



Share Secure Documents Without Risky Metadata

Share the cleanest, most professional version of a document and remove the risk of sharing sensitive information via email with Metadact.



Metadact is a metadata cleaning solution that scrubs metadata, track changes, comments, etc., from documents across any device, enhancing Data Loss Protection, document security and collaboration.

Why Metadact?

Making mistakes when sending an email is too easy. You could share the wrong file with the wrong person or forget track changes and comments within a document. This leaves you and your organization vulnerable to security risk, non-compliance, and loss of client confidence.

Metadact helps you mitigate the risk of human error. With Metadact, you can easily clean document metadata, comments, track changes, etc., for multiple file formats across devices and applications. Easily manage attachments and recipients and enforce Data Loss Protection (DLP) policies so you never send a risky email again.

- **Metadact Desktop:** Clean documents from your desktop or in Microsoft Outlook.
- **Metadact Server:** Enable server-side metadata cleaning and leverage APIs to integrate with a range of client applications. Use as a Microsoft 365 app, in Outlook Web Access, Outlook for Mac, etc.



Prevent Data Loss

Protect the organization from revealing sensitive data, catch email mistakes and suspicious activity from any device.



Manage Attachments

Reorder, rename, and bind attachments without disturbing your workflow or leaving Microsoft Outlook.

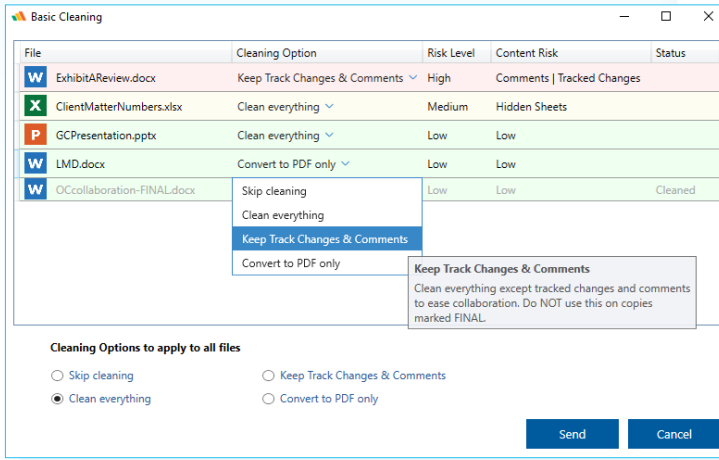


Total Control

Customize settings and receive insights to protect data, while maintaining an efficient workflow.



LITERA Metadact



“That’s just sitting there quietly in the background, but it does another important risk management job every time someone sends a client an email. It’s all about getting the cleanest, most professional version of the document possible.”

Anthony Vigneron

Applications Director, Clifford Chance

Key Features

- ✓ **Metadata Cleaning**
 Detect and clean 300+ types of metadata from Microsoft 365 documents, PDF, images, and ZIP files on your local workstation, server, or third-party applications.
- ✓ **Cleaning Profiles**
 Configure metadata cleaning profiles depending on your organization’s security stance. Set quiet, basic, and advanced cleaning profiles with specific risk levels.
- ✓ **Attachment Manage**
 Manage and bind attachments, adjust security permissions, rename and reorder them, automatically insert cover pages and Tables of Content, and convert to PDF directly from Outlook.
- ✓ **Sensitive Data Handling**
 Set policies that alert email senders when trying to reply all or forward emails and attachments depending on the involvement of external recipients, the number of recipients and replies, etc.
- ✓ **Full Email Control**
 Leverage DLP capabilities by blocking suspicious emails, preventing email sends to specific domains, email addresses, or sending specific file types.
- ✓ **Analytics Service**
 Strengthen security by checking email activity of departing employees, discovering data leak sources, and generating Kibana reports.

External Source Integrations



For a closer look, visit www.litera.com or [request a demo](#).