



F2

Metadata Remover

Version 5.1

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Reading Guide

This manual is intended for existing, new and potential users of F2 Metadata Remover. The manual contains a short introduction and a general description of the functionality and configuration of F2 Metadata Remover.

Commands (i.e. the buttons you should click) are displayed in **Bold**. Any reference to a field or a list is displayed using "quotation marks".

When the document refers to further documentation, this is indicated in *Italics*.

The manual features a number of screenshots to help you easily find the described functions. Screenshots with lines and associated text show you where to click in F2. An area framed by a blue line identifies an area with several functions.

Enjoy.

Introduction to F2 Metadata Remover

Most Office-documents contain large amounts of information regarding the author, time of creation and any corrections in the documents metadata. At times it can be difficult to figure out what kind of information e.g. a Word document contains and it is not always desirable that this information is disseminated when documents are being send by Email.

F2 Metadata Remover gives you the ability to clean documents from these types of internal and in certain cases business critical information before the document is forwarded. F2 Metadata Remover uses the Office tool "Document Inspector" to help you find and remove hidden data and personal information in your documents.

The metadata remover automates the use of document inspection which means that when sending a document outside the company F2 will automatically ask you if you want to remove the associated metadata thus informing the sender of the document which metadata the document contains.

This means that the metadata remover can be used on certain documents without having to open them allowing you to select which of the attached documents you want cleaned before sending them.

When using F2 Metadata Remover F2 will automatically create a new version of the Email record in which the cleaned documents are attached. This is the version of the record which will be forwarded.

By doing so you will be able to document that all metadata was removed from the record before it was send.

Choice of standard setup and metadata remover

In the "Setup" dialogue on the "Settings" tab in F2s main window you can select which file format (original or PDF) you want as default when sending documents. Furthermore, by selecting "Clean attachments before send" all documents attached to an Email will be attached without document metadata.

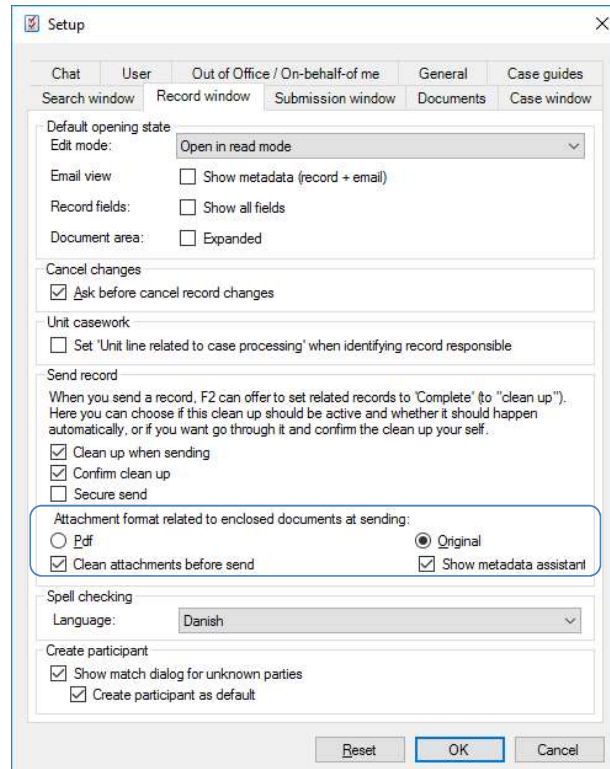


Figure 1: Standard setup

By doing so you will not have to deal with the removal of metadata every time you send a document. Also, if "Show metadata assistant" is selected, F2 will show you in which format the document will be attached to the Email (see figure 3).

Cleaning documents when sending

When a record is shown as an Email each document attached will have a drop down menu showing in which format they will be send as default. If you wish to change the format of a document in the Email this can be done by clicking the drop down menu next to the document (see figure 2).

With F2 Metadata Remover you will be presented with four options making it possible to select between PDF or original format with or without the metadata of the document (see figure 2).

Your choice will have no effect on your ongoing work with the documents since the selection only becomes effective when the Email is being send.

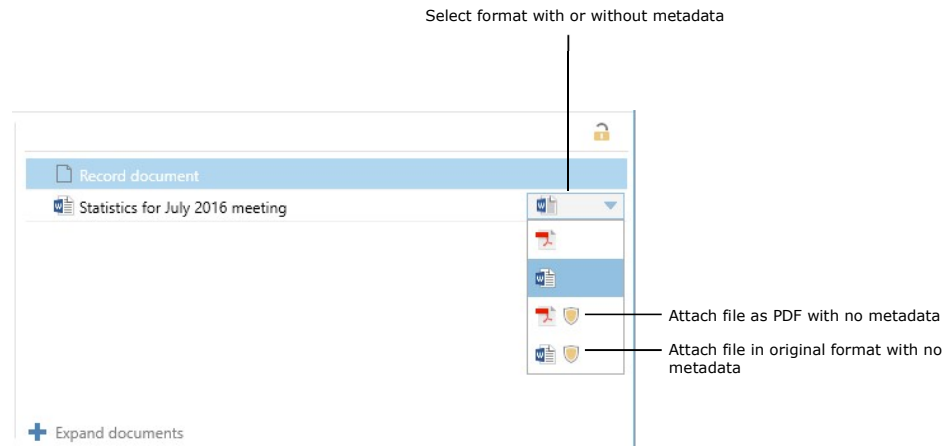


Figure 2: Select format with or without metadata

If the metadata assistant is enabled the screenshot below will appear before sending an Email to an external party.

Meanwhile you can decide if you want to differ from the original setting of the document format regarding which format they should be send in and whether or not they should have all metadata removed.

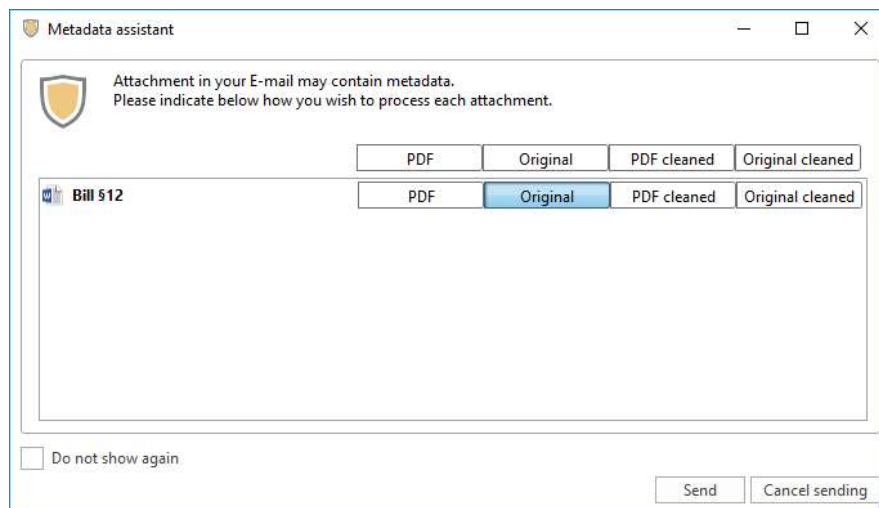


Figure 3: Send to external party

Sending internal documents in F2

When sending a document internally in F2 the use of the metadata remover will also affect the format in which a document is being send.

Sending to internal F2 parties only

The metadata remover will have no effect when sending an Office document to internal parties in F2 even though it will appear on the record. Neither will the metadata assistant become effective (will not appear when sending).

The metadata of the document will be visible to all F2 receivers.

Sending a document to internal (F2) and external parties.

If an Office document is send to both internal as well as external parties and if the metadata remover along with the metadata assistant is selected, then the metadata assistant will become effective. All metadata will be removed from the attached document and neither the internal or external receiver will be able to see the metadata of the document.

The reason for that is that when sending an Email to an external party F2 will automatically generate a copy of the record in which the document has had all metadata removed. This means that everybody with access to the Email record in question will view the document without any metadata.

However, the records versioning will show previous versions of the concerned record and with the appropriate rights you will be able to activate a previous version and the metadata of the document will become available.

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