Document Classification Marking
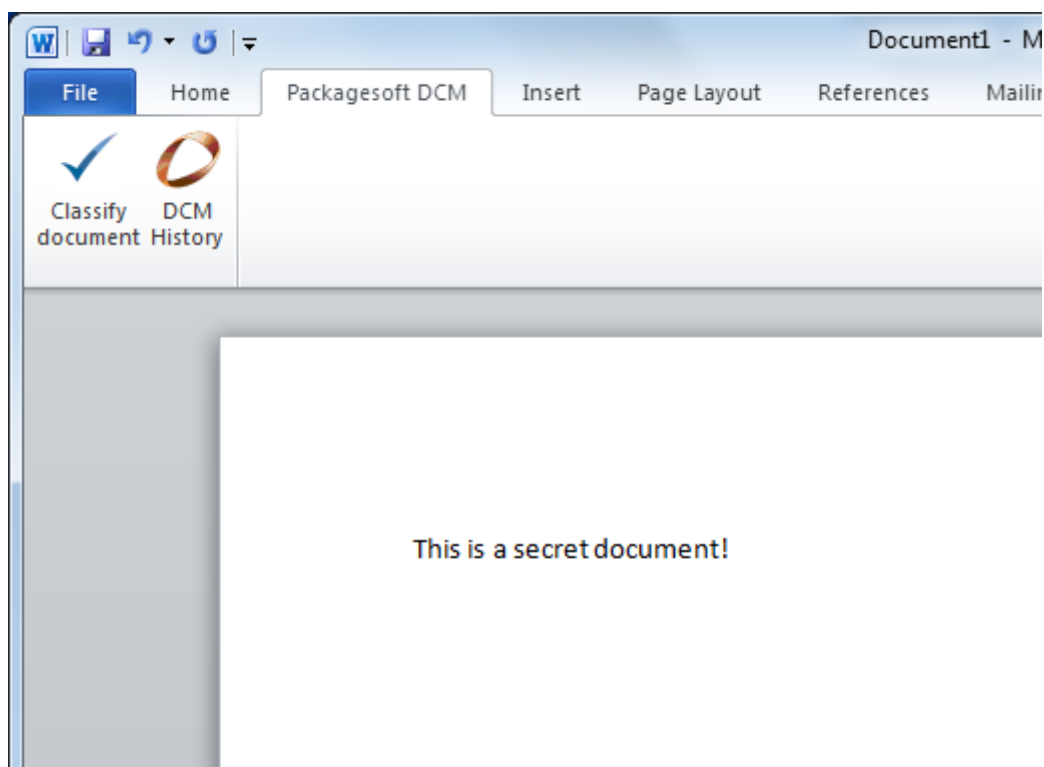
Packagesoft DCM 2014 Quick Start Guide

Thank you for trailing Packagesoft DCM 2014.

Here is a quick guide to help you on your way to classifying your all important information. It's as easy as ABC...

A)   **Let's start by launching Microsoft Word and creating a new blank document.**

*You will notice that Packagesoft DCM is now available on the ribbon bar.*

B)   **Add content to document and save**

- Add the content to your document e.g. the text shown above.

- Save your document (it doesn't matter what you call it)
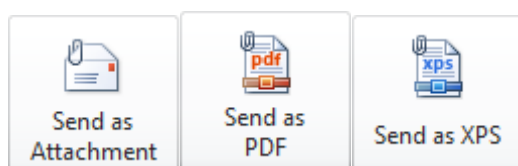
Classify your document

- Upon saving your document for the first time DCM will present the classification dialog allowing you to choose an appropriate classification.
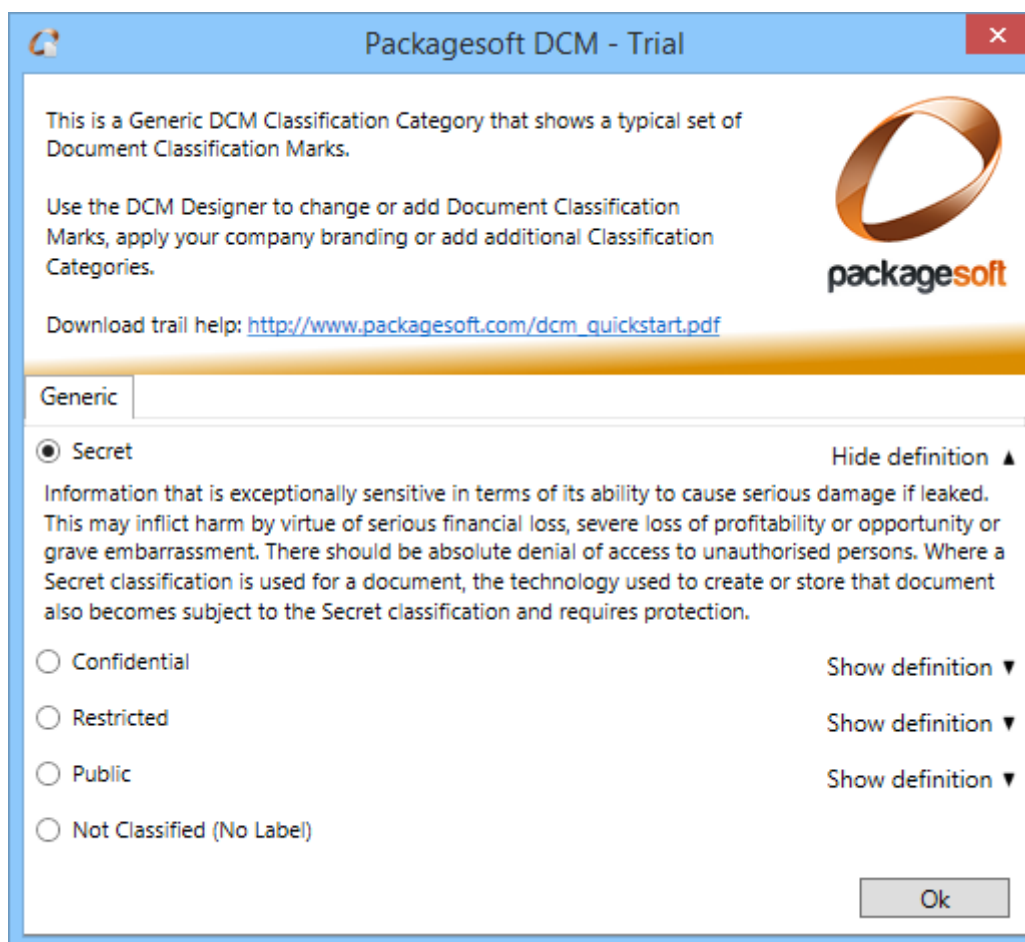
Wow that was easy! ☺

DCM will no longer automatically prompt you to re-classify the document and will allow you to continue as normal. For non-classified documents DCM will intercept the following Word functions prompting for classification prior to:

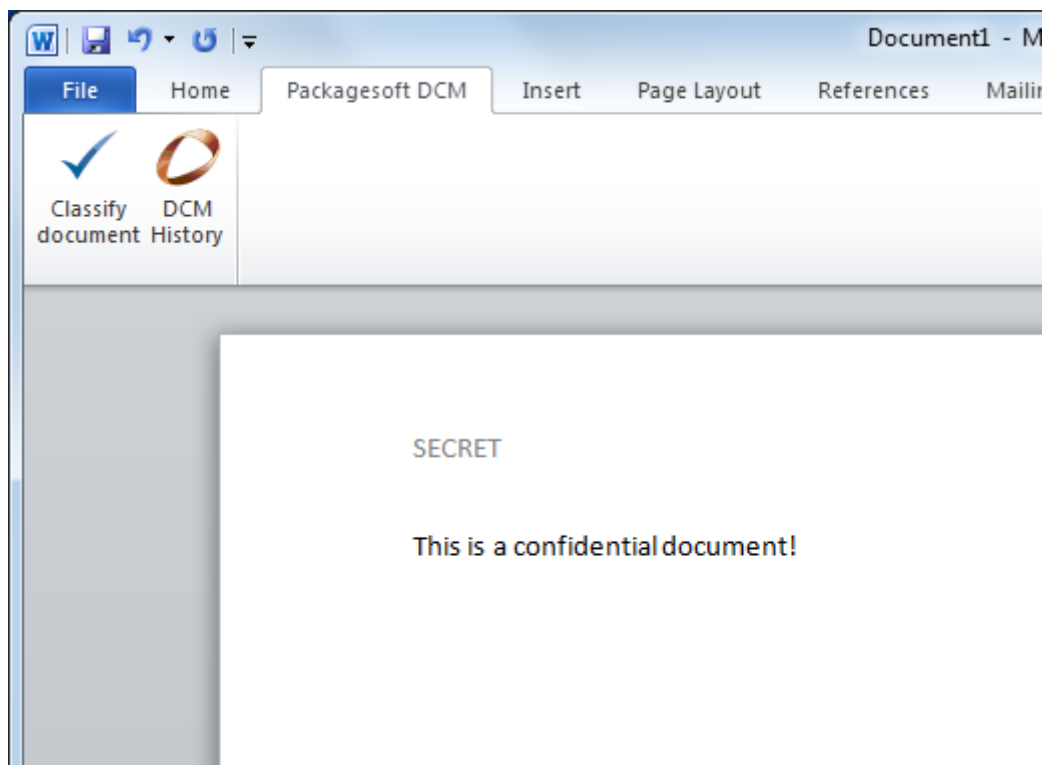- Document Print

- All Backstage "Save & Send" functions such as:

And remember DCM works with Excel and PowerPoint too….

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If you have any questions regarding DCM please contact:
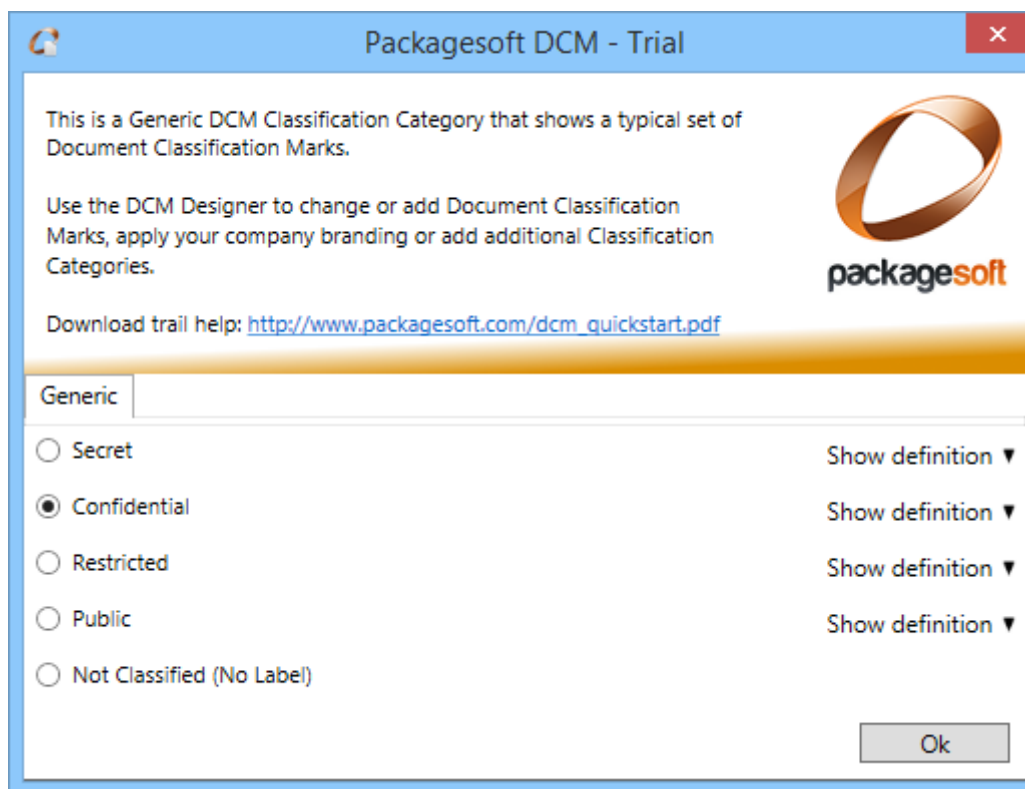
Info@packagesoft.com

Re-classifying a Document

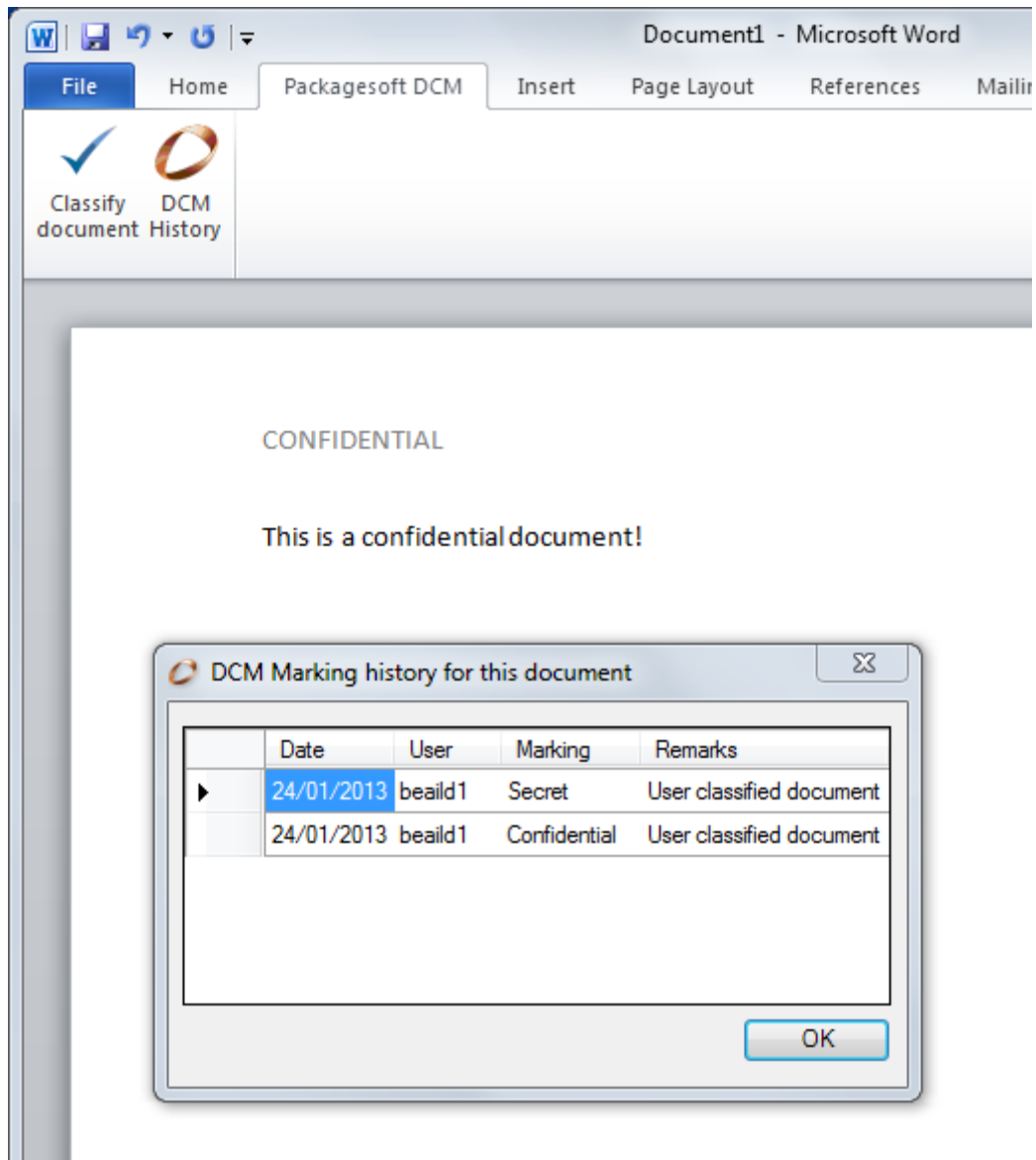If an existing classified documents content changes such that a re-classification is required:

- Re-open the last document and change the text as shown below.

- Select the DCM Classify document option and change the classification to Confidential.

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- To review the document classification history select the DCM History option:

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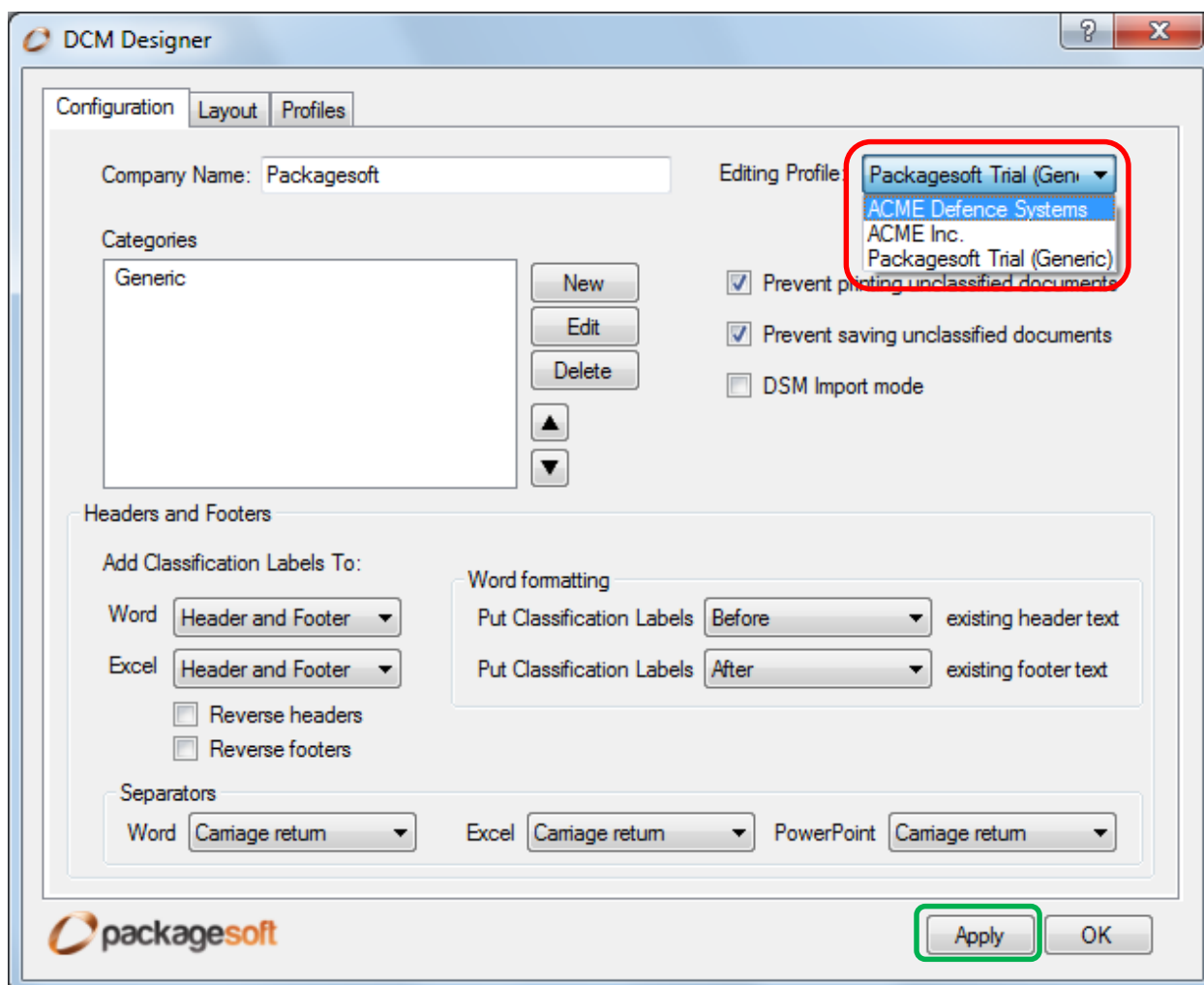
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Configuring DCM with the DCM Designer

DCM 2014 is fully configurable. Classifications and categories of classifications can easily be defined via the DCM Designer.

To run the DCM Designer select:

Start Menu -> All Programs -> Packagesoft -> DCM Designer

The following Dialog will now be displayed:

This trial version has been configured with three different DCM profiles:

- Packagesoft Trial (Generic). *This is the default profile*

- ACME Defence Systems

- ACME Inc.

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Now we will change the active profile to 'ACME Defence Systems':

- Select the Editing Profile option (outlined above in red above) and choose ACME Defence Systems

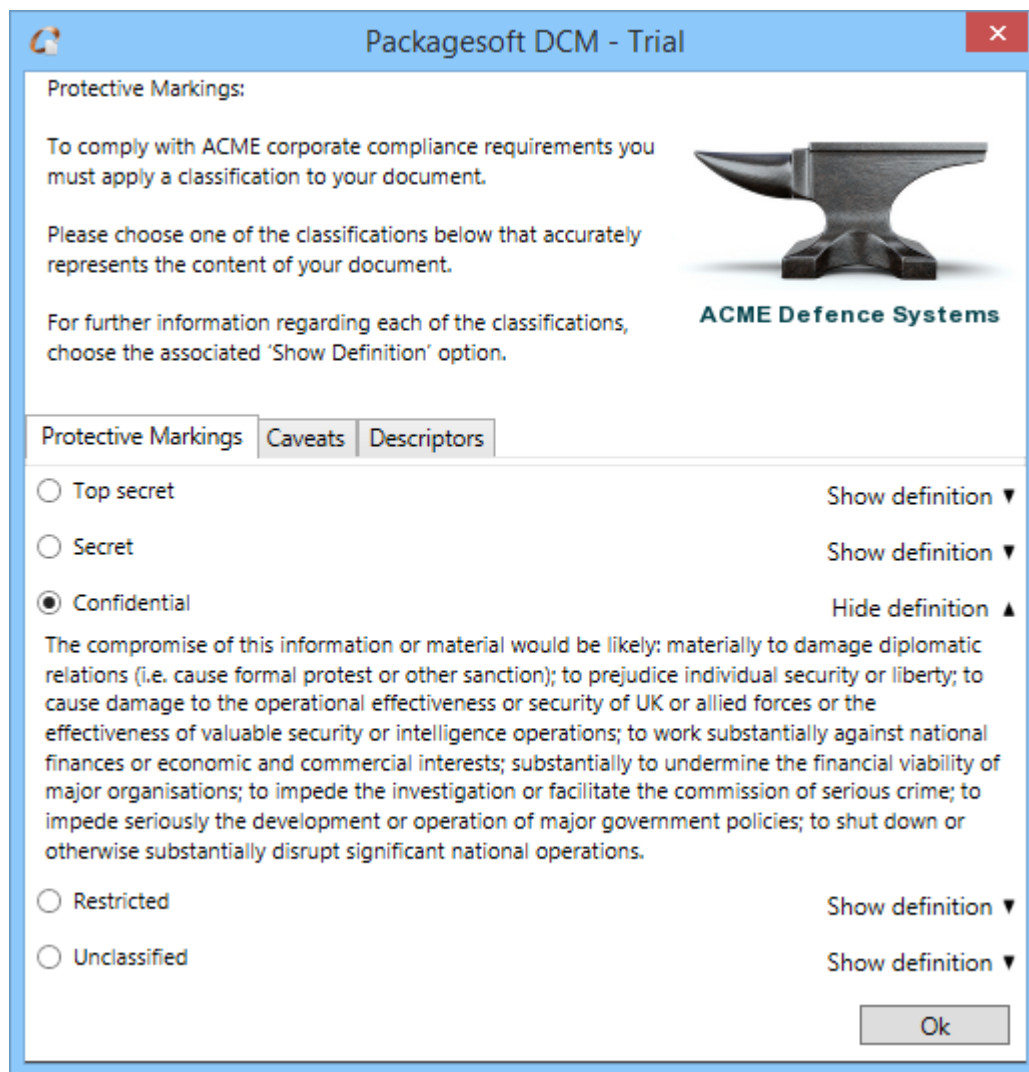- Then click Apply (outlined above in green above)

DCM Designer should now look like the following:
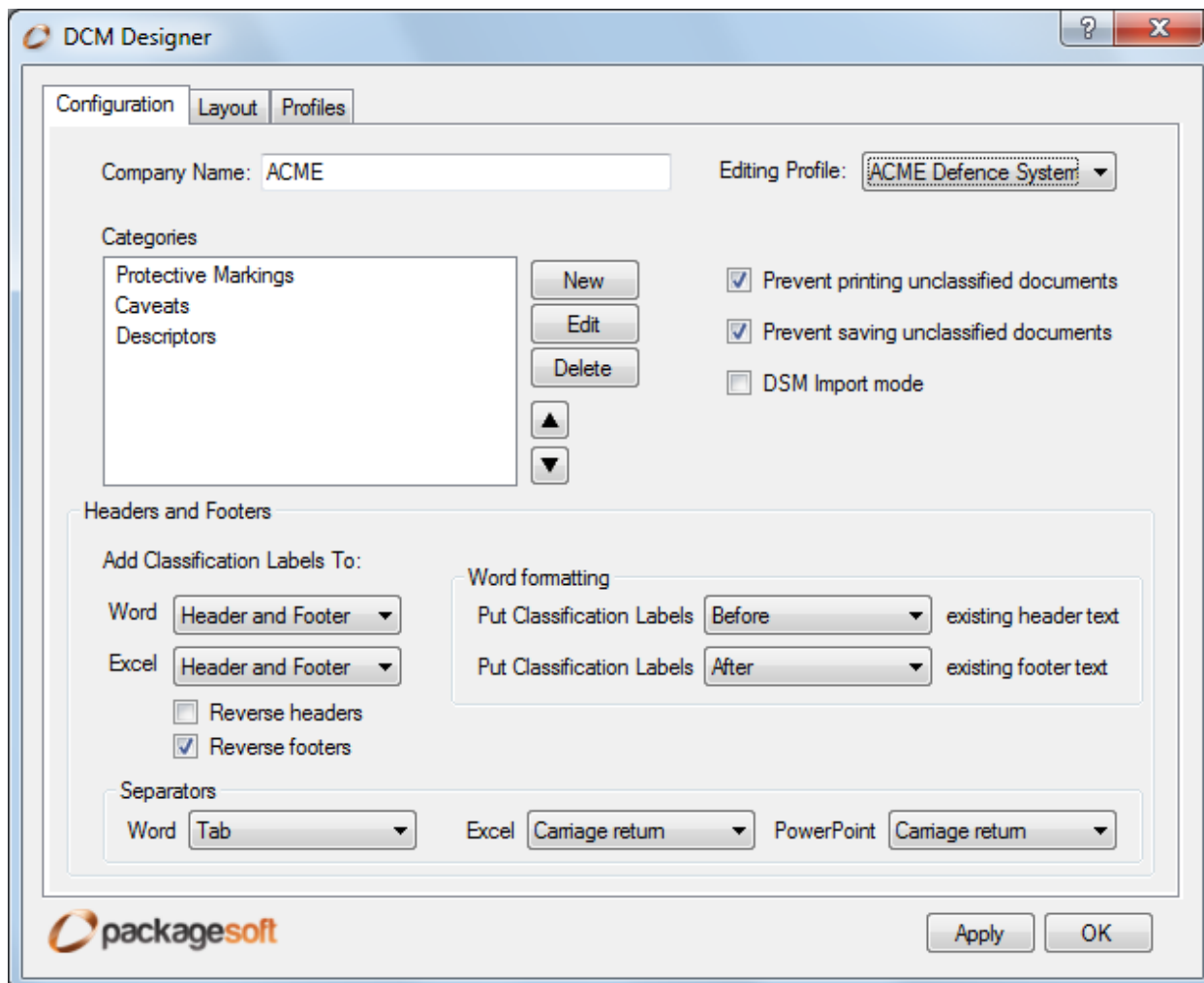
Make sure that you exit all open Word Documents (including Word itself) and then restart Word to pick up the new DCM profile settings.

- Once Word has been restarted, select the DCM Classify document option from the Packagesoft ribbon menu.

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You should now see that DCM has the ACME Defence Systems profile applied:

As you can see this profile has three classification categories and completely different branding. Why not try using the DCM Designer to modify the ACME profiles and/or create your own company profile with your specific branding and classifications.

NB: By default the DCM Designer is not installed on your client systems. Administrators should only install the DCM Designer on the system being used to configure DCM before deployment.

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