

Sentris® Labeling for Microsoft Office

Seamlessly embedding security into your daily Microsoft Office Workflow

You require document security that is as intuitive as it is uncompromising. Enter **Sentris Labeling for Office**, a powerful classification utility that integrates directly into the applications you use everyday: Word, PowerPoint, Excel, Project, and Outlook.

Sentris secures your mission-critical information by anchoring visual classification labels and synchronized metadata directly to your files. By binding this persistent security identity to the data, Sentris ensures your Office files adhere to the strict access controls and marking policies you define.

Automated Labeling

The Sentris Labeling Add-in places dedicated controls right on your Microsoft Office ribbon, making security compliance an effortless part of reviewing, editing, or finalizing your documents.

Smart Header and Footer Placement: When you classify a file, Sentris automatically generates and places the correct visual labels into the headers and footers. If you have already applied custom formatting or specific positioning to those areas, Sentris intelligently retains your style while ensuring the security markings remain clear and visible.

Modern Format Optimization: Sentris is built for the modern workspace, optimized for the current Office formats (such as .docx, .xlsx, and .pptx) to ensure metadata remains stable and searchable across your enterprise.

Portion Marking

When a file contains mixed levels of sensitive data, Sentris allows you to apply portion markings directly to individual paragraphs across Word, PowerPoint, and Outlook.

Quick Portion Markings: To speed up the process, you can save your most frequently used markings to a quick-access menu for immediate, one-click application.

Unmarked Portion Finder: To ensure no section is overlooked, the Unmarked Portion feature allows you to quickly navigate through the document to identify and mark any remaining text.

Content Discovery

Sentris automatically scans your files for sensitive information when you save, classify, or send, preventing accidental data leaks and ensuring adherence to organizational standards.

Sensitive Word Search: Using a high-performance search engine, Sentris scans text and metadata for pre-defined sensitive expressions. If it finds a match, it suggests the appropriate classification level to ensure the data is handled correctly.

Policy Compliance: Administrators can set strict rules for highly sensitive terms. If these are detected, Sentris can require you to either classify to meet the necessary security level or remove the sensitive content before the file can be saved or distributed.

Securing the Mission. Defining the Standard.

Beyond simple labeling, Sentris delivers a unified framework for data protection. By streamlining the application of complex marking protocols, Sentris eliminates the vulnerabilities inherent in manual classification. The result is a secure, standardized environment where organizational policy is enforced at the data level, ensuring mission-critical information remains protected against mishandling.

