

## **iScrub 3.0 EP6 Product Guide**

This product guide is designed to assist in the evaluation of the iScrub version 3.0 EP6 application, a metadata management tool for Microsoft Office 2000-2003 with e-mail integration for Microsoft Outlook. This document provides information, examples and screenshots of the new and improved features.

Following is an overview of the key design goals for iScrub version 3.0 EP6 and the new and improved functionality associated with those design goals.

### **INTRODUCTION**

The electronic form of Microsoft Office files contain extraneous information to the actual text, such as the authors of the file, deleted text, and drafting history. When these files are shared with persons outside the firm or other legal practice group, there is a risk of unintended disclosure of information that may be adverse to the representation of clients or the interests of the practice. Such information has been called metadata.

iScrub is currently one of the most commonly used applications for metadata management because of its ease of use, administration, and level of metadata control. Files can be scrubbed from within Word, Excel, PowerPoint, e-mail or using SpinCycle for batch scrubbing. From e-mail, iScrub cleans Word, Excel, PowerPoint, PDF and e-mail messages of metadata.

### **KEY DESIGN GOALS AND OVERVIEW OF NEW FEATURES**

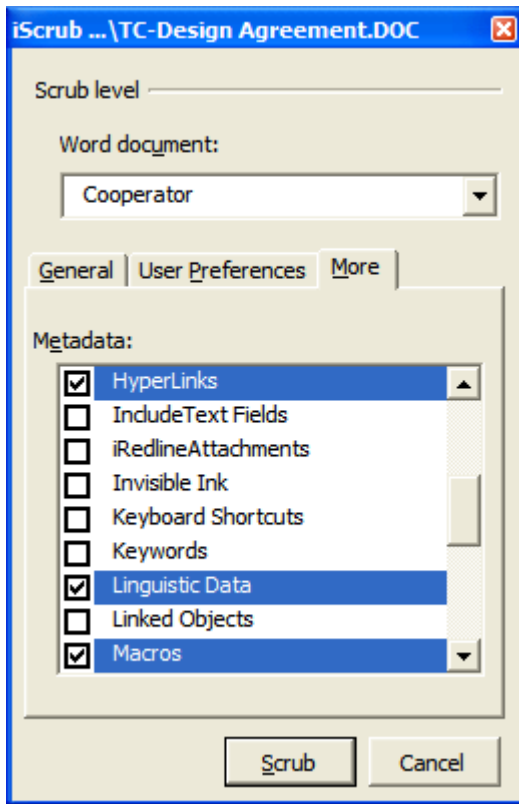
Cleaning data from a file has a two-fold purpose: to protect the firm from inadvertently sending out confidential information and to protect the firm from receiving potentially harmful information, such as viruses or macros. Therefore, procedures and standards should be adopted by the firm for management of metadata and should be performed routinely and consistently.

A key design goal for iScrub is to provide central administration of firm standards for metadata management, varying levels of metadata management, and an easy-to-use, yet thorough cleanup tool.

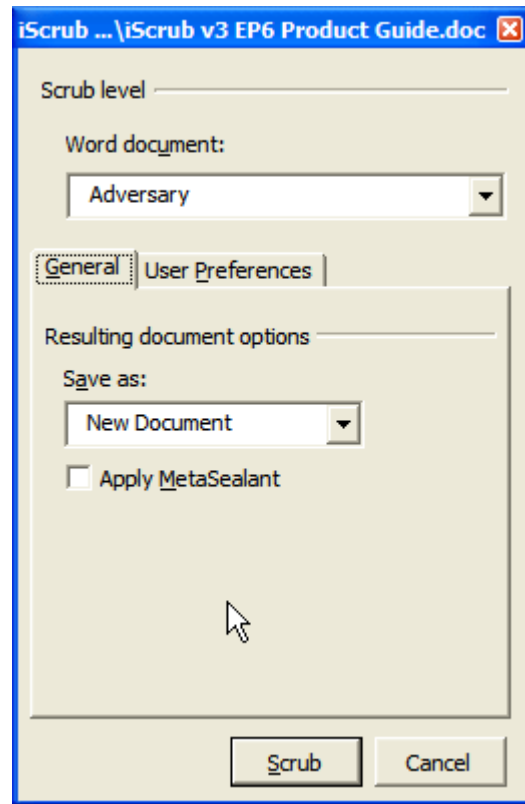
## WHAT'S NEW

### Expandable Interface

Firms can reveal the full range of metadata items. If desired, users can change the default scrub settings. iScrub's centralized configuration allows the firm to determine the degree of flexibility available at the user-level.



Expanded Dialog ("More" settings) can be made available for desired levels



Expanded Dialog ("More" settings) can be hidden for some levels

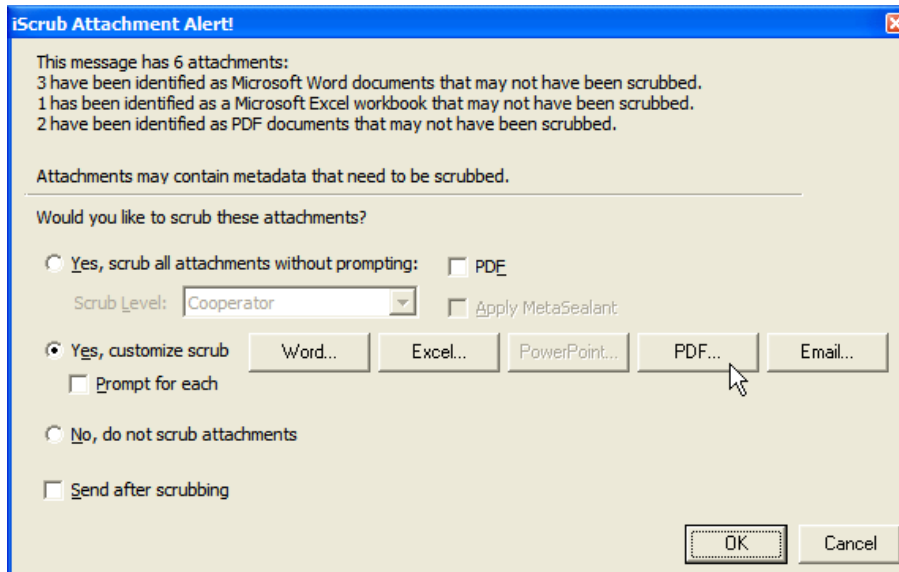
## Scrub E-mail Messages

If desired, e-mail messages can be scrubbed, removing items such as categories, associated contacts, and information associated with custom forms.



## PDF Files

The properties of PDF files can be scrubbed when attached to email messages. If desired, firms can force PDF conversion for particular scrub levels.



**iScrub Attachment Alert from e-mail**

## Dynamic Scrubbing

If desired, files can be scrubbed automatically upon File-Close, File-Open, or File-Save. The level of scrubbing can be specified in the XML file.

## **Improved SpinCycle**

SpinCycle provides batch scrubbing. Now Firms can specify the default source and destination drives or folders. (New XML settings)

## **Administrative Control**

iScrub still provides centralized administration for establishing standards in metadata management. EP6 offers even greater flexibility in setting firmwide defaults for scrubbing files.

## **CONCLUSION**

iScrub 3.0 EP6 is a complete metadata management tool providing solutions for small to large firms with the following tools:

- R **Backwards Office Integration** - full integration with Office 2000-2003.
- R **Centralized Administration** - an XML file to house selected firm standards providing three levels of metadata management.
- R **E-mail Integration** - integration with Microsoft Outlook 2000-2003.
- R **General Usability** - a simple user interface providing an easy way to routinely and consistently remove unwanted metadata.
- R **SpinCycle** - A useful administrative tool for managing metadata for multiple documents in a single session.