word, I often have concerns about problems raised by the presence of metadata in my Word documents. I have been searching for a simple solution that will allow me to easily remove metadata from files before I send them to an opposing attorney. I found the solution in iScrub from Esquire Innovations Inc. iScrub seamlessly integrates with Microsoft Excel, Word, PowerPoint and Outlook.

Installing the program was a breeze and took less than three minutes. Once installed, the program is just



The "iScrub Attachment Alert" dialog notifies you about metadata in e-mail attachments before sending.

as easy to use. In Word, you activate the iScrub toolbar by selecting "Toolbars" from the "View" drop-down menu, then choosing "iScrub."

The small toolbar contains buttons that allow you to view the metadata and to scrub your document. If you view the metadata, you can see what information is contained in the file that could be discovered by someone else looking at your file with such a utility.

To clean the metadata from a document, select the "Scrub Document" button on the toolbar. For those who prefer working with menus, choose "File," then "Publish as Scrubbed Document" and you can choose how much information you want scrubbed.

iScrub comes with some basic scrub levels that a firm can define. These include out-of-the-box choices such as "Adversary" and "Cooperator." The program allows a law firm to create a total of five different levels of scrubbing, each with its own custom name.

The default levels likely will work fine for most users. For example, if I choose "Adversary," the program will remove all of the metadata. When I chose "Cooperator," the program removed the metadata that relates to comments and hidden text, but left the metadata relating to tracked changes intact. It performs this way if the user leaves the "Accept all Tracked Changes" check box unchecked.

iScrub also allows you to choose the format of the scrubbed document. You can choose between saving the file as a new document or as an original document, or in Rich Text Format, HTML or Portable Document Format. Although I imagine I mostly will save files as new documents, it's nice to know the program provides alternative choices. The "iScrub" dialog also allows you to choose if you want iScrub to apply a MetaSealant, which leaves the document as a Word file but prevents anyone from making any changes to it.

The default options work best for the vast majority of situations. Simply choosing "Scrub" from the dialog box begins the scrubbing process, which, just like the installation process, was simple and quick. As test documents, I scrubbed a 15-page asset purchase agreement and a 30-page appellate brief. The program scrubbed each in less than 15 seconds.

Certainly, iScrub worked great while I was working in Word, Excel and PowerPoint. However, the reality is that having the program installed in Word doesn't mean I will use it before sending a document full of metadata to my opposing counsel. iScrub anticipates this problem.

When you attempt to e-mail a Word, Excel or PowerPoint document as an attachment, iScrub prompts you with the "iScrub Attachment Alert" dialog to warn that you are about to e-mail a document containing metadata. The dialog box in Outlook is similar to the "iScrub" dialog box. The main difference between the two boxes is that from Outlook, you can choose to scrub all of the attachments at the same level

(e.g., "Adversary"), scrub all document file types at the same level (e.g., all Word documents as "Adversary" and all Excel documents as "Cooperator") or you can determine the scrub level for each attachment.

From the "iScrub Attachment Alert" dialog, you also can choose to have the document sent as a PDF or you can apply a MetaSealant. You also have the choice not to scrub the document at all. As an added bonus for security conscious firms, this choice can be disabled so all such documents sent through e-mail are scrubbed.

In sum, I found iScrub to be an excellent utility. It does a great job of removing metadata, is easy to operate and works quickly enough that it does not interfere with your work. Finally, it helps you remember to scrub your documents before e-mailing them to opposing counsel. [.loc](#)

*Reviewed by Bryan Sims, an attorney with James, Gustafson and Thompson in Naperville, Ill. He specializes in commercial litigation and considers himself hopelessly addicted to technology.*

### Closing Argument

**Pros:** Easy to use. Seamless integration with Outlook to prevent e-mailing documents with metadata. Compatible with a wide variety of systems.

**Cons:** Might be on the expensive side for solos or small firms.

**Verdict:** I recommend this product. It works great and provides peace of mind that you will not accidentally disclose confidential information.

#### iScrub v. 3.0 EP5

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Price: Enterprise pricing starts at \$100 per seat.

Windows 98 or later;  
Microsoft Office 97 or later.