

# BigHand Scrub

Protect your business and easily remove sensitive metadata from important documents at the touch of a button, with BigHand Scrub.

## Overview

To keep your business interests secure and to protect your employees from accidental confidentiality breaches, it's important to control your metadata. "Metadata risk" can result in embarrassing situations that harm client relationships, your reputation, and your bottom line.

Hidden, personal metadata about your organization and employees is produced during the process of any digital document creation. When these files leave your organisation, unchecked metadata presents a high risk of unintentional disclosure of private information.

BigHand Scrub is a powerful solution that pinpoints and removes sensitive metadata from Microsoft Word, Excel and PowerPoint documents, fast, as part of the natural document workflow. Users can automate the removal of all metadata, or configure varying levels of metadata management, as well as easily converting documents to PDF, Secure PDF or PDF Archive.

## BigHand Scrub Ribbon

The BigHand Scrub ribbon is designed for easy use, however your teams are working. It integrates with Microsoft Word, Excel and PowerPoint and lets users instantly view and erase document metadata at any stage.

## Email Metadata Removal

BigHand Scrub can be set up to automate metadata removal before anything leaves your organisation. When a user clicks "Send" on an email including attachments, a BigHand Scrub panel will appear automatically and prompt them to select the level of metadata removal required.

Users can choose from a set of pre-configured removal levels, as well as being able to convert attachments into PDF, place multiple attachments into a .zip folder and add passwords.

If an email contains more than one attachment, BigHand Scrub allows management of each one individually.

## BigHand Scrub Admin

The administration console is where an organization can set and edit the metadata policies that are distributed throughout the business. This includes the level of metadata removal as well as editing, printing and viewing restrictions.

Configurations can be set for all staff, by department or even by individual if there are varying requirements.

## Converting to PDF

BigHand Scrub allows users to clean and convert documents into PDF files (PDF, Secure PDF or PDF Archive) whether they are working in Microsoft Word, Excel, PowerPoint or Mail, or just before sending files via email.

**BigHand**

**Document Metadata**

When you create a document, there's a lot of information logged and stored in the background which is called "metadata". This information can go unnoticed but if you know where to look, you can uncover a document's metadata very quickly and easily. Below we have highlighted the types of information that your clients and partners will potentially have access to if you do not "clean" your documents before clicking send.

**Document properties**  
 Author: James Brinkley  
 Last modified by: Sarah Bell  
 Created: 20 August 2015  
 Last Modified: 1 October 2015  
 Last printed: 21 February 2014  
 Version 7

- Names of employees are exposed, which can often be a paralegal or junior member of staff rather than a lawyer.
- This shows that the document has been edited since the date of the agreement, which is illegal.
- This shows that this document's content has been taken from another source, which was printed before this document was created. The re-use of content may not have impacted the fee charged when it should have.

**DESIGN AGREEMENT**

**THIS DESIGN AGREEMENT** (the "Agreement") is entered into effective as of September, 2016 (the "Effective Date"), by and between Worldwide Lint Inc. ("Worldwide Lint"), a Texas corporation limited liability company with an address at 5300 Town & Country Blvd., Suite 150, Frisco, TX 75033 and ABC Ltd., Vermont corporation with offices at 299 Upper Sixth Blvd., Moorhead, Vermont 5600701.

**RECITALS**

James Brinkley 23/11/2015 09:34  
Deleted: February

Sarah Bell 23/11/2015 09:34  
Comment: Define the calcining process in the introduction.



## Key features

- Integrates with Microsoft Outlook
- View all document metadata in one panel
- Automatically clean metadata from Word, Excel, PowerPoint and PDF files with one click
- Convert documents into PDF files and optionally apply viewing, editing or printing restrictions
- Automatically remove metadata at the point of sending by email
- Set global settings and distribute to all users from central administration
- Codeless customizations

## Business benefits

- Prevent disclosure of potentially detrimental information
- Manage risk of data confidentiality and integrity breaches
- Automate metadata cleansing processes, so staff can concentrate on the task at hand
- Formalize and centrally control metadata management policies, so no need to worry about sensitive data leakage

## System requirements

### Email system

- Microsoft Outlook 2019, 2016, 2013 and 2010

### Operating system

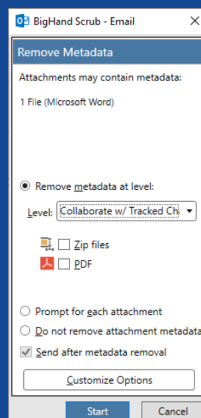
- Microsoft Windows 10 (32-bit and 64-bit)
- Microsoft Windows 8.1 (32-bit and 64-bit)
- Microsoft Windows 7 SP1 (32-bit and 64-bit) - default UAC
- Microsoft Windows 7 (32-bit & 64-bit) – default UAC

### Microsoft Office

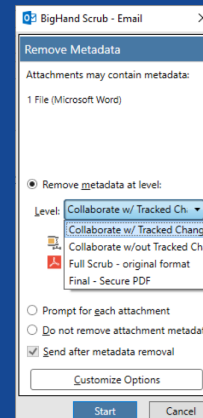
- Microsoft Office 2019 (32-bit and 64-bit)
- Microsoft Office 2016 (32-bit and 64-bit)
- Microsoft Office 2013 (32-bit and 64-bit)
- Microsoft Office 2010 (32-bit and 64-bit)

### Other

- Microsoft .NET Framework 4.0
- Microsoft Office Visual Studio 2010 Tools for Office Runtime
- Windows Installer (x86), version 3.1.0.0
- 2.0Hz+ processor
- 2GB RAM (XP) or 1.5GB RAM (Vista/7)
- 30MB free disk space

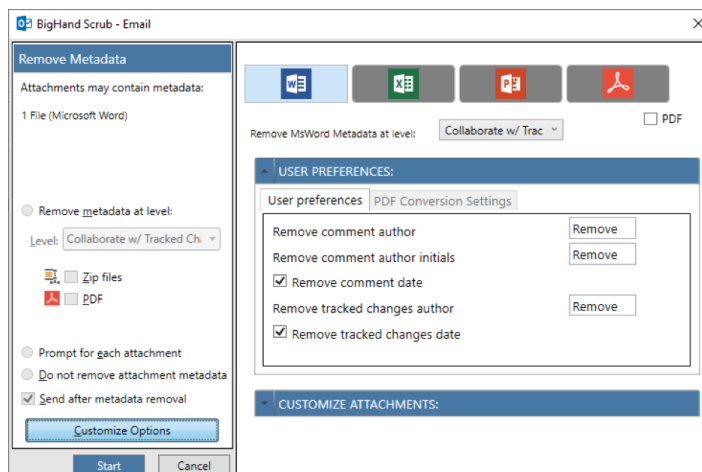


Scrub ribbon – clean metadata inside the app



Scrub email dialogue – automatically prompts users to clean attachments after clicking 'Send'

## Scrub Admin Console



By using BigHand Scrub, we are safeguarded against metadata risk thereby reducing the dangers which could have a phenomenally negative impact on our business

BigHand Scrub user