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A QinetiQ Company

Boldon James Office Classifier
Labelling and Protective Marking for Microsoft® Office Documents

Processes used to control the distribution of sensitive documents were mostly created in a paper-based world. Updating these controls to cope with the increased risk of data loss presented by email and document processing systems presents a significant challenge. Boldon James Office Classifier meets that challenge by placing classification labelling at the heart of data loss prevention, giving users the ability to apply relevant visual labels to documents and embed those labels into the document metadata.

Key Benefits

▶ Enforces information assurance policies

▶ Raises user awareness of security responsibilities

▶ Improves data loss prevention (DLP) measures

▶ Controls unstructured information

▶ Drives Microsoft Windows Rights Management policies

▶ Automatically protects the most sensitive content

▶ Provides visibility of user behaviour and compliance position

▶ Low deployment and administration costs

Classifier labels enforce an organisation's rules on handling and release of documents, automatically invoking other technologies such as encryption or rights management.

The result is increased user awareness of the sensitivity of information, the ability to provide evidence that applicable regulations have been met and the opportunity to boost the return on investments in DLP, encryption, archiving & storage, e-discovery, information rights management and ERDMS.

Office Classifier provides the most comprehensive set of labelling plug-ins for key applications in the Microsoft® Office family:

W Word

P PowerPoint

X Excel

V Visio

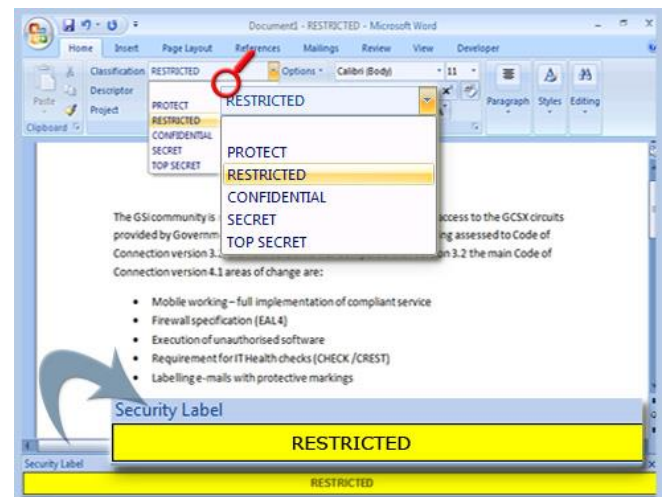P Project

Enterprise Edition

Features

• **Label Selection**
Office Classifier provides a set of simple, familiar Microsoft Office drop-downs from which users select a classification label. Administrators can set rules to force labelling on Save, Print and Open, thereby automating compliance with information assurance policies.

• **Visual Marking**
Office Classifier applies visual markings to the content of documents, raising user awareness of the value of the information that they are handling. Administrators can configure where the markings will appear (including headers, footers and watermarks*), how the marking is formatted (including font, size and colour) and how the label is represented (including prefixes, suffixes and delimiters as well as any alternate values). Dynamic placeholders** can also be used to include data within the marking that is specific to the user or session, for example username or date.

Fig 1: Labelling in a Word Document

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- Metadata Marking
  Office Classifier applies metadata markings to Office document properties, allowing email filtering, encryption and archiving technologies to take action based on label values. This provides a simple way to ensure consistent actions are taken by otherwise complex information security tools and provides an additional safeguard against data leakage.

Fig 2: Labelling in a PowerPoint Presentation
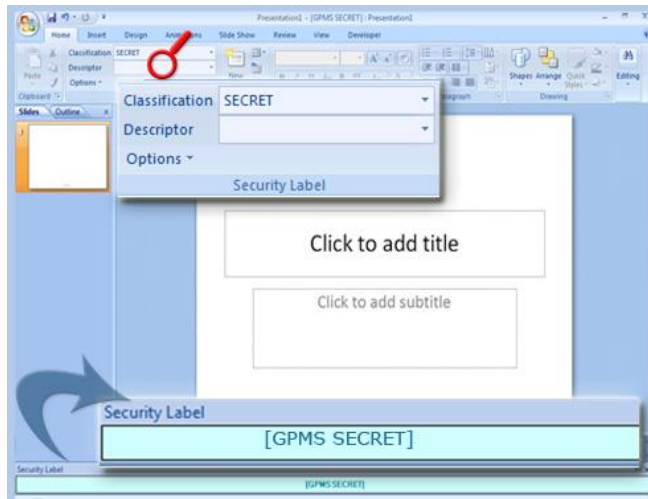
- Labelling Helpers**
  Users can have convenient access to the labels they use most often or find most useful in the form of 'favourites'and most recently-used labels. Assisted labelling can also be used to guide the user when selecting individual label values, simplifying choices and ensuring validity of the selected combination of values.

- Quick Classification**
  Where a community of users needs only a small set of label choices, Quick Classification presents those users with a preset collection of label buttons within the Outlook ribbon group. These buttons need only a single click to classify a document. Each button having its own colour cue, caption and tooltip.

- Portion Marking*
  Portion Marking allows users to apply different label values to sections of information within the same document, providing granular control without the need to create multiple versions of the same document. To prevent mishandling of such information, Office Classifier ensures that the overarching document label is always that of the highest portion mark.

- Unified Administration
  Office Classifier is supplied together with the Classifier Administration console which unifies the policy configuration of all Classifier products. The console handles policies from the simple to complex, ensuring that a Classifier solution can be implemented quickly with the minimum of expertise (see the Classifier Administration datasheet)

- Auditing
  Administrators can specify which events are audited to the Windows Event log, providing visibility of user behaviour with regard to information security and management. This knowledge allows better targeting of security training and assessment of compliance to security policies.

System Requirements - Software

- Desktop Operating System*: Windows Vista SP2 / Windows 7 / Windows 8 / Windows Terminal Server

- Microsoft Office*: Office 2007 SP2 / 2010 (32 & 64 bit) / 2013 (32 & 64 bit)Server Operating System: Windows Server 2003 / 2008

Try Before You Buy

Evaluations are available for this product. Contact your Boldon James representative or visit:
www.boldonjames.com

* Not all features are available on all platforms or in all applications, please check for details

** Available only in the Enterprise Edition

About Boldon James

For over 20 years we have helped organisations with the most demanding communication requirements manage sensitive information securely and in compliance with legislation and standards.

Our solutions extend the capabilities of Microsoft core infrastructure products to allow secure information exchange and in 2006 we were elevated to Microsoft Global Go-To-Market Partner. Boldon James is a wholly-owned subsidiary of QinetiQ, with offices in the UK, US, Australia and Europe, and channel partners worldwide.