



PayneGroup

After the Wall Street Journal article appeared on October 20, 2000 – thousands of law firms, government agencies, insurance, banking, oil, chemical and pharmaceutical industries around the world have been asking us how much confidential information is discoverable in electronic documents. The answer may surprise you. We have identified 19 different metadata types in Word documents, as well as 24 metadata types in Excel files and 15 in PowerPoint files. Microsoft Word, for example, stores the last 10 authors of a document, the amount of time spent editing, the full path where the file is stored on a computer or network server, hidden and sometimes deleted information, and much more. Metadata is invisible by default, but within minutes, it is all discoverable.

Since the Payne Metadata Assistant was initially released and subsequently mentioned in the Wall Street Journal article, more than 2 million people are now using the product worldwide. This product offers the most comprehensive solution available today. Based on comments and suggestions received from customers, it has evolved substantially since its initial release.

E-Mail Integration

The product integrates with Microsoft Word 97 and above (2000/XP-2002/2003/2007), as well as Outlook 2000 and above, to provide a more complete cleaning solution. Best of all, this version adds the benefit of automatic notification when



attempting to send a file as an attachment to an email message. When a user clicks on the Send button, the Metadata Assistant identifies whether or not Word documents, Excel spreadsheets or PowerPoint presentations are attached to the e-mail message, and if so, the user is asked if they would like to analyze/clean the attached files with the Metadata Assistant. The document attachment is cleaned and the original document is left intact. GroupWise email integration is currently available with GroupWise versions 6.0.1 and above. Lotus Notes email integration is also available for versions 5 and above.

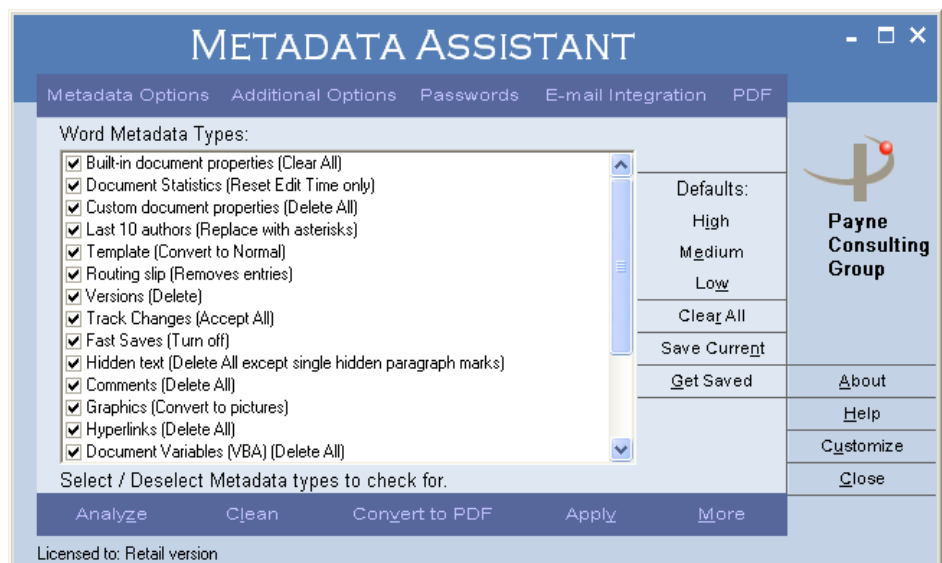
Document Management System Integration

The Metadata Assistant integrates with all versions of the Hummingbird/OpenText, iManage/Interwoven and Worldox document management systems.

Overview

In addition to the e-mail integration, the Metadata Assistant can be run directly from within the application (Word, Excel or PowerPoint), or as a standalone program from the Start>Programs>Metadata Assistant menu. There is an option to affect the original file (active/open document) or you can leave the original file intact, making changes to a copy of the file that can be sent to others.

You can choose to only analyze the document/ file or you can clean files without analyzing first. Various security settings are available as well as the ability to save custom security settings. The active document can be cleaned as can one or more closed documents (e.g., all documents in a folder with an option to include all subfolders for bulk cleaning).



The best results occur when cleaning a closed document

because the Metadata Assistant can then access the binary code of the document removing information such as the last ten authors. The results of the metadata analysis can also be printed for your files or XML reports can be generated.

PDF Format Converter

The Metadata Assistant includes the ability to clean files and convert them to PDF file format through the same Metadata Assistant user interface. The PDF add-in functions on e-mail attachments as well as when the Metadata Assistant is run within Word, Excel and PowerPoint or as a standalone application. Various PDF security settings can be applied to the cleaned file for further protection and the resultant PDF created is also a searchable file. The PDF driver to perform the conversion is included in the Metadata Assistant.

Pricing Information

The single license and enterprise prices are as follows:

- Individual Workstation Retail License: \$79 USD
- 50-Workstation Enterprise License: \$2500 USD
- 100-Workstation Enterprise License: \$5000 USD
- 1000 Workstation Enterprise License: \$10,000 USD

Please contact us if you would like enterprise license pricing for more than 1000 workstations.

Annual Maintenance Service

For the enterprise licenses listed above, there is an \$1800 per year annual maintenance service which includes support services, upgrades, enhancements, patches, customizations, creation of a custom installation file (MSI format) for silent installs, and courseware. Please contact us for the list of all customizations available.

Purchases of an individual workstation retail license do not include customizations, patches or updates; however, the license can be updated at any time by contacting us. The upgrade price is \$20 per workstation license.



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