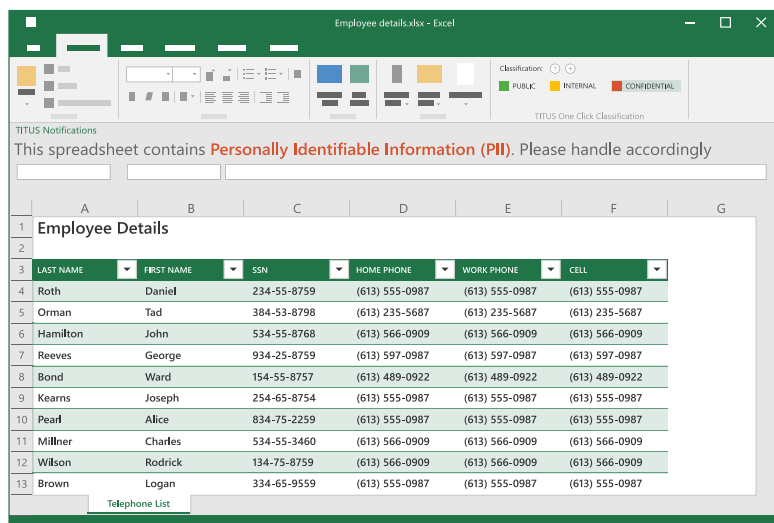


## Fortra's Data Classification Suite for Microsoft Office

In today's collaborative work environments, documents are regularly shared among employees, customers, and partners. This presents a challenge to organizations that must protect information assets while promoting information sharing. The critical first step in solving this challenge is to classify documents at the time of creation, allowing the organization to identify the information's value, and manage the data accordingly.

Fortra's Data Classification Suite (DCS) for Microsoft Office is a security and governance solution that ensures all Microsoft Office documents are classified before they can be saved, printed, or sent via email. Labels are fully customizable to meet internal and regulatory marking standards, and can be used to indicate any type of information, such as data sensitivity (Public, Confidential) and department (HR, Finance). Flexible classification options enable user-driven, system-suggested or automatic application of the classification based on the content, author, and other document attributes.

By enabling the classification of documents upon creation, organizations can add structure and context to the vast number of Word, Excel, and PowerPoint documents that are created and shared every day. DCS for Microsoft Office easily integrates into existing IT environments and enhances other infrastructure solutions, providing an excellent ROI and immediate compliance and information protection impact.



Apply visual markings with one click classification

### HIGHLIGHTS

DCS for Microsoft Office is a security and governance solution that enables organizations to ensure consistent and proper handling of their documents.

This allows organizations to:

- Identify information sensitivity
- Prevent data loss
- Meet compliance needs

### TRY IT!

Contact us to request a free trial.

### SYSTEM REQUIREMENTS

Designed for Microsoft Office 2010, 2013, 2016, and 2019 (Word, Excel, PowerPoint).

The software is client-based and requires no server.

KEY FEATURE	BENEFIT
Classification Selector	Provides simple, non-intrusive ways to identify the sensitivity of documents with classification labels including: One Click Classification, classification via prompts, system-suggested, and automatic classification based on content, author, and other document attributes.
Visual Markings	Applies visual markings in the form of headers, footers, and watermarks to clearly identify information sensitivity.
Metadata Assist	Stores user classification selections with the document as persistent metadata, which can be used to increase the accuracy and effectiveness of DLP, archiving, and perimeter security solutions.
Policy Enforcement	Enforces policy by comparing multiple properties about the information author, the document, and the action being performed. Provides instant feedback so that the user can immediately correct any problems.
Security Enablement	Add an extra layer of security by automatically applying Microsoft Rights Management Services® based on the classification, content, author and other document attributes.
Administration	Provides a centralized, web-based Administration Console for classification configuration and policy management across the entire Fortra Data Classification Suite of products. DCS generates user activity logs that can be monitored and analyzed to measure the effectiveness of the security policies and detect anomalous usage.



#### About Fortra

Fortra is a cybersecurity company like no other. We're creating a simpler, stronger future for our customers. Our trusted experts and portfolio of integrated, scalable solutions bring balance and control to organizations around the world. We're the positive changemakers and your relentless ally to provide peace of mind through every step of your cybersecurity journey. Learn more at [fortra.com](https://fortra.com).