

# WORKSHARE 9

## CONFIGURATION OPTIONS



## Table of Contents

Workshare Configuration Parameters .....	3
Protection>Administration .....	4
Protection>Sharing .....	9
Protection>Interactive Protect .....	11
Protection>Remove Metadata .....	21
Protection>Exclude Metadata .....	38
Protection>Convert to PDF .....	43
Protection>Compress as Zip .....	45
Comparison>Administration .....	46
Comparison>User Interface .....	51
Comparison>Rendering Sets .....	53
General>Administration .....	56
General>User Interface .....	58
Integrations>General .....	59
Integrations>iManage .....	62
Integrations>Microsoft SharePoint .....	64
Registry Configuration.....	66
Convert Hyperlinks .....	66
Small Text Removal.....	67

## Workshare Configuration Parameters

The configuration parameters for Workshare Professional, Workshare Compare and Workshare Protect are in the Workshare Configuration Manager. They are grouped into categories and sub-categories as follows:

Category	Sub-Category	Page
<b>Protection</b>	Administration	4
	Sharing	9
	Interactive Protect	11
	Remove Metadata	21
	Exclude Metadata	38
	Convert to PDF	43
	Compress as Zip	44
	<b>Comparison</b>	Administration
	User Interface	51
	Rendering Sets	53
<b>General</b>	Administration	56
	User Interface	58
<b>Integrations</b>	General	59
	iManage	62
	Microsoft SharePoint	64

Click a sub-category to display the parameters for that sub-category. The different sub-categories and their parameters are described in the following sections.

## Protection > Administration

The **Protection > Administration** parameters enable you to specify how Workshare Protect functions in specific situations.

### Administration

Configure how Workshare Protect functions in specified situations.

	Internal Email	External Email
Apply Workshare Protect	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Detect Workshare styles	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

- Allow users to change metadata removal options
- Allow users to change PDF options
- Allow users to skip metadata removal
- Content risk runtime policy path (this overrides the default path)
- Display Advanced Options
- Display progress bar on Send
- Display Send with Protect button (Outlook)
- Enable automatic generation of default profile
- Enable Lightspeed Clean
- Enable Secure File Transfer when sending emails
- Internal Domain List (Lotus Notes)
- Proxy address

The **Protection > Administration** parameters are described in the following table:

Parameter	Description	Default
<b>Apply Workshare Protect</b>	If selected, Workshare Protect will check emails and their attachments to see if they breach any security policies.	Internal: Not selected External: Selected
<b>Detect Workshare styles</b>	If selected, Workshare Protect will check emails and their attachments to see if they include any Workshare styles. Workshare styles are applied to changes in a Redline document.	Internal: Not selected External: Not selected

Parameter	Description	Default
<b>Allow users to change metadata removal options</b>	<p>Administrator Mode only.</p> <p>If selected, the <b>Remove Comments</b> and the <b>Remove Track Changes</b> checkboxes as well as the <b>Office Metadata</b> and <b>PDF Metadata</b> tabs are available in the <i>Advanced Email Security Options</i> dialog. These options enable the user to specify exactly which hidden data types to remove from an attachment.</p> <p>This parameter has no effect on the <i>Protect Profile</i> dialog.</p>	Selected
<b>Allow users to change PDF options</b>	<p>Administrator Mode only.</p> <p>If selected, the <b>Convert to PDF</b> checkbox as well as the <b>Convert to PDF</b> tab are available in the <i>Advanced Email Security Options</i> dialog. These options enable the user to specify whether or not to convert an attachment to PDF and what, if any, PDF security settings to apply.</p> <p>This parameter has no effect on the <i>Protect Profile</i> dialog.</p>	Selected
<b>Allow users to skip metadata removal</b>	<p>Administrator Mode only.</p> <p>If selected, the <b>Skip Cleaning</b> checkbox is enabled in the <i>Advanced Email Security Options</i> dialog, the <b>Send without processing</b> option is available in the <i>Protect Profile</i> dialog and the <b>Remove metadata</b> checkbox is enabled in the Interactive Protect panel. In the <i>Advanced Email Security Options</i> dialog and the Interactive Protect panel, this option enables the user to omit all metadata cleaning. In the <i>Protect Profile</i> dialog, this option enables the user to skip all processing, for example, all metadata cleaning and PDF conversion.</p>	Selected
<b>Content risk runtime policy path (this overrides the default path)</b>	<p>Administrator Mode only.</p> <p>If specified, Workshare will use this policy when discovering content risk in open Office documents. This is relevant when the default policy is not used and customized policies have been created using the Workshare Policy Designer.</p> <div style="border: 1px solid #00aaff; padding: 5px; margin-top: 10px;"> <p><i>Note: If you use a personalized company profile and you do not want the default profile to exist as well, you should also deselect the <b>Enable automatic generation of default profile</b> parameter.</i></p> </div>	

Parameter	Description	Default
<b>Display Advanced Options</b>	If selected, the <b>Advanced Options</b> link is enabled in the <i>Protect Profile</i> dialog providing access to the <i>Advanced Email Security Options</i> dialog.	Selected
<b>Display progress bar on Send</b>	If selected, a progress bar appears when cleaning and sending an email.	Selected
<b>Display Send with Protect button (Outlook)</b>	If selected, a <b>Send and Protect</b> button is displayed in email messages. Clicking this button enables the user to always access the <i>Advanced Email Security Options</i> dialog (regardless of policy settings) and specify cleaning or converting to PDF of attachments as required.	Not selected
<b>Enable automatic generation of default profile</b>	If selected, the default profile is regenerated when a value is changed in the Registry for an option in the Protection category. This change may be as a result of a manual change made in the Registry or by changing and applying a parameter value in the Protection category of the Workshare Configuration Manager. Additionally, the default profile is also regenerated when the Workshare Configuration Assistant is run.  You may want to deselect this parameter if you want to deploy a personalized company profile and you do not want the default profile to exist as well.	Selected
<b>Enable Lightspeed Clean</b>	If selected, when an email or its attachment triggers a Clean action, Workshare Protect will perform a Lightspeed clean. This type of cleaning is faster than a regular clean.	Not selected
<b>Enable Secure File Transfer when sending emails</b>	If selected, the Secure File Transfer profiles are available in the <i>Protect Profile</i> dialog and users can securely send files by replacing attachments with a link to the documents in Workshare online.	Selected
<b>Internal Domain List (Lotus Notes)</b>	In multi-domain Lotus Notes environments, specify the domain names of all internal servers to ensure that internal/external resolution works correctly. Separate each domain name with a semicolon.	
<b>Proxy address</b>	The URL of an Internet proxy server (if used).	
<b>Proxy password</b>	The password to access an Internet proxy server (if used).	

Parameter	Description	Default
<b>Proxy port</b>	The port of an Internet proxy server (if used).	
<b>Proxy username</b>	The user name to access an Internet proxy server (if used).	
<b>Server Profile Distribution List</b>	The name of the distribution list on the Microsoft Exchange Server that is used to return the correct Workshare Protect Server profile email addresses. This is only relevant when selecting <b>Protect Profile dialog using server profiles</b> as the value for the <b>When sending an email with attachments show</b> parameter.	ProtectServer_Profiles
<b>Show Default profile in Protect Profile dialog</b>	If selected, the Default profile is available in the <i>Protect Profile</i> dialog.	Selected
<b>Treat footnotes as metadata</b>	If selected, footnotes are also treated as hidden data. You will be able to see details of the footnotes in a document in the content risk report.	Not selected
<b>Treat the specified addresses as internal (Outlook)</b>	You can specify any email addresses/distribution lists/domains here that you would like to be treated as internal for the purpose of Workshare Protect applying policies. Separate multiple addresses with a semi-colon. For example, <b>john@yahoo.com; *@hotmail.com</b> will mean that emails to john's individual yahoo email address are treated as internal as well as emails to any hotmail addresses.	
<b>Use proxy server</b>	If selected, a proxy server (as specified in the parameters above) is used for connecting to the Internet.	Not selected
<b>When sending an email with attachments show</b>	Shows the required behavior when Workshare Protect is enabled. Options are: <ul style="list-style-type: none"> <li>• <b>Interactive Protect:</b> The Interactive Protect panel is displayed in the email message window as soon as attachments are added providing options to clean attachments, convert them to PDF and compress them as well as securely transfer the attachments to Workshare online.</li> </ul> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> The Interactive Panel is displayed for all emails with attachments regardless of your selection for the <b>Apply Workshare Protect</b> parameter.</p> </div>	Interactive Protect

Parameter	Description	Default
	<ul style="list-style-type: none"> <li>• <b>Protect Profile dialog using desktop profiles:</b> The <i>Protect Profile</i> dialog is displayed after clicking Send. It provides a list of profiles available locally.</li> <li>• <b>Protect Profile dialog using server profiles:</b> The <i>Protect Profile</i> dialog is displayed after clicking Send. It provides a list of profiles available on Workshare Protect.</li> <li>• <b>Email security dialog while discovering risk:</b> The <i>Advanced Email Security Options</i> dialog is always displayed. It is displayed immediately after clicking Send while Workshare Protect checks the email against the default profile. The options are enabled once the check is complete.</li> <li>• <b>Email security dialog for all mail:</b> The <i>Advanced Email Security Options</i> dialog is always displayed. It is displayed after clicking Send once Workshare Protect has checked the email against the default profile.</li> <li>• <b>Email security dialog for internal mail only:</b> The <i>Advanced Email Security Options</i> dialog is displayed when an email has internal recipients. It is displayed after clicking Send once Workshare Protect has checked the email against the default profile. For email to external recipients only, the <i>Advanced Email Security Options</i> dialog is not displayed. This is only relevant when <b>Apply Workshare Protect</b> is selected for Internal Email.</li> <li>• <b>Email security dialog for external mail only:</b> The <i>Advanced Email Security Options</i> dialog is displayed when an email has external recipients. It is displayed after clicking Send once Workshare Protect has checked the email against the default profile. For email to internal recipients only, the <i>Advanced Email Security Options</i> dialog is not displayed. This is only relevant when <b>Apply Workshare Protect</b> is selected for External Email.</li> <li>• <b>No dialog (process actions transparently):</b> The <i>Advanced Email Security Options</i> dialog is not displayed. Workshare Protect processes the email and applies the default profile without any user intervention.</li> </ul>	

## Protection>Sharing

The **Protection > Sharing** parameters enable you to configure how Workshare Protect uploads attachments to Workshare online.



### Sharing

Configure upload of attachments to Workshare

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<input type="checkbox"/>	Automatically convert to link(s) when total attachment size exceeds (MB)	<input type="text"/>
<input checked="" type="checkbox"/>	Display Attach as Link button (Outlook)	
<input type="checkbox"/>	Display Link on attachments bar	
<input checked="" type="checkbox"/>	Display Manage Permissions on attachments bar	
<input checked="" type="checkbox"/>	Enable Workshare Connect - real time collaboration	
<input type="checkbox"/>	Ignore these Bcc addresses	<input type="text"/>
<input type="checkbox"/>	Retain attachments in Sent Item.	
<input type="checkbox"/>	Share email body prefix	<input type="text" value="I've shared a file with you:"/>
<input type="checkbox"/>	Share email body prefix (multiple files)	<input type="text" value="I've shared files with you:"/>
<input type="checkbox"/>	SSO Domain Name	<input type="text"/>

The **Protection > Sharing** parameters are described in the following table:

Parameter	Description	Default
<b>Automatically convert to link(s) when total attachment size exceeds (MB)</b>	When attachments exceed the size specified then they will automatically be converted to links. This means the attachments will be saved to a folder in Workshare and recipients receive a link to that folder. The user will see the link in the body of their email. They can still select to clean/convert/compress the attachment. Only when they click Send will the link be sent to the recipient. <div style="border: 1px solid #00aaff; padding: 5px; margin-top: 10px; color: #00aaff;"> <i>Note: This option works as described regardless as to how Protect is configured.</i> </div>	
<b>Display Attach as Link button (Outlook)</b>	If selected, the <b>Attach as Link</b> button is displayed in email messages. Clicking this button enables the user to use the sharing functionality to send a link to a large file when it cannot be sent by email. (Your administrator may set a limit on the size of files you can email to avoid large files blocking Exchange.)	Selected

Parameter	Description	Default
<b>Display Link on attachments bar</b>	<p>If selected, users can always click <b>Link</b> on their attachments bar to convert their attachments to links. The attachments will be saved to a folder in Workshare and recipients will receive a link to that folder. The user can still select to clean/convert/compress the attachment. Only when they click <b>Send</b> will the link be sent to the recipient.</p> <div style="border: 1px solid #00AEEF; padding: 5px; margin-top: 10px;"> <p><i>Note: This option works as described regardless as to how Protect is configured.</i></p> </div>	Not selected
<b>Display Manage Permissions on attachments bar</b>	<p>If selected, when attachments have been converted to links, a <b>Manage Permissions</b> option is displayed on the attachments bar. Clicking this option enables the user to set access permissions to the attachment(s) in Workshare. For example, you could set an expiry date so the files are only available for a limited time.</p>	Selected
<b>Enable Workshare Connect – real time collaboration</b>	<p>If selected, the save and share to Workshare online options (<b>Sharing</b> group) are available in the Workshare tab in Office.</p>	Selected
<b>Ignore these Bcc addresses</b>	<p>When attachments are uploaded to Workshare online, ALL recipients (including Bcc recipients) receive an email with a link to the attachments. Bcc recipients therefore do not remain hidden from other recipients.</p> <p>If no email addresses are specified for this parameter, when an email includes a Bcc address, Workshare prompts the sender to remove the Bcc address, as it will not remain hidden.</p> <p>If email addresses are specified here, when they appear in the Bcc field, Workshare will not prompt but will treat the email addresses as ordinary recipients.</p> <p>Separate multiple addresses with a semi-colon. For example, <b>john@yahoo.com; *@hotmail.com</b> will mean that when john's individual yahoo email address or any hotmail addresses appear in the Bcc field, Workshare will not prompt the sender to remove the Bcc address but will treat the email addresses as ordinary recipients.</p>	

Parameter	Description	Default
<b>Retain attachments in Sent Item</b>	If selected, when an email with a link to an attachment in Workshare online is sent, the email saved in the senders Sent folder includes the actual document attachment.	Not selected
<b>Share email body prefix</b>	The text included in the body of the email sent when sharing an attachment from Interactive Protect.	I've shared a file with you:
<b>Share email body prefix (multiple files)</b>	The text included in the body of the email sent when sharing multiple attachments from Interactive Protect.	I've shared files with you:
<b>SSO Domain Name</b>	The domain name used for single sign on to Workshare.	
<b>Workshare user login email</b>	User Mode only. The email address used for the login to your Workshare account.	

## Protection>Interactive Protect

The **Protection > Interactive Protect** parameters enable you to configure how the Interactive Protect panel will appear to users.

The parameters in the top half enable you to specify what metadata should be visible in the Interactive Protect panel and what metadata is cleaned by default.

The parameters in the lower half enable you to specify whether users will be able to access and modify settings in the Interactive Protect panel.

**Tip!** You can select all parameters in a column by selecting the checkbox in the column header and then deselect one or two metadata parameters within that column as required.



### Interactive Protect

With Interactive Protect, all hidden data in email attachments – including track changes and comments left in documents – is highlighted for users.

	Visible	Default
Accept changes and turn off Track Changes (Word and Excel)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Convert attached template to Normal (Word)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Convert field codes to text (Office)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete attachments (PDF)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete bookmarks (PDF)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete built-in properties (Office)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>		
<input checked="" type="checkbox"/> Allow users to change metadata removal options	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Allow users to change PDF options	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Allow users to compress to zip	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Allow users to convert to pdf	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Allow users to share files on Workshare	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Auto apply on send for external emails	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Auto apply on send for internal emails	<input type="checkbox"/>	

The **Protection > Interactive Protect** parameters are described in the following table:

Parameter	Description	Default
<b>Accept changes and turn off Track Changes (Word and Excel)</b>	Microsoft Word and Excel. If selected, accepts all revisions made to the document. The revisions are therefore no longer displayed as revisions but rather as text in the document. Track changes is also turned off so that further revisions are not tracked.	Visible, No clean
<b>Convert attached template to Normal (Word)</b>	Microsoft Word only. If selected, converts the attached template to normal.dot. Automatic style updating is disabled before the template is removed. Therefore the formatting and styles in your document will not be affected by removing the attached template.  To view the attached template: Click the File menu/Office Button, select <b>Options/Word Options</b> and then select <b>Add-Ins</b> . From the <b>Manage</b> dropdown list, select <b>Word Add-ins</b> and click <b>Go</b> .	Visible, Clean

Parameter	Description	Default
<b>Convert field codes to text (Office)</b>	<p>Microsoft Word, Excel and PowerPoint. If selected, converts any field codes that exist in a Microsoft Word document to text, for example, hyperlinks, table of contents, index. In Microsoft Excel and PowerPoint, hyperlinks are converted to text.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p><i>Note: For Microsoft Excel and PowerPoint, hyperlinks are the only field codes that exist.</i></p> </div> <p>This prevents the field codes from being updated after you have distributed the document. It also prevents errors for fields that reference built-in or custom properties that have been removed.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p><i>Note: You can prevent certain field codes from being cleaned, for example, table of contents or page numbers, by selecting them in the <b>Protection &gt; Exclude Metadata</b> category. Refer to page 38.</i></p> </div> <p>To view field codes: Click the File menu/Office Button, select <b>Options/Word Options</b> and then select <b>Advanced</b>. Select the <b>Show field codes instead of their values</b> checkbox in the <b>Show document content</b> area.</p>	Visible, Clean
<b>Delete attachments (PDF)</b>	<p>PDF. If selected, removes any attachments to a PDF file.</p> <p>PDF attachments are separate files attached to a PDF file generally or linked to a specific point in a PDF file. Selecting this option will only remove the first type of attachment. Attachments linked to a specific point in a PDF file are treated as markups and will only be removed if the <b>Delete markups</b> parameter is selected.</p>	Visible, Clean
<b>Delete bookmarks (PDF)</b>	<p>PDF. If selected, removes any bookmarks in a PDF file.</p>	Visible, Clean

Parameter	Description	Default
<b>Delete built-in properties (Office)</b>	<p>Microsoft Word, Excel and PowerPoint. If selected, removes all summary properties - author, category, comments, company, keywords, manager, title, subject, and hyperlink base; and custom properties – text, date and number.</p> <p>To view built-in properties: In MS Office 2010/2013, click the File menu, select <b>Info</b> and then select <b>Advanced Properties</b> from the <b>Properties</b> dropdown list in the right panel. In the <i>Properties</i> dialog, select the <b>Summary</b> and <b>Contents</b> tabs. In MS Office 2007, click the Office Button, select <b>Prepare</b> and then select <b>Properties</b>. In the Document Information Panel, select <b>Advanced Properties</b> from the <b>Document Properties</b> dropdown list. In the <i>Properties</i> dialog, select the <b>Summary</b> and <b>Contents</b> tabs.</p>	Visible, Clean
<b>Delete comments (Office)</b>	<p>Microsoft Word, Excel and PowerPoint. If selected, removes any comments embedded in the document.</p> <p>By default this parameter is not selected.</p> <p>To display comments: In MS Office 2010/2013, click the <b>Review</b> tab and from the <b>Show Markup</b> dropdown list (<b>Tracking</b> group), select <b>Balloons</b> then <b>Show Only Comments and Formatting in Balloons</b>. In MS Office 2007, click the <b>Review</b> tab and from the <b>Balloons</b> dropdown list (<b>Tracking</b> group), select <b>Show Only Comments and Formatting in Balloons</b>.</p>	Visible, No clean
<b>Delete custom properties (Office)</b>	<p>Microsoft Word, Excel and PowerPoint. If selected, removes any custom properties that have been added to the document.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p><i>Note: You can prevent certain custom properties from being cleaned, for example, DMS Doc ID Properties, by selecting them in the <b>Protection &gt; Exclude Metadata</b> category. Refer to page 38.</i></p> </div> <p>To view document properties: In MS Office 2010/2013, click the File menu, select <b>Info</b> and then select <b>Advanced Properties</b> from the <b>Properties</b> dropdown list in the right panel. In the <i>Properties</i> dialog, select the <b>Custom</b> tab. In MS Office 2007, click the Office Button, select <b>Prepare</b> and then select <b>Properties</b>. In the Document Information Panel, select <b>Advanced Properties</b> from the <b>Document Properties</b> dropdown list. In the <i>Properties</i> dialog, select the <b>Custom</b> tab.</p>	Visible, Clean

Parameter	Description	Default
<b>Delete document reviewers (Word)</b>	<p>Microsoft Word only. If selected, removes information about all document reviewers who have made changes in the document. Track changes are not removed, but information about the user who made the change is removed.</p> <p>To see reviewers list: In MS Word, click the <b>Review</b> tab and from the <b>Show Markup</b> dropdown list (<b>Tracking</b> group), select <b>Reviewers</b>.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><i>Note: Clearing reviewers but not track changes, may be useful if you are collaborating on a document with an external party who uses track changes. You can retain the actual track changes made in the document, but you can remove confidential information about the author within your organization that made the change.</i></p> </div>	Visible, Clean
<b>Delete document variables (Word)</b>	<p>Microsoft Word only. If selected, deletes all document variables.</p> <p>Document variables are values stored in Microsoft Word documents that are used by either field codes or macros. These variables may contain confidential information like company names, or file locations. Even if field codes and macros are removed, the variables used may remain in the document.</p> <p>Variables can be viewed in Microsoft Word in the Visual Basic Editor.</p>	Visible, Clean
<b>Delete footers (Excel and PowerPoint)</b>	<p>Microsoft Excel and PowerPoint. If selected, removes any footers included in the sheet or slide.</p> <p>To view headers and footers: Click the <b>Insert</b> tab and select <b>Header &amp; Footer (Text</b> group).</p>	Visible, Clean
<b>Delete footnotes (Word)</b>	<p>Microsoft Word only. If selected, removes any footnotes or endnotes included in the document.</p>	Visible, No clean
<b>Delete headers (Excel and PowerPoint)</b>	<p>Microsoft Excel and PowerPoint. If selected, removes any headers included in the sheet or slide.</p> <p>To view headers and footers: Click the <b>Insert</b> tab and select <b>Header &amp; Footer (Text</b> group).</p>	Visible, Clean

Parameter	Description	Default
<b>Delete hidden slides (PowerPoint)</b>	Microsoft PowerPoint only. If selected, removes hidden slides from Microsoft PowerPoint files. Hidden slides are not required for a slide show (they are not automatically displayed during a slide show) but they may contain confidential information.	Visible, Clean
<b>Delete hidden text (Word)</b>	Microsoft Word only. If selected, removes all text that has been formatted as hidden.  To view hidden text: Click the File menu/Office Button, select <b>Options/Word Options</b> and then select <b>Display</b> . Select the <b>Hidden Text</b> checkbox.	Visible, Clean
<b>Delete ink annotations (Lightspeed Clean only)</b>	Microsoft Word, Excel and PowerPoint. If selected, removes ink annotations made in Tablet PC. Ink annotations are only removed by a Lightspeed clean.	Visible, Clean
<b>Delete links (Excel)</b>	Microsoft Excel only. If selected, converts external links in Microsoft Excel files to text. The following are examples of external links:  Link to a cell in another Microsoft Excel document. Named link to a named reference in another Microsoft Excel document. Link to another document. OLE link that inserts another document as an icon. OLE link that inserts another document as text.	Visible, Clean
<b>Delete macros (Word and Excel)</b>	Microsoft Word and Excel. If selected, removes VBA macros from the document. This feature is not intended as virus protection, but rather to protect any confidential information, intellectual property or formulas included in the macros.  To view macros: In MS Word, click the <b>View</b> tab and select <b>Macros</b> and then <b>View Macros</b> .	Visible, Clean
<b>Delete markups (PDF)</b>	PDF. If selected, removes any markup in a PDF file. Markup is a tool used to make comments and annotations to PDF documents.	Visible, Clean
<b>Delete previous authors (Word)</b>	Microsoft Word only. If selected, removes information about all authors who have previously saved the document as well as save locations.  This information cannot be viewed from within Microsoft Word but it is visible from Microsoft Word if the file is opened in recovered text mode.	Visible, Clean

Parameter	Description	Default
<b>Delete properties (PDF)</b>	<p>PDF. If selected, removes properties in a PDF file.</p> <p>Standard properties are details about a file that help identify it, including its title, subject, author, manager, company, category, keywords, comments, and hyperlink base.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><i>Note: Removing properties from a PDF/A file will disable its PDF/A status.</i></p> </div>	Visible, No clean
<b>Delete routing slip (Word and Excel 2003)</b>	<p>Microsoft Word and Excel. If selected, removes all entries from a routing slip, as well as the message subject and text. This can prevent email addresses of colleagues from being unknowingly distributed. This also deletes any envelope information, such as recipients, subject and introduction, which are used when sending to a mail recipient.</p> <p>Routing slips are not supported in MS Office 2007 and above.</p>	Visible, Clean
<b>Delete Smart Tags (Word 2003/2007)</b>	<p>Microsoft Word only. If selected, removes smart tags from Microsoft Word documents.</p> <p>Smart tags are added to your documents as you create them if the option is enabled. These tags are linked to particular text in a document, such as a name, and allow you to perform certain actions by selecting the link associated with the text. Depending on the smart tag functions you use, they may embed extra hidden information in your document.</p> <p>Smart tags only exist in Microsoft Office XP to 2010.</p> <p>To manage smart tags: In MS Word 2007, click the Office Button, select <b>Word Options</b> and then select <b>Proofing</b>. Click the <b>AutoCorrect Options</b> button and select the <b>Smart Tags</b> tab.</p>	Visible, Clean
<b>Delete Speaker Notes (PowerPoint)</b>	<p>Microsoft PowerPoint only. If selected, deletes all text that appears on the Notes Page in a Microsoft PowerPoint presentation. This is usually used by speakers to remind them of points during a presentation. You may want to remove speaker notes before distributing a presentation, as they are not usually intended for others to read.</p>	Visible, Clean

Parameter	Description	Default
<b>Delete text smaller than 5pt (Word)</b>	<p>Microsoft Word only. If selected, removes all text that has been formatted with a font size less than 5pt (i.e. 4pt and less).</p> <p>To view small text: Click the <b>View</b> tab, select <b>Zoom</b> and specify a percentage greater than 100%.</p>	Visible, No clean
<b>Delete versions (Word 2003)</b>	<p>Microsoft Word only. If selected, removes any previous versions of the document that you may have saved. Previous versions can be useful while you are developing a document, but often they can contain confidential information that you have removed from the main document.</p> <p>Document versions are not supported in MS Word 2007 and above.</p>	Visible, Clean
<b>Delete white text on white background (Word)</b>	<p>Microsoft Word only. Removes all text with a white font that has been formatted with a white background color.</p> <p>To view such text: Click the <b>Page Layout</b> tab and select a color from the <b>Page Color</b> dropdown list (<b>Page Background</b> group).</p>	Visible, No clean
<b>Reset document statistics (Word)</b>	<p>Microsoft Word only. If selected, resets all the document statistics - total edit time, revision number, last authors, and file dates.</p> <p>To view statistics: In MS Office 2010/2013, click the File menu, select <b>Info</b> and then select <b>Advanced Properties</b> from the <b>Properties</b> dropdown list in the right panel. In the <i>Properties</i> dialog, select the <b>Statistics</b> tab. In MS Office 2007, click the Office Button, select <b>Prepare</b> and then select <b>Properties</b>. In the Document Information Panel, select <b>Advanced Properties</b> from the <b>Document Properties</b> dropdown list. In the <i>Properties</i> dialog, select the <b>Statistics</b> tab.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><i>Note: This information cannot be cleaned from within Microsoft Word.</i></p> </div>	Visible, Clean
<b>Turn off versioning (Word 2003)</b>	<p>Microsoft Word only. If selected, turns off the flag to automatically save a new version of the document every time the document is closed. This applies to local file systems only. Versions can still be saved manually by saving a file with a different name.</p> <p>Versioning is not supported in MS Word 2007 and above.</p>	Visible, Clean

Parameter	Description	Default
<b>Allow users to change metadata removal options</b>	Administrator Mode only. If selected, users can modify the individual metadata options selected in the <b>Clean files</b> section of the Interactive Protect panel.	Selected
<b>Allow users to change PDF options</b>	Administrator Mode only. If selected, users can modify the individual pdf options selected in the <b>Convert to PDF</b> section of the Interactive Protect panel.	Selected
<b>Allow users to compress to zip</b>	Administrator Mode only. If selected, the <b>Compress all to zip</b> section is visible to the user in the Interactive Protect panel.	Selected
<b>Allow users to convert to pdf</b>	Administrator Mode only. If selected, the <b>Convert to PDF</b> section is visible to the user in the Interactive Protect panel.	Selected
<b>Allow users to share files on Workshare</b>	Administrator Mode only. If selected, the <b>Convert to link</b> section is visible to the user in the Interactive Protect panel.	Selected
<b>Auto apply on send for external emails</b>	Administrator Mode only. If selected, when a user does NOT click <b>Apply</b> in the Interactive Protect panel, the Interactive Protect settings from the Interactive Protect panel will still be applied when the user clicks <b>Send</b> . This parameter applies to external emails only. If not selected and the user forgets to click <b>Apply</b> before sending an external email, the email is sent without processing by Protect.	Selected
<b>Auto apply on send for internal emails</b>	Administrator Mode only. If selected, when a user does NOT click <b>Apply</b> in the Interactive Protect panel, the Interactive Protect settings from the Interactive Protect panel will still be applied when the user clicks <b>Send</b> . This parameter applies to internal emails only. If not selected and the user forgets to click <b>Apply</b> before sending an internal email, the email is sent without processing by Protect.	Not selected

Parameter	Description	Default
Automatically select 'Convert to link' when total attachment size exceeds (MB)	Administrator Mode only. When attachments exceed the size specified then the <b>Replace all attachments with a link</b> checkbox in the Interactive Protect panel will be selected by default.	
Automatically show panel when:	Administrator Mode only. Determines when the Interactive Protect panel will be automatically displayed in an email window. The options are: <b>Any attachment is added</b> , <b>Metadata is detected</b> , <b>Always</b> , <b>Never</b> .  <i>Note: If the Interactive Protect panel is set to never open automatically, users can display it by clicking the notification across the top of the email window or click Protect Files in the Message tab.</i>	Any attachment is added
Default for 'Set an access expiry date' (days)	Administrator Mode only. When a number is specified, the <b>Set an access expiry date</b> checkbox in the Interactive Protect panel will be selected by default and the expiry date will be set to the specified number of days after today.	
Display progress when auto-applying on send	Administrator Mode only. If selected, when either of the <b>Auto apply...</b> parameters are selected and the Interactive Protect settings are automatically applied when the user clicks Send, a progress bar is displayed.	Selected
Select 'Get return receipt' checkbox by default	Administrator Mode only. If selected, the <b>Get return receipt</b> checkbox in the <b>Convert to link</b> section of the Interactive Protect panel is selected by default.	Not selected
Select 'Recipients can download files' checkbox by default	Administrator Mode only. If selected, the <b>Recipients can download files</b> checkbox in the <b>Convert to link</b> section of the Interactive Protect panel is selected by default.	Selected

Parameter	Description	Default
Select 'Recipients can invite others to this folder' checkbox by default	Administrator Mode only. If selected, the <b>Recipients can invite others to this folder</b> checkbox in the <b>Convert to link</b> section of the Interactive Protect panel is selected by default.	Selected
Select 'Recipients must login to access files' checkbox by default	Administrator Mode only. If selected, the <b>Recipients must login to access files</b> checkbox in the <b>Convert to link</b> section of the Interactive Protect panel is selected by default.	Selected
Select 'Remove metadata' checkbox by default	Administrator Mode only. If selected, the <b>Remove metadata</b> checkbox in the <b>Clean files</b> section of the Interactive Protect panel is selected by default.	Selected

## Protection>Remove Metadata

The **Protection > Remove Metadata** parameters enable you to specify what metadata should be removed by Workshare Protect in the following situations:

- Email attachments sent to internal recipients
- Email attachments sent to external recipients
- Open Microsoft Office documents (when discovering and removing content risk)

The parameters in this category list the types of metadata that can be removed by Workshare Protect. To select a metadata type, you select the checkbox to the right of the parameter in the relevant column – **Internal Email**, **External Email**, **Content Risk**.

**Tip!** You can select all parameters in a column by selecting the checkbox in the column header and then deselect one or two metadata parameters within that column as required.



### Remove Metadata

Specify what hidden data is removed from email attachments sent internally and externally and from open Microsoft Office documents.

	Internal Email	External Email	Content Risk
	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Accept changes and turn off Track Changes (Word and Excel)	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Convert attached template to Normal (Word)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Convert field codes to text (Office)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Delete attachments (PDF)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Delete bookmarks (PDF)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Delete built-in properties (Office)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Delete comments (Office)	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Delete custom properties (Office)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Delete document reviewers (Word)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Delete document variables (Word)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Delete footers (Excel and PowerPoint)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Delete footnotes (Word)	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Delete headers (Excel and PowerPoint)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Delete hidden slides (PowerPoint)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Delete hidden text (Word)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Delete ink annotations (Lightspeed Clean only)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

The **Protection > Remove Metadata** parameters are described in the following table:

Parameter	Description	Default
<b>Accept changes and turn off Track Changes (Word and Excel)</b>	Microsoft Word and Excel. If selected, accepts all revisions made to the document. The revisions are therefore no longer displayed as revisions but rather as text in the document. Track changes is also turned off so that further revisions are not tracked.	Internal: Not selected External: Not selected Content Risk: Not selected

Parameter	Description	Default
<b>Convert attached template to Normal (Word)</b>	<p>Microsoft Word only. If selected, converts the attached template to normal.dot. Automatic style updating is disabled before the template is removed. Therefore the formatting and styles in your document will not be affected by removing the attached template.</p> <p>To view the attached template: Click the File menu/Office Button, select <b>Options/Word Options</b> and then select <b>Add-Ins</b>. From the <b>Manage</b> dropdown list, select <b>Word Add-ins</b> and click <b>Go</b>.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>

<p><b>Convert field codes to text (Office)</b></p>	<p>Microsoft Word, Excel and PowerPoint. If selected, converts any field codes that exist in a Microsoft Word document to text, for example, hyperlinks, table of contents, index. In Microsoft Excel and PowerPoint, hyperlinks are converted to text.</p> <p><i>Note: For Microsoft Excel and PowerPoint, hyperlinks are the only field codes that exist.</i></p> <p>This prevents the field codes from being updated after you have distributed the document. It also prevents errors for fields that reference built-in or custom properties that have been removed.</p> <p><i>Note: You can prevent certain field codes from being cleaned, for example, table of contents or page numbers, by selecting them in the <b>Protection &gt; Exclude Metadata</b> category. Refer to page 38.</i></p> <p>To view field codes: Click the File menu/Office Button, select <b>Options/Word Options</b> and then select <b>Advanced</b>. Select the <b>Show field codes instead of their values</b> checkbox in the <b>Show document content</b> area.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>
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Parameter	Description	Default
<b>Delete attachments (PDF)</b>	<p>PDF. If selected, removes any attachments to a PDF file.</p> <p>PDF attachments are separate files attached to a PDF file generally or linked to a specific point in a PDF file. Selecting this option will only remove the first type of attachment. Attachments linked to a specific point in a PDF file are treated as markups and will only be removed if the <b>Delete markups</b> parameter is selected.</p>	<p>Internal: Selected</p> <p>External: Selected</p>
<b>Delete bookmarks (PDF)</b>	<p>PDF. If selected, removes any bookmarks in a PDF file.</p>	<p>Internal: Selected</p> <p>External: Selected</p>

Parameter	Description	Default
<b>Delete built-in properties (Office)</b>	<p>Microsoft Word, Excel and PowerPoint. If selected, removes all summary properties - author, category, comments, company, keywords, manager, title, subject, and hyperlink base; and custom properties – text, date and number.</p> <p>To view built-in properties:            In MS Office 2010/2013, click the File menu, select <b>Info</b> and then select <b>Advanced Properties</b> from the <b>Properties</b> dropdown list in the right panel. In the <i>Properties</i> dialog, select the <b>Summary</b> and <b>Contents</b> tabs. In MS Office 2007, click the Office Button, select <b>Prepare</b> and then select <b>Properties</b>. In the Document Information Panel, select <b>Advanced Properties</b> from the <b>Document Properties</b> dropdown list. In the <i>Properties</i> dialog, select the <b>Summary</b> and <b>Contents</b> tabs.</p>	Internal: Selected External: Selected Content Risk: Selected

Parameter	Description	Default
<b>Delete comments (Office)</b>	<p>Microsoft Word, Excel and PowerPoint. If selected, removes any comments embedded in the document.</p> <p>By default this parameter is not selected.</p> <p>To display comments: In MS Office 2010/2013, click the <b>Review</b> tab and from the <b>Show Markup</b> dropdown list (<b>Tracking</b> group), select <b>Balloons</b> then <b>Show Only Comments and Formatting in Balloons</b>. In MS Office 2007, click the <b>Review</b> tab and from the <b>Balloons</b> dropdown list (<b>Tracking</b> group), select <b>Show Only Comments and Formatting in Balloons</b>.</p>	<p>Internal: Not selected</p> <p>External: Not selected</p> <p>Content Risk: Not selected</p>

Parameter	Description	Default
<b>Delete custom properties (Office)</b>	<p>Microsoft Word, Excel and PowerPoint. If selected, removes any custom properties that have been added to the document.</p> <div data-bbox="727 474 1084 810" style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p><i><b>Note:</b> You can prevent certain custom properties from being cleaned, for example, DMS Doc ID Properties, by selecting them in the <b>Protection &gt; Exclude Metadata</b> category. Refer to page 38.</i></p> </div> <p>To view document properties: In MS Office 2010/2013, click the File menu, select <b>Info</b> and then select <b>Advanced Properties</b> from the <b>Properties</b> dropdown list in the right panel. In the <i>Properties</i> dialog, select the <b>Custom</b> tab. In MS Office 2007, click the Office Button, select <b>Prepare</b> and then select <b>Properties</b>. In the Document Information Panel, select <b>Advanced Properties</b> from the <b>Document Properties</b> dropdown list. In the <i>Properties</i> dialog, select the <b>Custom</b> tab.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>

Parameter	Description	Default
<p><b>Delete document reviewers (Word)</b></p>	<p>Microsoft Word only. If selected, removes information about all document reviewers who have made changes in the document. Track changes are not removed, but information about the user who made the change is removed.</p> <p>To see reviewers list: In MS Word, click the <b>Review</b> tab and from the <b>Show Markup</b> dropdown list (<b>Tracking</b> group), select <b>Reviewers</b>.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><i><b>Note:</b> Clearing reviewers but not track changes, may be useful if you are collaborating on a document with an external party who uses track changes. You can retain the actual track changes made in the document, but you can remove confidential information about the author within your organization that made the change.</i></p> </div>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>

Parameter	Description	Default
<b>Delete document variables (Word)</b>	<p>Microsoft Word only. If selected, deletes all document variables.</p> <p>Document variables are values stored in Microsoft Word documents that are used by either field codes or macros. These variables may contain confidential information like company names, or file locations. Even if field codes and macros are removed, the variables used may remain in the document.</p> <p>Variables can be viewed in Microsoft Word in the Visual Basic Editor.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>
<b>Delete footers (Excel and PowerPoint)</b>	<p>Microsoft Excel and PowerPoint. If selected, removes any footers included in the sheet or slide.</p> <p>To view headers and footers: Click the <b>Insert</b> tab and select <b>Header &amp; Footer (Text group)</b>.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>
<b>Delete footnotes (Word)</b>	<p>Microsoft Word only. If selected, removes any footnotes or endnotes included in the document.</p>	<p>Internal: Not selected</p> <p>External: Not selected</p> <p>Content Risk: Not selected</p>
<b>Delete headers (Excel and PowerPoint)</b>	<p>Microsoft Excel and PowerPoint. If selected, removes any headers included in the sheet or slide.</p> <p>To view headers and footers: Click the <b>Insert</b> tab and select <b>Header &amp; Footer (Text group)</b>.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>

Parameter	Description	Default
<b>Delete hidden slides (PowerPoint)</b>	Microsoft PowerPoint only. If selected, removes hidden slides from Microsoft PowerPoint files. Hidden slides are not required for a slide show (they are not automatically displayed during a slide show) but they may contain confidential information.	Internal: Selected External: Selected Content Risk: Selected
<b>Delete hidden text (Word)</b>	Microsoft Word only. If selected, removes all text that has been formatted as hidden.  To view hidden text: Click the File menu/Office Button, select <b>Options/Word Options</b> and then select <b>Display</b> . Select the <b>Hidden Text</b> checkbox.	Internal: Selected External: Selected Content Risk: Selected
<b>Delete ink annotations (Lightspeed Clean only)</b>	Microsoft Word, Excel and PowerPoint. If selected, removes ink annotations made in Tablet PC. Ink annotations are only removed by a Lightspeed clean.	Internal: Selected External: Selected Content Risk: Selected

Parameter	Description	Default
<b>Delete links (Excel)</b>	<p>Microsoft Excel only. If selected, converts external links in Microsoft Excel files to text. The following are examples of external links:</p> <p>Link to a cell in another Microsoft Excel document.</p> <p>Named link to a named reference in another Microsoft Excel document.</p> <p>Link to another document.</p> <p>OLE link that inserts another document as an icon.</p> <p>OLE link that inserts another document as text.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>
<b>Delete macros (Word and Excel)</b>	<p>Microsoft Word and Excel. If selected, removes VBA macros from the document. This feature is not intended as virus protection, but rather to protect any confidential information, intellectual property or formulas included in the macros.</p> <p>To view macros: In MS Word, click the <b>View</b> tab and select <b>Macros</b> and then <b>View Macros</b>.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>
<b>Delete markups (PDF)</b>	<p>PDF. If selected, removes any markup in a PDF file.</p> <p>Markup is a tool used to make comments and annotations to PDF documents.</p>	<p>Internal: Selected</p> <p>External: Selected</p>

Parameter	Description	Default
<b>Delete previous authors (Word)</b>	<p>Microsoft Word only. If selected, removes information about all authors who have previously saved the document as well as save locations.</p> <p>This information cannot be viewed from within Microsoft Word but it is visible from Microsoft Word if the file is opened in recovered text mode.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>
<b>Delete properties (PDF)</b>	<p>PDF. If selected, removes properties in a PDF file.</p> <p>Standard properties are details about a file that help identify it, including its title, subject, author, manager, company, category, keywords, comments, and hyperlink base.</p> <div data-bbox="724 1125 1084 1293" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Removing properties from a PDF/A file will disable its PDF/A status.</p> </div>	<p>Internal: Not selected</p> <p>External: Not selected</p>

Parameter	Description	Default
<b>Delete routing slip (Word and Excel 2003)</b>	<p>Microsoft Word and Excel. If selected, removes all entries from a routing slip, as well as the message subject and text. This can prevent email addresses of colleagues from being unknowingly distributed. This also deletes any envelope information, such as recipients, subject and introduction, which are used when sending to a mail recipient.</p> <p>Routing slips are not supported in MS Office 2007 and above.</p>	Internal: Selected External: Selected Content Risk: Selected

Parameter	Description	Default
<p><b>Delete Smart Tags (Word 2003/2007)</b></p>	<p>Microsoft Word only. If selected, removes smart tags from Microsoft Word documents.</p> <p>Smart tags are added to your documents as you create them if the option is enabled. These tags are linked to particular text in a document, such as a name, and allow you to perform certain actions by selecting the link associated with the text. Depending on the smart tag functions you use, they may embed extra hidden information in your document.</p> <p>Smart tags only exist in Microsoft Office XP to 2010.</p> <p>To manage smart tags: In MS Word 2007, click the Office Button, select <b>Word Options</b> and then select <b>Proofing</b>. Click the <b>AutoCorrect Options</b> button and select the <b>Smart Tags</b> tab.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>
<p><b>Delete Speaker Notes (PowerPoint)</b></p>	<p>Microsoft PowerPoint only. If selected, deletes all text that appears on the Notes Page in a Microsoft PowerPoint presentation. This is usually used by speakers to remind them of points during a presentation. You may want to remove speaker notes before distributing a presentation, as they are not usually intended for others to read.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>

Parameter	Description	Default
<b>Delete text smaller than 5pt (Word)</b>	<p>Microsoft Word only. If selected, removes all text that has been formatted with a font size less than 5pt (i.e. 4pt and less).</p> <p>To view small text: Click the <b>View</b> tab, select <b>Zoom</b> and specify a percentage greater than 100%.</p>	<p>Internal: Not selected</p> <p>External: Not selected</p> <p>Content Risk: Not selected</p>
<b>Delete versions (Word 2003)</b>	<p>Microsoft Word only. If selected, removes any previous versions of the document that you may have saved. Previous versions can be useful while you are developing a document, but often they can contain confidential information that you have removed from the main document.</p> <p>Document versions are not supported in MS Word 2007 and above.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>
<b>Delete white text on white background (Word)</b>	<p>Microsoft Word only. Removes all text with a white font that has been formatted with a white background color.</p> <p>To view such text: Click the <b>Page Layout</b> tab and select a color from the <b>Page Color</b> dropdown list (<b>Page Background</b> group).</p>	<p>Internal: Not selected</p> <p>External: Not selected</p> <p>Content Risk: Not selected</p>

Parameter	Description	Default
<b>Reset document statistics (Word)</b>	<p>Microsoft Word only. If selected, resets all the document statistics - total edit time, revision number, last authors, and file dates.</p> <p>To view statistics: In MS Office 2010/2013, click the File menu, select <b>Info</b> and then select <b>Advanced Properties</b> from the <b>Properties</b> dropdown list in the right panel. In the <i>Properties</i> dialog, select the <b>Statistics</b> tab. In MS Office 2007, click the Office Button, select <b>Prepare</b> and then select <b>Properties</b>. In the Document Information Panel, select <b>Advanced Properties</b> from the <b>Document Properties</b> dropdown list. In the <i>Properties</i> dialog, select the <b>Statistics</b> tab.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><i>Note: This information cannot be cleaned from within Microsoft Word.</i></p> </div>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>
<b>Turn off versioning (Word 2003)</b>	<p>Microsoft Word only. If selected, turns off the flag to automatically save a new version of the document every time the document is closed. This applies to local file systems only. Versions can still be saved manually by saving a file with a different name.</p> <p>Versioning is not supported in MS Word 2007 and above.</p>	<p>Internal: Selected</p> <p>External: Selected</p> <p>Content Risk: Selected</p>

## Protection>Exclude Metadata

The **Protection>Exclude Metadata** parameters enable you to exclude certain types of metadata from being removed when documents are cleaned. The types of metadata that can be excluded from cleaning are custom properties and field codes from Office documents and markups from PDF files. When cleaning, the user can still select to clean these types of metadata and all custom properties, field codes or markups will be cleaned, except for the ones explicitly excluded here. These parameters apply when Workshare Protect is cleaning attachments as well as cleaning open Microsoft Office documents.

**Note:** When field codes are cleaned, the text is not removed. The field code is simply unlinked so that it is not updated in the future. For example, if you have a table of contents field code. Unlinking it keeps the table of contents in your document, but you are unable to update the table of contents, as it is no longer a field; it is only text.

 <b>Exclude Metadata</b>	
Specify what types of hidden data will not be removed when documents are cleaned.	
	<input type="checkbox"/>
	Delete specified field codes <input type="text"/>
	<input type="checkbox"/> Exclude Annotation Links (PDF)
	<input type="checkbox"/> Exclude Annotation Widgets (PDF)
	<input type="checkbox"/> Exclude field codes for form fields
	<input type="checkbox"/> Exclude field codes for Include fields
	<input type="checkbox"/> Exclude field codes for Link fields
	<input checked="" type="checkbox"/> Exclude field codes for Reference fields
	<input type="checkbox"/> Exclude field codes in Document Automation group
	<input type="checkbox"/> Exclude field codes in Document Information group
	<input type="checkbox"/> Exclude field codes in Equations and Formulas group
	<input checked="" type="checkbox"/> Exclude field codes in Index and Tables group
	<input checked="" type="checkbox"/> Exclude field codes in Numbering group
	<input type="checkbox"/> Exclude field codes with author information
	<input checked="" type="checkbox"/> Exclude field codes with hyperlinks
	Exclude specified custom properties <input type="text"/>
	Exclude specified document variables <input type="text"/>
	Exclude specified field codes <input type="text"/>

The **Protection > Exclude Metadata** parameters which apply to all cleaning (internal email, external email and open documents) are described in the following table:

Parameter	Description	Default
<b>Delete specified field codes</b>	Microsoft Word only. Workshare Protect is configured to replace field codes with static text. However, by entering the field codes in this parameter, Workshare Protect will delete any instances of these field codes. To delete specific field codes, add the name of the field code to this parameter. If you want to specify more than one field code you can do so by separating each field code with a semicolon.	
<b>Exclude Annotation Links (PDF)</b>	PDF only. Annotation links are a type of markup and provide links to other areas within the same PDF or to another PDF. If selected, any annotation links in PDF files are not cleaned. By default, annotation links are not excluded and therefore annotation links are unlinked during cleaning.	Not Selected
<b>Exclude Annotation Widgets (PDF)</b>	PDF only. Annotation widgets are a type of markup and are used to represent the appearance of fields. If selected, any annotation widgets in PDF files are not cleaned. By default, annotation widgets are not excluded and therefore annotation widgets are unlinked during cleaning.	Not Selected
<b>Exclude field codes for form fields</b>	Microsoft Word only. These are field codes that are used in forms, for example, dropdown lists and text boxes. If selected, any form field codes are not cleaned. By default, these field codes are not excluded and therefore form fields are unlinked during cleaning.	Not Selected
<b>Exclude field codes for Include fields</b>	Microsoft Word only. These are field codes that include text or pictures from other sources. If selected, any 'include' field codes are not cleaned. By default, these field codes are not excluded and therefore 'include' fields are unlinked during cleaning.	Not selected
<b>Exclude field codes for Link fields</b>	Microsoft Word only. These are field codes for linked or imported objects. If selected, the links are not removed and therefore still update from the source. By default, these field codes are not excluded and therefore links are unlinked during cleaning.	Not selected

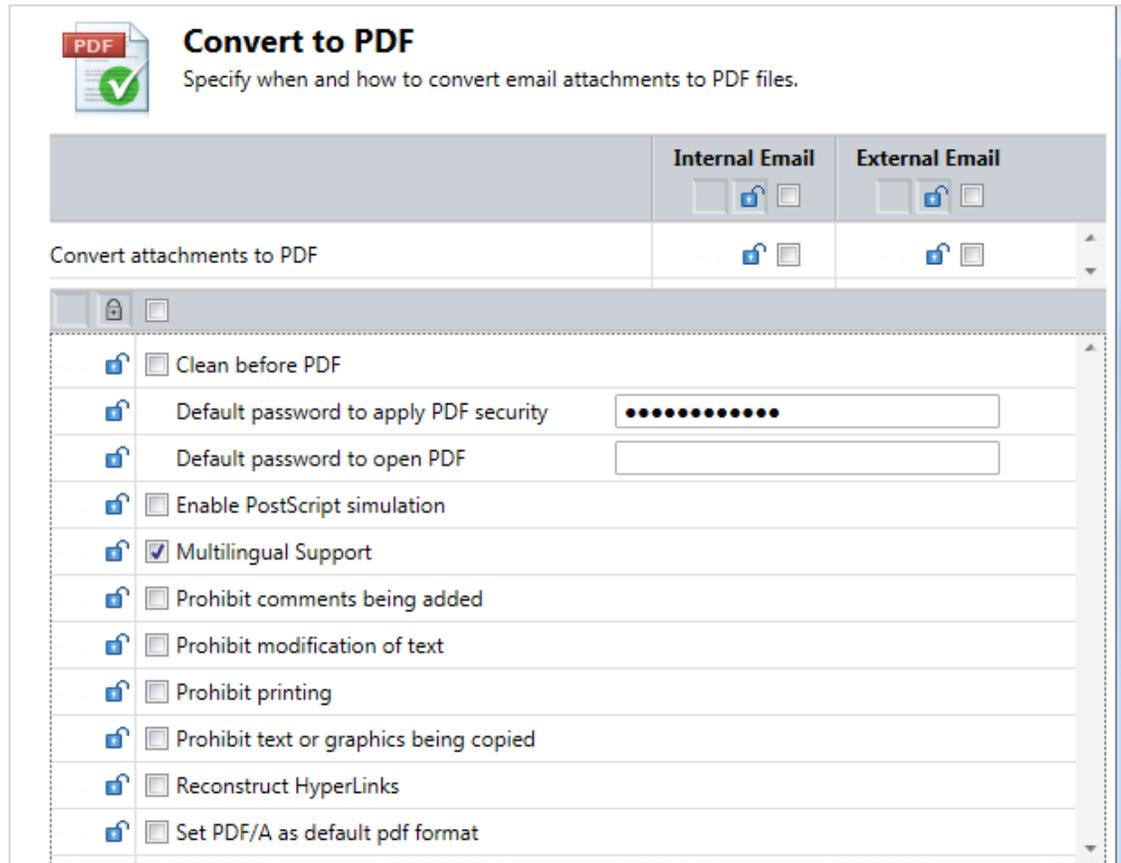
Parameter	Description	Default
<b>Exclude field codes for Reference fields</b>	<p>Microsoft Word only. These are field codes for any references within the document, for example, page references.</p> <p>If not selected, references are unlinked and therefore no longer automatically updated.</p> <p>By default, these field codes are excluded and therefore any references in your document remain fully functional.</p>	Selected
<b>Exclude field codes in Document Automation group</b>	<p>Microsoft Word only. These are field codes used to provide functions within a document, for example, macro buttons, mail merge functions, print functionality.</p> <p>If selected, these field codes remain linked which means the document automation features continue to work.</p> <p>By default these field codes are not excluded, and therefore document automation features are unlinked during cleaning.</p>	Not selected
<b>Exclude field codes in Document Information group</b>	<p>Microsoft Word only. These are field codes that reference any of the document properties, for example, subject and keywords, as well as any field codes that reference the document statistics, for example, create date and number of words.</p> <p>If selected, any field codes referencing the document properties or statistics are not cleaned.</p> <p>By default, these field codes are not excluded and therefore document information is unlinked during cleaning.</p>	Not selected
<b>Exclude field codes in Equations and Formulas group</b>	<p>Microsoft Word only. These are field codes for calculations, for example, equations, symbols or formula.</p> <p>If selected, equations remain linked.</p> <p>By default, these field codes are not excluded and therefore any equations are unlinked during cleaning.</p>	Not selected

Parameter	Description	Default
<b>Exclude field codes in Index and Tables group</b>	<p>Microsoft Word only. These are field codes related to the Table of Contents, Table of Authorities, Glossary, and Index.</p> <p>If not selected, these tables are unlinked, and can therefore no longer be automatically updated.</p> <p>By default, these field codes are excluded and therefore Tables and Indexes in your document will remain fully functional.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><i>Note: Unlinking a Table of Contents causes the hyperlinks that reference each section of the document to stop working. It may also change the format of the Table of Contents to blue underlined text.</i></p> </div>	Selected
<b>Exclude field codes in Numbering group</b>	<p>Microsoft Word only. These are field codes for numbering within the document, for example, page numbers, list numbers, section numbers.</p> <p>If not selected, these numbers are unlinked and therefore no longer automatically updated.</p> <p>By default, these field codes are excluded and therefore any numbering in your document remains fully functional.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><i>Note: Unlinking page numbers in headers or footers may cause page numbers to be repeated if a header or footer is shared between more than one page of the document.</i></p> </div>	Selected
<b>Exclude field codes with author information</b>	<p>Microsoft Word only. These are field codes that include the Author, Last Saved By User, or Current User information.</p> <p>If selected, any field codes referencing the author or user are not cleaned.</p> <p>By default, these field codes are not excluded and therefore author information is unlinked during cleaning.</p>	Not selected

Parameter	Description	Default
<b>Exclude field codes with hyperlinks</b>	<p>Microsoft Word, Excel and PowerPoint. These are field codes for hyperlinks.</p> <p>If not selected, hyperlinks are unlinked. The text of the link is still visible but the associated address is removed.</p> <p>By default, these field codes are excluded and therefore hyperlinks in your document remain fully functional.</p>	Selected
<b>Exclude specified custom properties</b>	<p>Microsoft Word, Excel and PowerPoint. If you have custom properties in your documents that you never want to remove, for example, DMS DocIds, you can exclude them from both cleaning and discovery. To exclude custom properties, add the names of the custom properties to this parameter. If you want to specify more than one property you can do so by using a semicolon.</p>	
<b>Exclude specified document variables</b>	<p>Microsoft Word only. If you have document variables in your documents that you never want to remove, you can exclude them from both cleaning and discovery. To exclude document variables, add the names of the document variable to this parameter. If you want to specify more than one document variable you can do so by using a semicolon.</p>	
<b>Exclude specified field codes</b>	<p>Microsoft Word only. If you have field codes in your documents that you never want to remove, you can exclude them from both cleaning and discovery. To exclude specific field codes, add the name of the field code to this parameter. If you want to specify more than one field code you can do so by separating each field code with a semicolon.</p>	

## Protection>Convert to PDF

The **Protection>Convert to PDF** parameters enable you to specify whether Workshare Protect should convert attachments to PDF as well as set the default security settings applied when Workshare Protect performs conversion to PDF.



The **Protection > Convert to PDF** parameters are described in the following table:

Parameter	Description	Default
<b>Convert attachments to PDF</b>	If selected, Microsoft Office documents attached to the email are automatically converted to PDFs when the email is sent.	Internal: Not selected  External: Not selected
<b>Clean before PDF</b>	If selected, documents are cleaned before they are converted to PDF according to the parameters selected in <b>Protection&gt;Remove Metadata (Content Risk</b> column).	Not selected

Parameter	Description	Default
<b>Default password to apply PDF security</b>	Administrator Mode Only. The default password required to access PDF security options or to access PDF files when security options are applied.	Contact Workshare Customer Support
<b>Default password to open PDF</b>	The default password required to open PDF files after conversion by Workshare Protect.	
<b>Enable PostScript simulation</b>	If selected, the PostScript simulation option in the printer driver is turned on. This option is relevant when converting documents to PDF that include WordArt and semi-transparent backgrounds.	Not selected
<b>Multilingual Support</b>	If selected, when converting to PDF, Workshare embeds the documents' fonts inside the PDF file. This means a PDF file can always be read even on machines that do not have the fonts of the document. Embedding the fonts into the PDF file will make the PDF file bigger.	Selected
<b>Prohibit comments being added</b>	If selected, the <b>Prevent comments being added</b> checkbox in the <i>PDF Security Settings</i> dialog is selected by default.	Not selected
<b>Prohibit modification of text</b>	If selected, the <b>Prevent editing of text</b> checkbox in the <i>PDF Security Settings</i> dialog is selected by default.	Not selected
<b>Prohibit printing</b>	If selected, the <b>Prevent printing</b> checkbox in the <i>PDF Security Settings</i> dialog is selected by default.	Not selected
<b>Prohibit text or graphics being copied</b>	If selected, the <b>Prevent the copying of text and/or graphics</b> checkbox in the <i>PDF Security Settings</i> dialog is selected by default.	Not selected
<b>Reconstruct Hyperlinks</b>	If selected, standard URL and bookmark hyperlinks are preserved when converting to PDF.  <div style="border: 1px solid blue; padding: 5px;"><i>Note: Selecting the <b>Reconstruct Hyperlinks</b> parameter can increase the time it takes to create a PDF document. Hyperlinks that are preserved using this option may not correspond exactly to the location in the original document.</i></div>	Not selected
<b>Set PDF/A as default PDF format</b>	If selected, the PDF/A option is selected as the default when converting to PDF.	Not selected

## Protection>Compress as Zip

The **Protection>Compress as Zip** parameters enable you to specify whether Workshare Protect should compress attachments into zip files and how it performs this functionality.

**Compress as Zip**  
Specify when and how to compress email attachments to zip files.

	Internal Email	External Email
Zip attachments above specified limit (MB)	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
<input type="checkbox"/> Apply password when creating zip files		

The **Protection > Compress as Zip** parameters are described in the following table:

Parameter	Description	Default
<b>Zip attachments above specified limit (MB)</b>	The size limit for zipping attachments. If this option is not selected and the text box left blank, no zipping is done. If this option is selected and set to 0, attachments are always zipped (unless they are already zipped). You can also set the value in the text box to a particular size, for example, 2. In this case zipping only occurs if attachments are larger than 2MB. Workshare Protect zips Microsoft Word, Excel and PowerPoint files as well as PDF and RTF files. Each attachment that meets the specified limit is zipped individually and attached the email instead of the unzipped file.	Internal: Not selected  External: Not selected
<b>Apply password when creating zip files</b>	If selected, users are prompted to enter a password whenever attachments are automatically zipped. This option is used in conjunction with the automatic zip options.  When this setting is not selected, zip files are not password-protected.	Not selected

## Comparison>Administration

The **Comparison>Administration** parameters enable you to specify how Workshare Compare functions in specific situations.

**Administration**  
Configure how documents are displayed in Workshare Compare as well as how Workshare Compare functions in specified situations.

<input type="checkbox"/>	Additional locations for rendering sets	<input type="text"/>
<input checked="" type="checkbox"/>	Allow users to change email attachment format	
<input type="checkbox"/>	Apply Accepted Changes default save location	<input type="text"/>
<input type="checkbox"/>	Attachment(s) Alert & Compare category name	Attachment(s) Modified
<input type="checkbox"/>	Default document open location	<input type="text"/>
<input checked="" type="checkbox"/>	Default email attachment format	Portable Document Format (.pdf)
<input type="checkbox"/>	Default location rendering set	%USERPROFILE%\Documents\Workshare\Render
<input type="checkbox"/>	Default Redline save location	<input type="text"/>
<input type="checkbox"/>	Default rendering set	<input type="text"/>
<input type="checkbox"/>	Display document description as well as document ID	
<input checked="" type="checkbox"/>	Display document selection dialog on startup	
<input checked="" type="checkbox"/>	Display Redline in page layout view	
<input checked="" type="checkbox"/>	Display source document labels	
<input type="checkbox"/>	Display source documents in page layout view	
<input checked="" type="checkbox"/>	Display table gridlines	
<input type="checkbox"/>	Display Workshare Compare in Outlook Shortcuts	

The **Comparison > Administration** parameters are described in the following table:

Parameter	Description	Default
<b>Additional locations for rendering sets</b>	<p>Workshare Compare looks in the following two locations to create a list of the possible rendering sets available:</p> <p>%PUBLIC%\Documents\Workshare\Rendering (default public location)</p> <p>%USERPROFILE%\Documents\Workshare\Rendering (default user location). This may be different if the administrator has specified a new default user location for the <b>Default rendering set location</b> parameter.</p> <p>To specify other locations, for example, on your network, enter the location in this field. Separate multiple locations with a semi-colon.</p>	

Parameter	Description	Default
<b>Allow users to change email attachment format</b>	Administrator Mode only. If selected, the user can select from different formats for the Redline document when sending a Redline by email.	Selected
<b>Apply Accepted Changes default save location</b>	The default save location of the new Word document that opens with your selected changes accepted, when you click the <b>Apply Accepted Changes</b> button in Workshare Compare.	
<b>Attachment(s) Alert &amp; Compare category name</b>	When the Automatic Change Notification functionality is enabled, the category name used in Microsoft Outlook to indicate that an email includes an attachment that has previously been sent out and that has now been modified.	Attachment(s) Modified
<b>Default document open location</b>	The default location when opening saved comparisons using the Open option in Workshare Compare.	
<b>Default email attachment format</b>	The default format for the Redline document when sending a Redline by email (DOC, DOCX, TEXT, RTF, WDF or PDF).	Portable Document Format (.pdf)
<b>Default location rendering set</b>	Administrator Mode Only. The default user location where rendering sets are saved.	%USERPROFILE % \Documents\ Workshare\ Rendering
<b>Default Redline save location</b>	The default location where Redline documents are saved.	
<b>Default rendering set</b>	The default rendering set to be applied to comparisons. If no default is specified, Workshare Compare uses the most recently used rendering set as the default.	

Parameter	Description	Default
<b>Display document description as well as document ID</b>	If selected, DMS document descriptions are displayed in the Workshare Compare comparison window, where usually it would display document IDs. A DMS document ID is in the form <b>file://c/mydocument.doc</b> , whereas the description is more user friendly, for example, <b>mydocument.doc</b> . This applies to local file store as well as all other DMS integrations. Additionally, if selected, the most recently used list displays the more user friendly document description when a user is picking recent documents in a Workshare Compare comparison.	Not selected
<b>Display document selection dialog on startup</b>	If selected, the <i>Compare Documents</i> dialog is displayed automatically when Workshare Compare is launched.	Selected
<b>Display Redline in page layout view</b>	If selected, the Redline document is displayed in Page Layout view.	Selected
<b>Display source document labels</b>	If selected, the names of the original and modified documents are displayed above them in the Source Documents window.	Selected
<b>Display source documents in page layout view</b>	If selected, the original and modified documents are displayed in Page Layout view in the Source Documents window.	Not selected
<b>Display table gridlines</b>	If selected, table gridlines are displayed in the Redline document and source documents.	Selected
<b>Display Workshare Compare in Outlook Shortcuts</b>	If selected, the Compare shortcut is displayed in the Outlook Shortcuts Navigation pane.	Not selected
<b>Drives without Windows file sharing</b>	If you are running NFS Hummingbird to map drives, the drive letters to which to save Redline documents.	

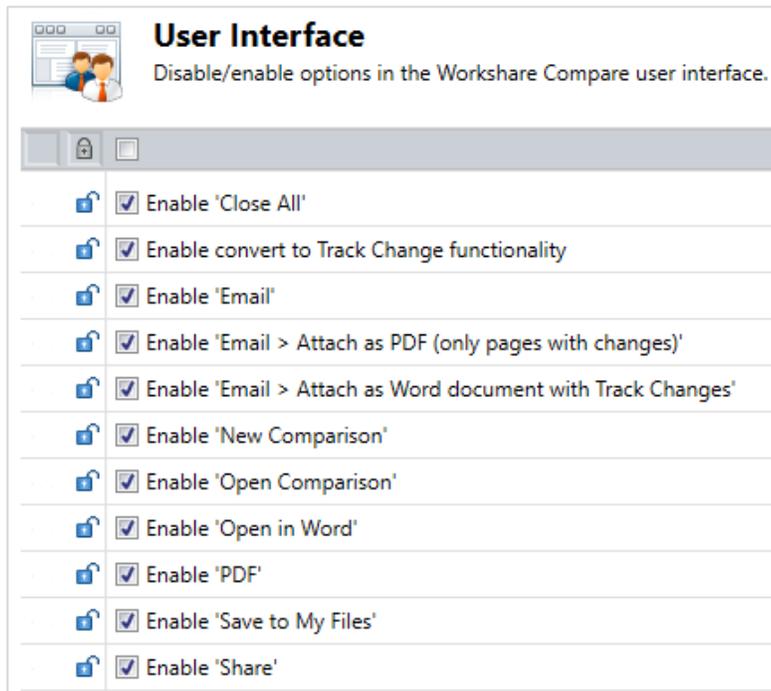
Parameter	Description	Default
<b>Enable Attachment(s) Alert &amp; Compare</b>	If selected, the Automatic Change Notification functionality is enabled. This means that when a user sends a document to a recipient and the recipient edits the document and sends it back to the user, Workshare Compare will automatically detect that the received attachment is a changed version of the original document and present the changes between the two documents. The Redline document as well as a summary of changes can be viewed directly in Microsoft Outlook or the user can open the Redline document from Microsoft Outlook directly into Workshare Compare.	Selected
<b>Enable fast comparison</b>	If selected, the <b>Fast</b> comparison mode is available when comparing DOC and DOCX files. Using the <b>Fast</b> mode, Workshare Compare reads a document at a binary level and converts it to RTF format (faster than MS Word in <b>Standard</b> mode) and therefore completes the comparison more quickly.  If you are experiencing issues with the document comparison, your Technical Support representative may request that you disable this option. Otherwise, it is not recommended to change this setting.	Selected
<b>Enable reduced Redline</b>	If selected, the Redline document displays changes with limited surrounding text.	Not selected
<b>Highlight changes in Redline on navigation</b>	If selected, the changes made to the original document are highlighted in the Redline document when you navigate to them. For example, by selecting a change in the Change Summary window.	Selected
<b>Number of characters shown around a change in reduced Redline</b>	When a reduced Redline document is produced, this setting defines the number of characters that are displayed surrounding a change. By default, the number of surrounding characters is 200; the minimum number of surrounding characters is 70.	200

Parameter	Description	Default
<b>Only print pages with changes</b>	If selected, the <b>Only print pages with changes</b> checkbox in the <i>Print</i> dialog is selected by default. This option specifies that only the pages in Redline documents that include changes are printed.	Not selected
<b>Print Redline in black and white</b>	If selected, the <b>Print Redline in black and white</b> checkbox in the <i>Print</i> dialog is selected by default. This option specifies that Redline documents are printed in monochrome (black and white).	Not selected
<b>Prompt to save Redline after a comparison</b>	If selected, the Redline document is automatically saved after each comparison.	Not selected
<b>Prompt to save Redline on close</b>	If selected, when closing Workshare Compare, a message is displayed prompting the user to save the Redline document.	Selected
<b>Send Redline email body</b>	The text included in the body of the email when sending a Redline by email. The {ATTACHMENTS} tag means that the names of the attachments are included below the text. Remove this tag if you do not want the attachment names to appear.	The following files have been attached to this mail by Workshare Professional... {ATTACHMENTS}
<b>Send Redline email subject</b>	The text displayed in the <b>Subject</b> field when sending a Redline by email.	Workshare Professional Document Distribution
<b>Synchronize documents on navigation</b>	If selected, the views of the original, modified and Redline documents scroll to the same point when you click a paragraph in any of the documents.	Selected
<b>Synchronize multiple Redlines on navigation</b>	If selected, when an original document has been compared against multiple modified documents, then the views of each Redline document (in their individual tabs) scroll to the same approximate point when you click a paragraph in any of the Redline documents.	Selected

Parameter	Description	Default
<b>Use current instance of Word</b>	If selected, then only one instance of Microsoft Word is invoked in memory and the Workshare functions that are launched from <b>outside</b> Microsoft Word use an existing winword.exe process.	Not selected
<b>Use current instance of Word when comparing</b>	If selected, then only one instance of Microsoft Word is invoked in memory and the Workshare functions that are launched from <b>within</b> Microsoft Word use an existing winword.exe process.	Not selected
<b>Use Redline name as email subject</b>	If selected, the document name of the Redline document is used in the <b>Subject</b> field when sending a Redline by email. This setting will override any setting specified in the <b>Send Redline email subject</b> parameter.	Not selected
<b>Zoom (%)</b>	The magnification of the source documents and the Redline document as they appear in the Workshare Compare main window.	100

## Comparison>User Interface

The **Comparison >User Interface** parameters enable you to customize the Workshare Compare user interface and set what options will be available.



The **Comparison > User Interface** parameters are described in the following table:

Parameter	Description	Default
<b>Enable 'Close All'</b>	If selected, enables the <b>Close All</b> option in Workshare Compare. The user is able to close all open Redline documents.	Selected
<b>Enable convert to Track Change functionality</b>	If selected, the convert to track change functionality is available. This functionality enables you to save, share or open the Redline as a document with track changes.	Selected
<b>Enable 'Email'</b>	If selected, enables the <b>Email</b> option in Workshare Compare. The user is able to send the Redline and source documents by email.	Selected
<b>Enable 'Email &gt; Attach as PDF (only pages with changes)'</b>	If selected, the <b>Email &gt; Attach as PDF (only pages with changes)</b> option is available in Workshare Compare. This option enables you to email only the pages from the Redline that include changes.	Selected
<b>Enable 'Email &gt; Attach as Word document with Track Changes'</b>	If selected, the <b>Email &gt; Attach as Word document with Track Changes</b> option is available in Workshare Compare. This option enables you to convert the Redline to a document with track changes and email it.	Selected
<b>Enable 'New Comparison'</b>	If selected, enables the <b>New Comparison</b> option in Workshare Compare. The user is able to perform a new comparison.	Selected
<b>Enable 'Open Comparison'</b>	If selected, enables the <b>Open Comparison</b> option in Workshare Compare. The user is able to open a saved comparison (WDF).	Selected
<b>Enable 'Open in Word'</b>	If selected, enables the <b>Word &gt; Open in Word</b> option in Workshare Compare. The user is able to edit the Redline document in their chosen word processor. The word processor must be configured to open rich text format files (.rtf).  <i>Note: If the user does this, the Redline document is no longer an accurate reflection of the changes between the original and modified documents.</i>	Selected

Parameter	Description	Default
<b>Enable 'PDF'</b>	If selected, enables the <b>PDF</b> option in Workshare Compare. The user is able to convert the Redline to PDF.	Selected
<b>Enable 'Save to My Files'</b>	If selected, enables the <b>Save to My Files</b> option in Workshare Compare. The user is able to save a Redline document to Workshare online.	Selected
<b>Enable 'Share'</b>	If selected, enables the <b>Share</b> option in Workshare Compare. The user is able to share and collaborate on a Redline document in Workshare online.	Selected

## Comparison>Rendering Sets

The **Comparison >Rendering Sets** parameters enable you to configure the Workshare Compare rendering set functionality as well as set what rendering set options will be available.



### Rendering Sets

Specify which categories are displayed in the Rendering Set Manager.

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- Allow use of custom user rendering sets
- Allow users to create new rendering sets (save as)
- Allow users to save and delete rendering sets
- Prompt to save rendering set
- Show Change Numbering parameters in Redline Rendering
- Show Comparison Options parameters in Comparison Options
- Show Deleted Text parameters in Redline Rendering
- Show Font Changes parameters in Redline Rendering
- Show General Options and Change Indicator Options parameters in Redline Options
- Show Inserted Text parameters in Redline Rendering
- Show Moved Text parameters in Redline Rendering
- Show Readability parameters in Redline Options
- Show Style Changed Text parameters in Redline Rendering
- Show Table Changes parameters in Redline Rendering

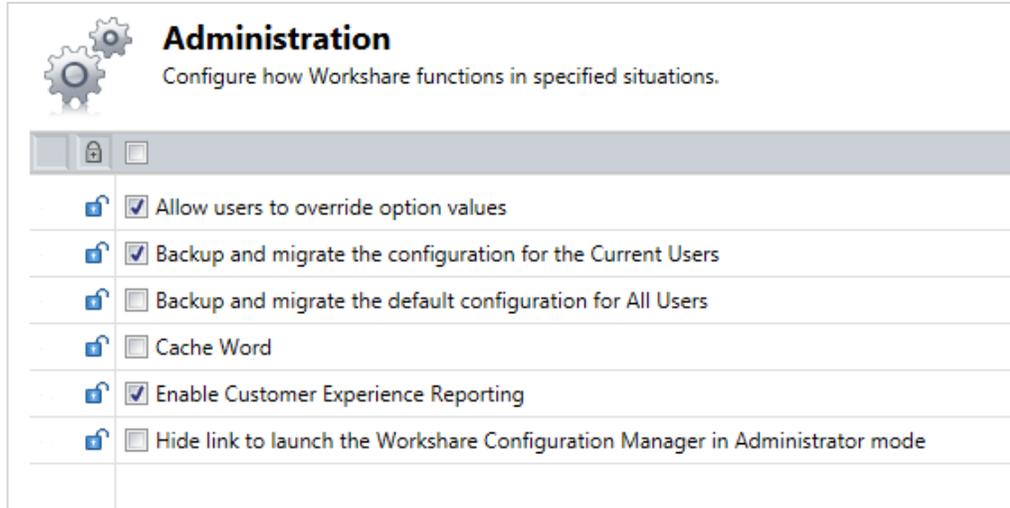
The **Comparison > Rendering Sets** parameters are described in the following table:

Parameter	Description	Default
<b>Allow use of custom user rendering sets</b>	Administrator Mode only. If selected, Workshare Compare includes the rendering sets in the personal rendering sets location (C: Users > (user name) > My Documents > Workshare > Rendering) when populating the list of possible rendering sets available.	Selected
<b>Allow users to create new rendering sets (save as)</b>	Administrator Mode only. If selected, the user can create new rendering sets using the <b>Save As</b> button in the Rendering Sets Manager.	Selected
<b>Allow users to save and delete rendering sets</b>	Administrator Mode only. If selected, the user can save and delete rendering sets using the <b>Save</b> and <b>Delete</b> buttons in the Rendering Sets Manager.	Selected
<b>Prompt to save rendering set</b>	If selected, when a user is creating their own rendering set, they are prompted to save their changes under a different name.	Selected
<b>Show Change Numbering parameters in Redline Rendering</b>	If selected, the Change Numbering parameters in the <b>Redline Rendering</b> category of the Rendering Set Manager are available to the user enabling the user to switch change numbering on and off in the Redline document and change how change numbering is displayed.	Selected
<b>Show Comparison Options parameters in Comparison Options</b>	If selected, the Comparison Options parameters in the <b>Comparison Options</b> category of the Rendering Set Manager are available to the user enabling the user to change the options used when comparing documents.	Selected
<b>Show Deleted Text parameters in Redline Rendering</b>	If selected, the Deleted Text parameters in the <b>Redline Rendering</b> category of the Rendering Set Manager are available to the user enabling the user to change how deleted text is displayed in the Redline document.	Selected

Parameter	Description	Default
<b>Show Font Changes parameters in Redline Rendering</b>	If selected, the Font Changes parameters in the <b>Redline Rendering</b> category of the Rendering Set Manager are available to the user enabling the user to change how font changes are displayed in the Redline document.	Selected
<b>Show General Options and Change Indicator Options parameters in Redline Options</b>	If selected, the General Options and Change Indicator Options parameters in the <b>Redline Options</b> category of the Rendering Set Manager are available to the user enabling the user to change how the Redline document is displayed and what information is included with the Redline document.	Selected
<b>Show Inserted Text parameters in Redline Rendering</b>	If selected, the Inserted Text parameters in the <b>Redline Rendering</b> category of the Rendering Set Manager are available to the user enabling the user to change how inserted text appears in the Redline document.	Selected
<b>Show Moved Text parameters in Redline Rendering</b>	If selected, the Moved Text parameters in the <b>Redline Rendering</b> category of the Rendering Set Manager are available to the user enabling the user to change how moved text is displayed in the Redline document.	Selected
<b>Show Readability parameters in Redline Options</b>	If selected, the Readability parameters in the <b>Redline Options</b> category of the Rendering Set Manager are available to the user enabling the user to change readability options in the Redline document.	Selected
<b>Show Style Changed Text parameters in Redline Rendering</b>	If selected, the Style Changed Text parameters in the <b>Redline Rendering</b> category of the Rendering Set Manager are available to the user enabling the user to determine how changes to styles are displayed in the Redline document.	Selected
<b>Show Table Changes parameters in Redline Rendering</b>	If selected, the Table Changes parameters in the <b>Redline Rendering</b> category of the Rendering Set Manager are available to the user enabling the user to set the options for how changes to table cells appear in the Redline document.	Selected

## General>Administration

The **General>Administration** parameters enable you to specify how Workshare functions in specific situations.



Parameter	Description	Default
Allow users to override option values	Administrator Mode only. If selected, users can override the values for parameters in the Workshare Configuration Manager unless individual parameters have been locked.	Selected
Backup and migrate the configuration for the Current Users	If selected, when you are upgrading from an earlier version of Workshare all existing user settings and options are transferred to the Workshare 8 installation.	Selected
Backup and migrate the default configuration for All Users	Administrator Mode only. If selected, when you are upgrading from an earlier version of Workshare all existing public settings and options are transferred to the Workshare 8 installation.	Not selected

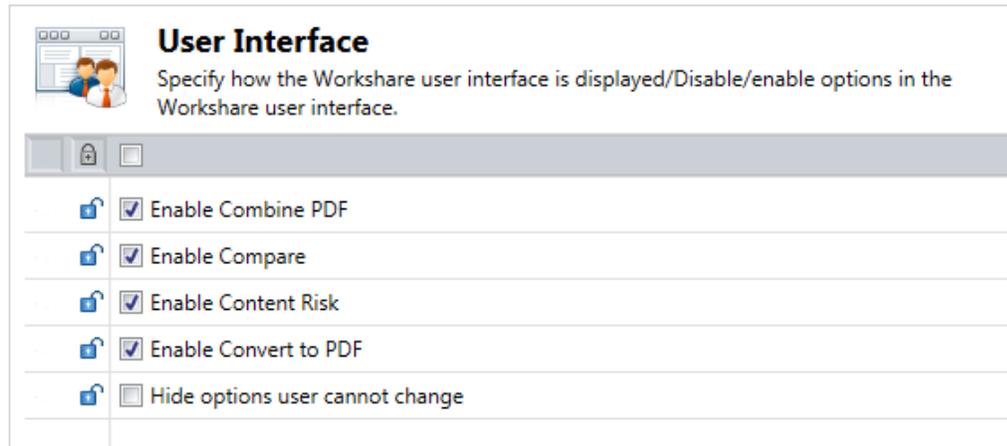
The **General > Administration** parameters are described in the following table:

Parameter	Description	Default
<b>Allow users to override option values</b>	Administrator Mode only. If selected, users can override the values for parameters in the Workshare Configuration Manager unless individual parameters have been locked.	Selected
<b>Backup and migrate the configuration for the Current Users</b>	If selected, when you are upgrading from an earlier version of Workshare all existing user settings and options are transferred to the Workshare 8 installation.	Selected
<b>Backup and migrate the default configuration for All Users</b>	Administrator Mode only. If selected, when you are upgrading from an earlier version of Workshare all existing public settings and options are transferred to the Workshare 8 installation.	Not selected

Parameter	Description	Default
<b>Cache Word</b>	<p>If selected, an instance of Microsoft Word is kept in memory when Workshare is in use. This can save time when performing certain operations. If not selected, an instance of Microsoft Word is started and stopped on demand.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><i><b>Note:</b> When Microsoft Word starts up invisibly (when <b>Cache Word</b> is selected), it does not initialize its add-ins. If the user then does something to make the instance of Microsoft Word visible (for example, initiates editing a document) then the user will be working with no add-ins initialized.</i></p> </div>	Not selected
<b>Enable Customer Experience Reporting</b>	<p>Administrator Mode only.</p> <p>If selected, Workshare gathers anonymous usage statistics and environment information used towards product evolution and improvement.</p>	Selected
<b>Hide link to launch the Workshare Configuration Manager in Administrator mode</b>	<p>Administrator Mode only.</p> <p>If selected, there will be no link to <b>Launch Administrator Mode</b> in the User mode of the Workshare Configuration Manager.</p>	Not selected

## General>User Interface

The **General >User Interface** parameters enable you to customize the Workshare user interface and set what options will be available in the Workshare Panel and Workshare Ribbon/menu.



**User Interface**  
Specify how the Workshare user interface is displayed/Disable/enable options in the Workshare user interface.

Parameter	Default
Enable Combine PDF	Selected
Enable Compare	Selected
Enable Content Risk	Selected
Enable Convert to PDF	Selected
Hide options user cannot change	Not selected

The **General > User Interface** parameters are described in the following table:

Parameter	Description	Default
<b>Enable Combine PDF</b>	If selected, the <b>Combine PDF</b> option is enabled in the Workshare tab.	Selected
<b>Enable Compare</b>	If selected, the <b>Compare</b> option is enabled in the Workshare tab.	Selected
<b>Enable Content Risk</b>	If selected, the <b>Content Risk</b> option is enabled in the Workshare tab.	Selected
<b>Enable Convert to PDF</b>	If selected, the <b>Convert to PDF</b> option is enabled in the Workshare tab.	Selected
<b>Hide options user cannot change</b>	If selected, the parameters that the administrator has locked so that users cannot change are hidden from the user in User Mode.	Not selected

## Integrations>General

The **Integrations > General** category is where you select the default document provider with which Workshare integrates as well as set parameters general to all DMS integrations.

**General**  
Configure how the Workshare DMS integrations behave and which integrations are enabled.

Local File Store (Default) Set as Default

Allow Redline save file format to be changed

Allow Redline to be attached or related to the modified document

Allow Redline to be attached or related to the original document

Allow Redline to be saved as a new document

Allow Redline to be versioned to the modified document (iManage and OpenText only)

Allow Redline to be versioned to the original document (iManage and OpenText only)

Append document IDs to the Redline file name

Default Redline file name

Display document selection dialog when using Send to Application (NetDocuments only)

Enable Redline extended save file formats

Include document descriptions in the Redline file name

Include document locations in the Redline file name

Set default format when saving Redline Portable Document Format (.pdf)

In the top section of the right pane, you can see the document providers with which Workshare integrates. **Local File Store** is always available and **Workshare SharePoint Connector, iManage, OpenText, NetDocuments** and **Worldox** are available if you have the relevant Workshare integration installed and your Workshare license includes the relevant integration.

You specify the default document source by clicking the **Set as Default** button to the right of the required document provider.

The **Integrations > General** parameters are described in the following table:

Parameter	Description	Default
<b>Allow Redline save file format to be changed</b>	If selected, the file format can be changed when saving the Redline document.	Selected
<b>Allow Redline to be attached or related to the modified document</b>	If selected and when using Hummingbird, the Redline document can be saved as an attachment to the modified document. When using iManage, the Redline document can be saved as a related document to the modified document.	Selected
<b>Allow Redline to be attached or related to the original document</b>	If selected and when using Hummingbird, the Redline document can be saved as an attachment to the original document. When using iManage, the Redline document can be saved as a related document to the original document.	Selected
<b>Allow Redline to be saved as a new document</b>	If selected, the Redline document can be saved as a new document.	Selected
<b>Allow Redline to be versioned to the modified document (iManage and OpenText only)</b>	If selected and when using OpenText or iManage, the Redline document can be versioned to the modified document.	Not selected
<b>Allow Redline to be versioned to the original document (iManage and OpenText only)</b>	If selected and when using OpenText or iManage, the Redline document can be versioned to the original document.	Not selected
<b>Append document IDs to the Redline file name</b>	If selected, the document ID or number is used as the default name for a Redline document when it is saved.	Not selected

Parameter	Description	Default
<b>Default Redline file name</b>	<p>The name added to the Redline document when it is saved.</p> <p>When using any of the following functionality, the setting specified here will be added to the default Redline name. For example: [Default Redline file name]_[name of original document]-[name of modified document].</p> <ul style="list-style-type: none"> <li>• Word -&gt; Open in Word</li> <li>• Word -&gt; Open in Word with Track Changes</li> <li>• Save As -&gt; Comparison Document</li> <li>• Save As -&gt; Word Document with Track Changes</li> <li>• Email -&gt; Attach as Word Document with Track Changes</li> <li>• Email -&gt; Attach as PDF</li> <li>• Email -&gt; Attach as PDF (only pages with changes)</li> <li>• Email -&gt; More Email Options</li> </ul>	
<b>Display document selection dialog when using Send to Application (NetDocuments only)</b>	If selected, Workshare's <i>Compare Documents</i> dialog is displayed when using Send to Application. This enables the user to further define their comparison – they can switch original and modified, add further documents to compare, change the rendering set and use the Fast comparison mode.	Selected
<b>Enable Redline extended save file formats</b>	If selected, the user can choose a file format that is support by Microsoft Word when saving Redline documents.	Not selected
<b>Include document descriptions in the Redline file name</b>	If selected, the document description is included in the name for a Redline document when it is saved.	Selected
<b>Include document locations in the Redline file name</b>	If selected, the document location is included in the name for a Redline document when it is saved.	Not selected
<b>Set default format when saving Redline</b>	The default format for the Redline document when saving a Redline (WDF, RTF, DOC, DOCX, TEXT or PDF).	Portable Document Format (.pdf)

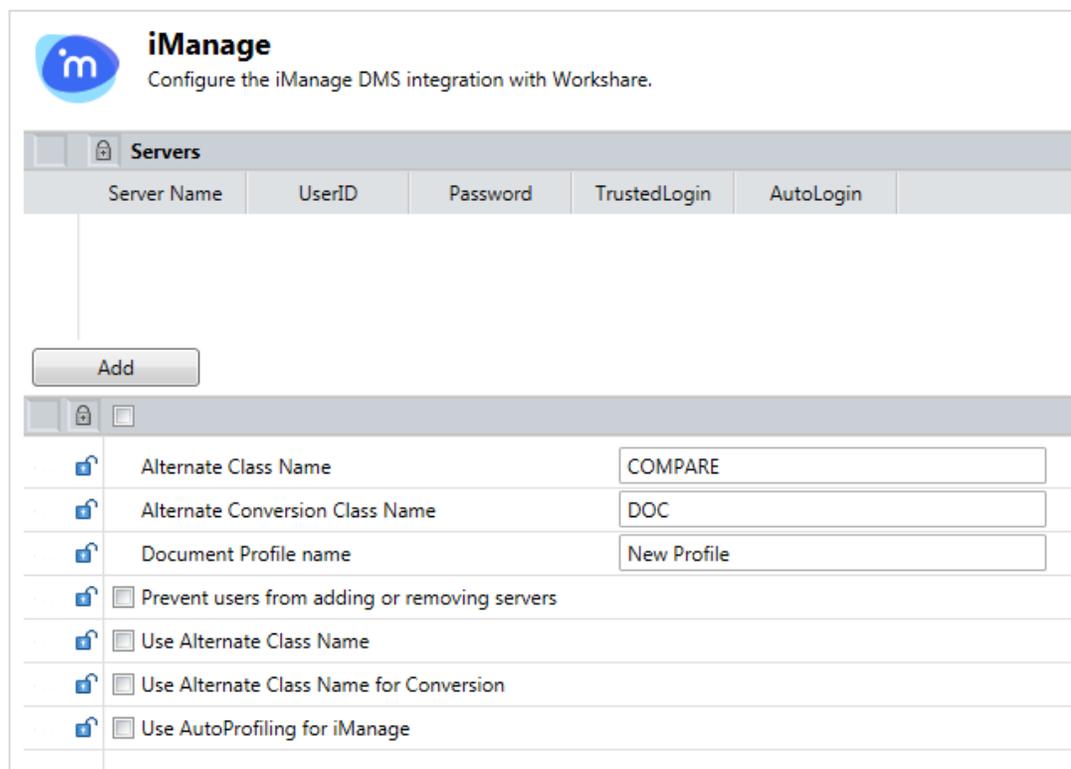
## Integrations>iManage

The **Integrations > iManage** category is where you can add details of your iManage server as well as set specific parameters determining how Workshare interacts with iManage.

In User Mode, the **Integrations > iManage** category is available for iManage license holders only.

**Note:** In order for this category to be available, you must ensure your Workshare license includes the iManage integration.

In Administrator Mode, the **Integrations > iManage** category is always available.



**iManage**  
Configure the iManage DMS integration with Workshare.

**Servers**

Server Name	UserID	Password	TrustedLogin	AutoLogin
<input type="button" value="Add"/>				

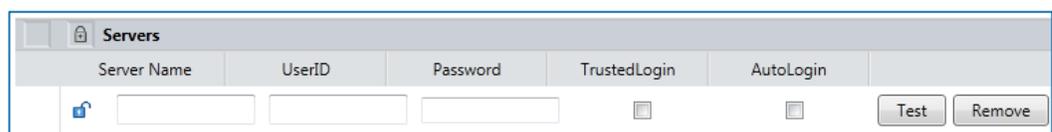
**Configuration Options:**

- Alternate Class Name: COMPARE
- Alternate Conversion Class Name: DOC
- Document Profile name: New Profile
- Prevent users from adding or removing servers
- Use Alternate Class Name
- Use Alternate Class Name for Conversion
- Use AutoProfiling for iManage

The list of configured iManage servers is displayed in the **Servers** section of the right pane. You can add an iManage server as required.

### To add an iManage server:

1. In the **Integrations > iManage** category, click **Add**. An entry is added to the list of iManage servers in the **Servers** section.



**Servers**

Server Name	UserID	Password	TrustedLogin	AutoLogin
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. In the **Server Name** field, enter the name of your iManage server.
3. In the **UserID** and **Password** fields, enter the user login details that enable login to the specified server. If you connect to your iManage server using your Windows account, select the **TrustedLogin** checkbox only.
4. Select the **AutoLogin** checkbox to automatically connect to the server and authenticate the user at startup. If you do not select this checkbox, the server can be registered but will not be authenticated at startup. This may be useful in a multi-server environment when you want to save the overhead of authenticating all the servers at startup.

*Note: If a document ID is passed to a Workshare product for a document on a server for which it has details (a registered server) but to which it is not connected, then the Workshare product will automatically connect to that referenced server.*

5. Click **Test** to confirm connection to the specified server.

To delete a server from the list, click **Remove** to the right of the server details.

The **Integrations > iManage** parameters are described in the following table:

Parameter	Description	Default
<b>Alternate Class Name</b>	If the <b>Use Alternate Class Name</b> parameter is selected, the class name to use. This class <b>MUST</b> exist on your iManage server	COMPARE
<b>Alternate Conversion Class Name</b>	If the <b>Use Alternate Class Name for Conversions</b> parameter is selected, the class name to use when converting to PDF. This class <b>MUST</b> exist on your iManage server	DOC
<b>Document Profile name</b>	When automatically profiling documents, the document profile name to use.	New Profile
<b>Prevent users from adding or removing server</b>	If selected, users cannot add or delete server details in User mode.	Not selected
<b>Use Alternate Class Name</b>	If selected, the class name (specified in the <b>Alternate Class Name</b> parameter) is used in the profiling when saving Redline documents (comparisons).	Not selected
<b>Use Alternate Class Name for Conversion</b>	If selected, the class name (specified in the <b>Alternate Conversion Class Name</b> parameter) is used in the profiling when converting documents to PDF.	Not selected

Parameter	Description	Default
<b>Use AutoProfiling for iManage</b>	If selected, automatic profiling is performed when adding documents to the iManage database.	Not selected

## Integrations>Microsoft SharePoint

The **Integrations > Microsoft SharePoint** category is where you can add SharePoint sites configured on your SharePoint server details as well as set specific parameters determining how Workshare interacts with Microsoft SharePoint.

In User Mode, the **Integrations > Microsoft SharePoint** category is available for SharePoint license holders only.

*Note: In order for this category to be available, you must ensure your Workshare license includes the SharePoint integration.*

In Administrator Mode, the **Integrations > Microsoft SharePoint** category is always available.

**Microsoft SharePoint**  
Configure Microsoft SharePoint integration with Workshare.

**Servers**

The site's URL	Metadata Cleaning Policy

Add

Default View

LDAP lookup server

Profile New Documents

Use Views

The list of specified SharePoint sites is displayed in the **Servers** section of the right pane. You can add new SharePoint sites configured on your SharePoint server as required.

### To add a SharePoint site:

1. In the **Integrations > Microsoft SharePoint** category, click **Add**. An entry is added to the list of SharePoint sites in the **Servers** section.

Servers		
The site's URL	Metadata Cleaning Policy	
<input type="text"/>	Internal Cleaning Policy ▾	Test Remove

2. In the text box, enter the complete URL for the SharePoint site location.
3. From the **Metadata Cleaning Policy** dropdown list, select how the site is to be considered for policy application purposes. If you select **Internal Cleaning Policy**, documents at the specified SharePoint site will be treated similarly to documents emailed internally. If you select **External Cleaning Policy**, documents at the specified SharePoint site will be treated similarly to documents emailed externally.
4. Click **Test** to confirm connection to the specified site.

To delete a site from the list, click **Remove** to the right of the site details.

The **Integrations > Microsoft SharePoint** parameters are described in the following table:

Parameter	Description	Default
<b>Default View</b>	The default view selected in the list of Use Views.	
<b>LDAP lookup server</b>	<p>The LDAP server:port (for example, NY1LDAP1:390). When users are adding members to a SharePoint workspace during the Send for Review process, they are able to utilize Microsoft Outlook's address book to choose members. Workshare will read Outlook's Exchange configuration and attempt to contact the LDAP server. In some circumstances, it may be necessary to override the automatic resolution, namely:</p> <ul style="list-style-type: none"> <li>• The LDAP server port on Microsoft Exchange Server is on a different port (usually 389).</li> <li>• Lotus Notes is being used as the email client.</li> <li>• You wish to utilize another LDAP compatible directory service.</li> </ul>	

Parameter	Description	Default
<b>Profile New Documents</b>	<p>If selected, when a document is saved into SharePoint, a form is displayed to collect document metadata.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><i>Note: To enable this profiling feature, the SharePoint site must have custom content types set up.</i></p> </div>	Not selected
<b>Use Views</b>	If selected, a dropdown list of the views available in a SharePoint document library is displayed in the top right of the SharePoint browser window. This acts as a filter for the files displayed by the browser.	Not selected

## Registry Configuration

This section describes configuration of Workshare that is done by making changes in the Registry.

**Important:** *If you use Registry Editor incorrectly, you may cause serious problems that may require you to reinstall your operating system. Only system administrators should attempt to make changes in the Registry.*

## Convert Hyperlinks

When converting documents to PDF files, the Workshare PDF driver does not by default convert hyperlinks. Some PDF reader will convert hyperlinks within a PDF. If you want the Workshare PDF driver to convert hyperlinks when creating the PDF, you need to create the Registry value **PDFFileNameOptionsEx** in the Registry key SOFTWARE\Workshare\Options\8.00\Internal\PDF with a string value of **0x00140091**. Use HKEY\_LOCAL\_MACHINE to set an option machine-wide and HKEY\_CURRENT\_USER to set an option for a user. Note that enabling this feature will impact performance and will slow down the PDF conversion process. If you want to turn the Convert Hyperlinks feature off, you should either remove this Registry value or change the Registry value to **0x00040091**.

## Small Text Removal

When Workshare is configured to clean/delete small text (smaller than 5 points), it will check content for half sizes as well as full sizes (4.5, 4, 3.5, 3, 2.5, 2, 1.5, 1, 0.5) and this may slow down the cleaning process. If you want Workshare to just clean full point sizes (4, 3, 2, 1), you need to create the Registry value **HalfPointSmallTextSupport** in the Registry key SOFTWARE\Workshare\Options\8.00\Protect\ProtectAdmin with a string value of **true**. Use HKEY\_LOCAL\_MACHINE to set an option machine-wide and HKEY\_CURRENT\_USER to set an option for a user.

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