

Information Worth Knowing
BEC Legal Systems Monthly Product Updates

 MetaReveal 4.9

Jan Spetz (jspetz@beclegal.com) – *Content Manager and Documentation Specialist*

Peggy Friedhoff (pfriedhoff@beclegal.com) – *National Marketing Director*



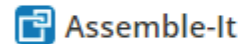
Information Worth Knowing

BEC Legal Systems Monthly Product Updates

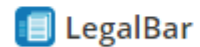
Monthly updates – Spotlight focus rotates each month!

DOCUMENT AUTOMATION

Document Assembly, Legal
Styles, Custom Templates



Assemble-It



LegalBar



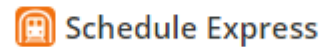
MetaReveal

DOCKETING & CALENDARING

Firmwide Calendaring & Task
Management



Docket Enterprise



Schedule Express

MATTER & CONTACT MANAGEMENT

Centralized Database for
Client/Matter Information



MatterLink

Webinar Goals

1. Keep you apprised of updates in our latest releases
2. Give you a chance to ask questions or request information
3. Improve our communication process on an on-going basis
4. Help you “get the most” ROI on our products

Today's Spotlight is the *All New*

MetaReveal 4.9

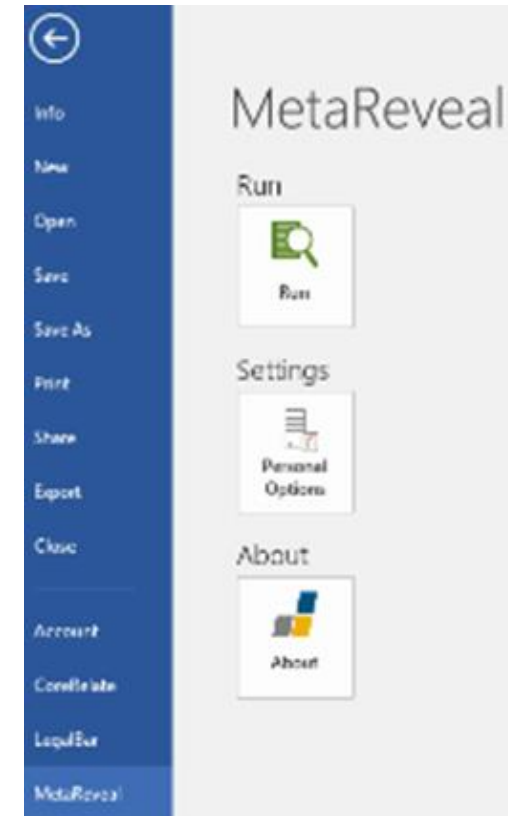
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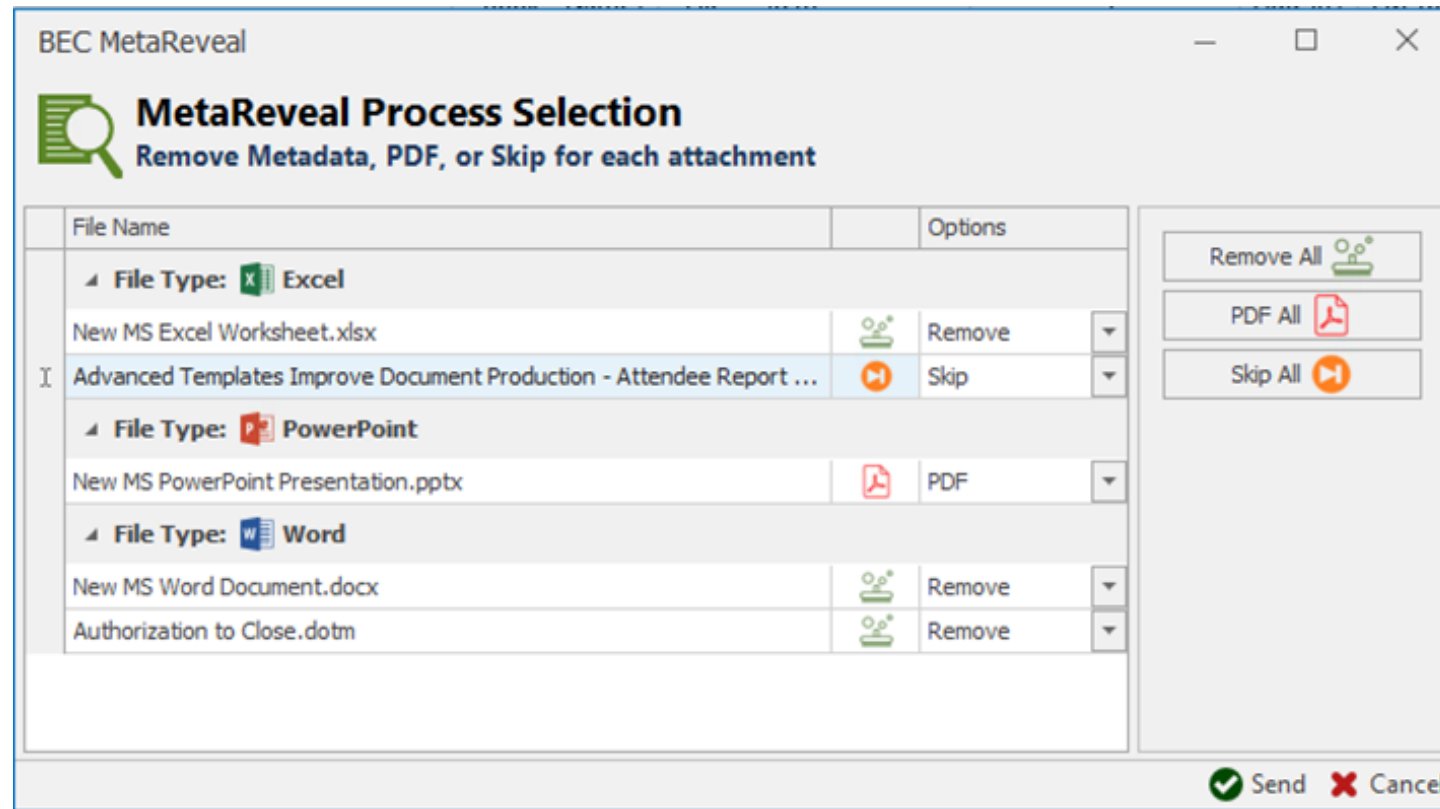
MS Office Compatibility

- MetaReveal 4.9 is compatible with Office 2016/2010 64-bit and 32-bit.
 - Office 365 compatible since 4.8.8.
- MetaReveal uses Backstage in Word, Excel, and Outlook. (No more ribbon tab.)
- The “look and feel” is like Office 2016.



“One Stop Shop” for Attachment Processing

- On one dialog, select Remove Metadata, PDF, or Skip for each attachment



Metadata Removal Options - Word

BEC MetaReveal

Word Removal Options

Document: Document1

^ All Word Documents

- Comments - Remove
- Hidden Text - Remove
- Tracked Changes - Accept All
- Track Changes - Off
- All Versions - Remove
- Smart Tags - Delete
- OLE Graphics to Pictures - Convert
- All Hyperlinks - Remove
- Hyperlink Text - Remove
- Template to Normal - Convert
- All Routing Slips - Remove
- Built-In Document Properties - Clear
- Custom Document Properties - Clear
- Unlink Custom Document Prop Fields
- Document Variables - Delete
- VBA Code - Delete
- Personal Information - Remove On Save

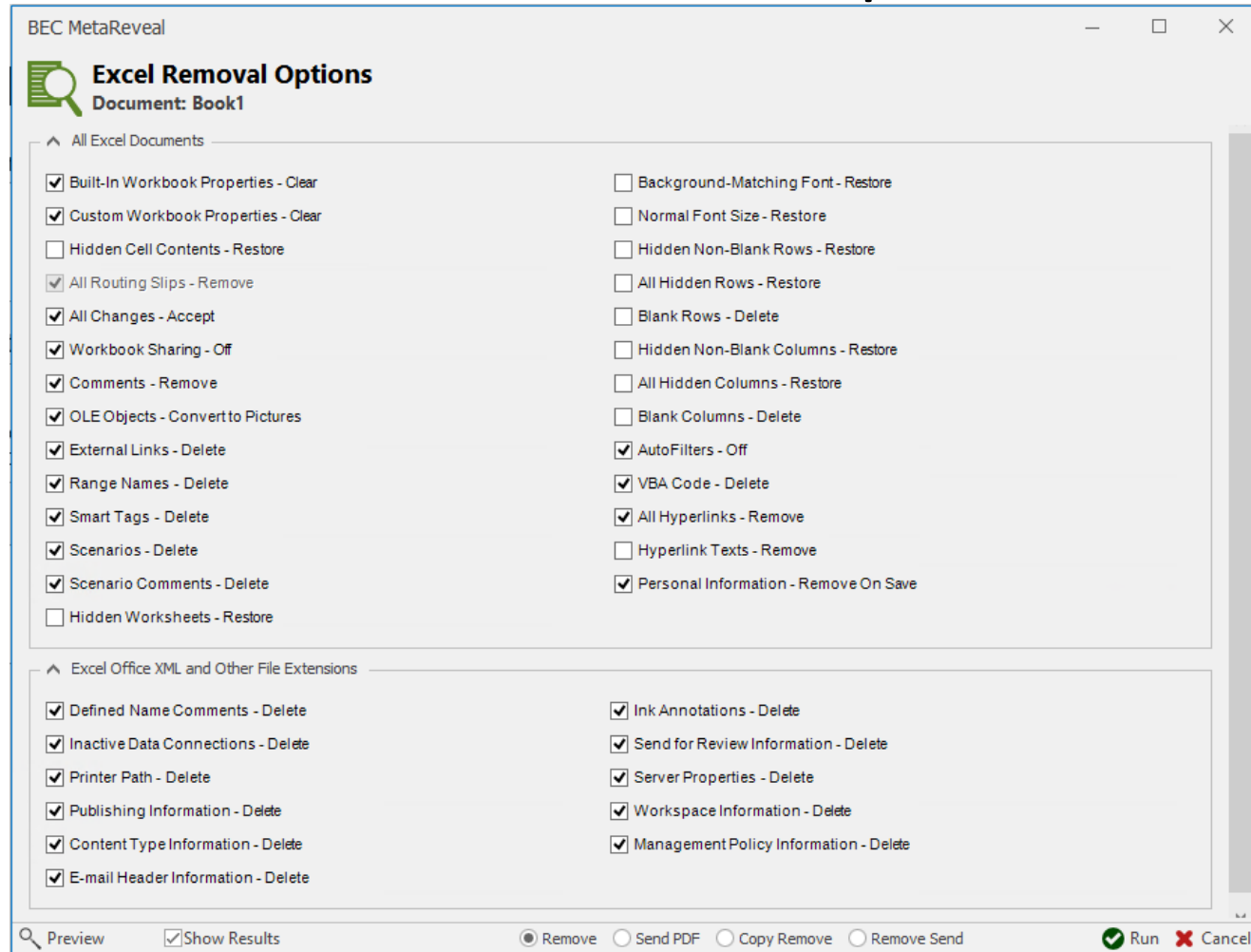
^ Word Office XML file extensions

- Content Type Information - Delete
- E-mail Header Information - Delete
- Ink Annotations - Delete
- Send for Review Information - Delete
- Document Server Properties - Delete
- Workspace Information (Office 2007 or lower)
- Document Management Policy Information - Delete
- Content Controls - Remove
- Content Controls Values - Remove
- Custom XML Parts - Delete

Preview Show Results Remove Send PDF Copy Remove Remove Send Run Cancel

1. Types of metadata options are up-to-date with Word and Excel.
2. Function buttons are in the footer.

Metadata Removal Options - Excel



1. Types of metadata options are up-to-date with Word and Excel.
2. Function buttons are in the footer.

Report

BEC MetaReveal

MetaReveal Removal Report
Document: [REDACTED].docx

Document Name: [REDACTED].docx

5/15/2018 12:11:01 PM

Option	Original Value	New Value/Action Taken
Track Changes	Track Changes is on	Track Changes is turned off.
Comments	Gregory A. Admin: 5/8/2018 1:00:00 PM	[Blank]
	1 comments found	0 comments deleted
Hidden Text	Hidden Text found: Waldman being a highly experienced tax professional knew from available facts and tax law rules / regulations to inform IRS of the 2009 and 2012 taxable payouts that were made .	[Blank]
Revisions	There are 10 Revisions	10 Revisions accepted
	Gregory A. Admin 5/8/2018 1:00:00 PM Section	Gregory A. Admin 5/8/2018 1:00:00 PM Section
	Gregory A. Admin 5/8/2018 1:01:00 PM Waldman being a highly experienced tax professional knew from available facts and tax law rules/regulations to inform IRS of the 2009 and 2012 taxable payouts that were made.	Gregory A. Admin 5/8/2018 1:01:00 PM Waldman being a highly experienced tax professional knew from available facts and tax law rules/regulations to inform IRS of the 2009 and 2012 taxable payouts that were made.
	Jan Spetz 5/15/2018 12:10:00 PM HYPERLINK "\\bedlegal.com\share\Developers\QA\Test\Sample Test files\MetaReveal\Real Legal Documents\en.wikipedia.org"	Jan Spetz 5/15/2018 12:10:00 PM HYPERLINK "\\bedlegal.com\share\Developers\QA\Test\Sample Test files\MetaReveal\Real Legal Documents\en.wikipedia.org"
	Jan Spetz 5/15/2018 12:10:00 PM HYPERLINK "en.wikipedia.org"	Jan Spetz 5/15/2018 12:10:00 PM HYPERLINK "en.wikipedia.org"
	Jan Spetz 5/15/2018 12:10:00 PM	Jan Spetz 5/15/2018 12:10:00 PM
	Gregory A. Admin 5/8/2018 1:00:00 PM the	Gregory A. Admin 5/8/2018 1:00:00 PM the
	Gregory A. Admin 5/8/2018 1:00:00 PM accepted	Gregory A. Admin 5/8/2018 1:00:00 PM accepted
	Gregory A. Admin 5/8/2018 1:00:00 PM agreement	Gregory A. Admin 5/8/2018 1:00:00 PM agreement
	Gregory A. Admin 5/8/2018 1:00:00 PM understanding that the payment in question was a redemptive payment was further verified on Pitcher and Endersâ€™ originally filed 2009 personal tax return where the only 2009 redemptive income reported by Pitcher and Enders (for their Waldman & Company stock) totaled \$500.00. (First	Gregory A. Admin 5/8/2018 1:00:00 PM understanding that the payment in question was a redemptive payment was further verified on Pitcher and Endersâ€™ originally filed 2009 personal tax return where the only 2009 redemptive income reported by Pitcher and Enders (for their Waldman & Company stock) totaled \$500.00. (First
	Gregory A. Admin 5/8/2018 1:00:00 PM	Gregory A. Admin 5/8/2018 1:00:00 PM
	N/A	All Revisions Accepted
Converting Images	This document contains no shapes to convert.	This document contains no shapes to convert.
Attached Template	NormalEmail.dotm	NormalEmail.dotm
Custom Document Property Fields	There are 4 unlinked custom document property fields.	4 custom document property fields have been unlinked.

Print Save Results OK

- Before and after information in a table format.
- Reports can be saved!

Simplified PDF Settings

- Exclusive use of Office PDF printer driver
- Document properties are pulled from the Word or Excel file being converted.
 - Can be updated on the fly.
 - *Keywords* document property is new.

BEC MetaReveal

PDF Options
Document: LegalBar Administration Boot Camp

Printer Options

- Save in "PDF/A" format
- Use Compression
- Hide Revisions and Comments (Word Only)
- Include Document Properties

Document Properties

Author: Jan Spetz

Title: LegalBar Administration Training

Subject:

Keywords: LegalBar; training

Preview PDF

OK Cancel

Demonstration



Questions?