Litera One × LITERA Metadact

Click. Clean. Send.

Law firms face rising risk from hidden metadata, especially as teams work on the go and clients demand tighter data controls. Traditional desktop tools are hard to manage, easy to overlook, and don't scale with modern workflows.

Clean brings the trusted power of Metadact into a modern, cloud-native experience fully embedded in Litera One for Outlook. Designed for today's mobile legal teams, it enables lawyers to clean metadata with one click, directly from Outlook, across devices and including Macs. Its intuitive design makes it easy for lawyers and legal professionals to automatically select cleaning profiles, understand recipient risk, and instantly prepare a document for secure collaboration.

With Clean, lawyers protect sensitive information in documents, while IT teams can rest easy knowing metadata risk is automatically managed.

For Metadact customers using desktop or server-based tools, Litera Clean now offers a modern cloud experience with a refreshed UI, compatibility with the new Outlook, and access across devices. It simplifies metadata protection, reduces IT overhead, and fits with how lawyers work today.

Protect Every Document, Effortlessly

Protect your firm's reputation by ensuring every document is clean before it ever leaves Outlook.
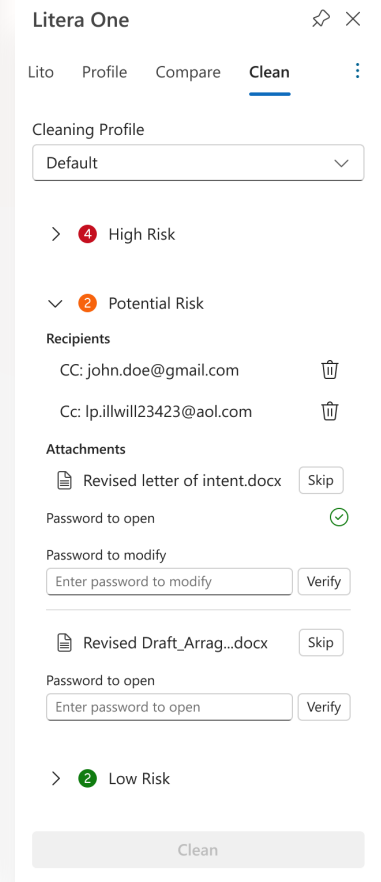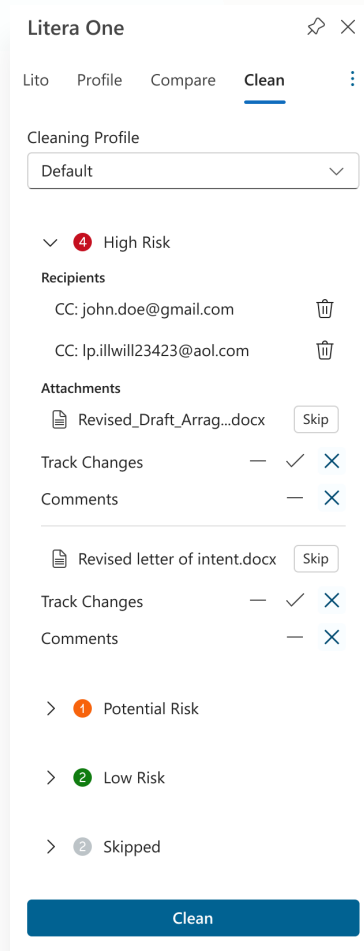
Cloud-Native, Zero Overhead

With simplified installation and automatic updates, Litera Clean runs in the cloud and works across devices, including Macs.

Secure by Design, Built for Scale

Support hybrid work, reduce IT overhead, and meet client expectations for data security without disrupting lawyer workflows.

Litera One × LITERA Metadact

Litera One

Lito Profile Compare **Clean**

Cleaning Profile
Default

🔴 4 High Risk

Recipients
CC: john.doe@gmail.com 🗑
CC: lp.illwill23423@aol.com 🗑

Attachments
📄 Revised_Draft_Arrag...docx   Skip
Track Changes   — ✓ ✕
Comments   —   ✕

📄 Revised letter of intent.docx   Skip
Track Changes   — ✓ ✕
Comments   —   ✕

🟠 1 Potential Risk
🟢 2 Low Risk
⚪ 2 Skipped

Clean

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Cleaning Profile
Default

🔴 4 High Risk

🟠 2 Potential Risk

Recipients
CC: john.doe@gmail.com 🗑
Cc: lp.illwill23423@aol.com 🗑

Attachments
📄 Revised letter of intent.docx   Skip
Password to open ✅
Password to modify
Enter password to modify   Verify

📄 Revised Draft_Arrag...docx   Skip
Password to open
Enter password to open   Verify

🟢 2 Low Risk

Clean

Key Features

☑ **Clean Tab in Outlook**

Assess risk and clean attachments directly in Outlook with the Clean tab.

☑ **Recipient & Attachment Risk Categorization**

Flag recipient and attachment risk as high, potential, or low to prevent accidental disclosures.

☑ **Password-Protected File Support**

Clean protected documents by allowing password entry within the workflow.

☑ **Track Changes & Comments Alerts**

Detect unresolved comments and tracked changes in Word, Excel, and PowerPoint files, allowing users to clean or confirm before sending.

☑ **Summary Cleaning Report**

Get a final review of cleaned, confirmed, and skipped items to confidently send emails with reduced risk.

For a closer look, visit litera.com or scan the QR code to request a demo.