Titus Document Classification™

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, so that the organization can identify the information’s value, and manage the data accordingly.

Titus Document Classification is a classification and policy enforcement tool 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). Users add classifications with a simple and intuitive interface that requires little or no user knowledge of regulatory marking standards.

By enabling users to classify 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. Document Classification easily integrates into existing IT environments and enhances other infrastructure solutions, providing an excellent ROI and immediate compliance and information protection impact.

Highlights

Titus Document Classification is a document labeling solution for Microsoft Office® that allows users to classify documents at the time of creation. This enables organizations to:

- Clearly identify information value and sensitivity through visual markers (headers, footers, watermarks, and portion markings)
- Generate metadata to enhance DLP, encryption, search, and archiving solutions
- Prevent inadvertent disclosure of documents through email
- Ensure adoption of Microsoft Active Directory Rights Management Services® (AD RMS)

Try it!


System Requirements

Designed for Microsoft Office 2003, 2007, and 2010 (Word, Excel, PowerPoint), the software is client-based and requires no server.

Complementary Titus Products

Message Classification™ provides classification and labeling for Microsoft Outlook® and Outlook Web Access®.
## Document Classification Features and Benefits

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<tr>
<th>Key Features</th>
<th>Benefits</th>
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<tr>
<td><strong>Classification Selector</strong></td>
<td>Prompts users to classify Microsoft Office Word, Excel, and PowerPoint documents, enabling organizations to enforce their classification policies in a simple, non-intrusive way.</td>
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<td><strong>Label Marker</strong></td>
<td>Applies visual markings to headers, footers, and watermarks to clearly identify the sensitivity of the information.</td>
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<tr>
<td><strong>Metadata Generator</strong></td>
<td>Creates metadata that can be used to enhance archiving, data loss prevention (DLP), and perimeter security solutions, as well as providing interoperability with Titus Message Classification.</td>
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<td><strong>Policy Verifier</strong></td>
<td>Inspects the document for policy violations before saving, and provides instant feedback so that the author can correct any problems.</td>
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<td><strong>Security Enabler</strong></td>
<td>Adds an extra layer of security by automatically applying enterprise rights management (ERM) protection, including Microsoft Active Directory Rights Management Services.</td>
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<td><strong>Administration</strong></td>
<td>Enables organizations to centrally configure and deploy their classification labels and policies, including support for government classification guidelines such as CAPCO, CUI, and UK HMG/GPMS.</td>
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<td><strong>Logging and Reporting</strong></td>
<td>Provides insight into policy violations and potential information leakage.</td>
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### About Titus

Titus is the leading provider of email, document and SharePoint classification software solutions to help organizations share information securely while meeting policy and compliance requirements. Our solutions enable military, government, and large enterprises to raise awareness and meet regulatory compliance by visually alerting end users to the sensitivity of information. Titus solutions are deployed to over 1.5 million users within our over 200 military, government and enterprise customers worldwide, including the United States Air Force, Dow Corning, NATO, Canadian Department of National Defence, Australian Department of Defence, and the U.S. Department of Veterans Affairs. For more information, visit www.titus.com.

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**New One Click Classification feature with Help tooltips makes it even easier to classify and protect documents**

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