iScrub

The next step in Metadata Management

iScrub is a leading metadata management software for the legal industry. Increasingly, law firms are realizing the potential risk of exposure if they do not utilize effective metadata management software.

WHAT IS METADATA?

Microsoft includes many automated features in their applications to aid in the document production process. Unfortunately, automation can leave electronic evidence of this process. These include the identity of those who edited the document, the time and frequency of edits, commentary, the document template, and other data employed to control the document's text and format. In some circumstances, even deleted text remains part of a document's electronic file history. All of these elements combined make up a document's metadata.

WHEN IS IT HARMFUL TO SHARE IT?

The metadata risks are minimal provided the electronic document stays within a firm's electronic "walls." Documents sent externally require different levels of metadata cleaning based on the intended recipient.

WHAT ARE THE KEY STRATEGIES FOR METADATA CONTROL?

Educate your firm about metadata concerns and use a thorough cleanup tool that publishes a clean copy of the document before it is distributed outside the firm. iScrub's sophisticated programming removes the visible properties and cleans the difficult to reach file elements, such as the list of past authors.

iScrub's central administration features allow a firm to establish and control the metadata cleanup settings. iScrub publishes the clean version of the document separate from the existing file, inside or outside a document management system, to avoid compromising document automation features in use within a firm.

New features of iScrub 7 include:

- The efficient removal of metadata from MS Word, Excel, PowerPoint and PDF documents
- A built-in management module for easy configuration
- Open XML document format compliancy and tools to export metadata output into XML format
- A metadata viewer for Word, Excel and PowerPoint
- An unlimited number of metadata management levels
- The ability to clean zipped files or zip files after metadata removal
- Batch metadata removal
- The ability to convert documents to PDF format after cleaning.

iSCRUB 7 IS EVEN MORE FLEXIBLE:

Already the industry standard, iScrub 7 takes metadata management to the next level. Taking full advantage of XML, .NET and zip technology, iScrub 7 removes the visible metadata and cleans the hidden or difficult to reach file elements. Through centralized administration, iScrub 7 allows firms to establish, protect and control the application settings. In addition, iScrub's sleek user interface means easy adoption for users.

WHAT OUR CLIENTS ARE SAYING:

"Implementing iScrub has been a great benefit to Keker & Van Nest. iScrub's Outlook connectivity means users needn't follow a procedure or think about steps, when removing metadata. They are automatically prompted to clean attachments if an e-mail message includes Word, Excel, PowerPoint or PDF files. Without minimizing the importance of the metadata issue, iScrub's unobtrusive presence allows users to focus on other issues, and rest assured they won't unintentionally divulge confidential information."

Bobby Bommarito
Keker & Van Nest, LLP