

# ClassifyIt v.5.8

## ADMIN GUIDE



ClassifyIt, an Add-In for Outlook, Word, Excel, PowerPoint



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## **ClassifyIt 5.8 – Technical Manual**

ClassifyIt is an Add-In for Outlook and Word, of the Microsoft Office 2010 Suite and later products. The main testing has been conducted on Office 2010 Suite which is compatible with Office 2013, Office 2016 and Office 2019.

ClassifyIt is SHAREWARE software and must be licensed when used after the test-period. The normal test-period is 3 months however, longer test-periods can be granted if requested.

## Article 1. Installation

**Before** installing ClassifyIt, please ensure that the version of Office and ClassifyIt match. Office has a 64-bit version and 32-bit version. ClassifyIt has to be of the same version as your Office installation, otherwise ClassifyIt will not be able to be executed! To check open any of the Office applications, like Word, and do the following:

In Office 2010 check with: <i>File → Help</i>	<b>About Microsoft Word</b> ----- Version: 14.0.7015.1000 (64-bit)
In Office 2016 check with: <i>File → Account → About Word</i>	About Microsoft® Word 2019  <a href="#">Microsoft® Word 2019 MSO (16.0.12130.20382) 64-bit</a>

**Before** installing ClassifyIt, please ensure that all Office applications are closed to permit ClassifyIt to properly register as an Add-In to Outlook, Word, Excel and PowerPoint. The registration could fail if any of the applications is still running. If you encounter problems please check with the Windows TaskManager if really all Office applications are closed, and if required end the application through the TaskManager – afterwards reinstall ClassifyIt.

**During** the installation process the ClassifyIt Add-In application and configuration files are installed in the %PROGRAM FOLDER%\ClassifyIt directory (e.g. C:\Program Files\ClassifyIt). This program directory can not be changed.

**After** the installation the Add-In is directly usable, however the configuration file (default: ClassifyIt.json) must be changed to support the classification requirements of your company. If help is needed please see section Configuration or contact [support@ugarbe.de](mailto:support@ugarbe.de).

**After** installation the ClassifyIt toolbar is available on all opened or new created emails, Word documents, Excel spreadsheets and PowerPoint presentations.

## Article II. Initialisation Process

The ClassifyIt Add-In is a library which runs in the Microsoft Office context, as such it is programmed as a Dynamic Link Library (DLL). After the installation (running the setup executable) this add-in is in the following file:

%PROGRAM FOLDER%\ClassifyIt\ClassifyIt.dll

Note: it is possible to change the folder and the name of the DLL

When the ClassifyIt Add-In is started (within the Office context) it needs to load its configuration file, which is formatted in a JSON syntax – by default the configuration file is the following file:

%PROGRAM FOLDER%\ClassifyIt\ClassifyIt.json

The file-name and location of the configuration file is set by the Registry key HKEY\_LOCAL\_MACHINE\SOFTWARE\CLASSIFY\_IT\ConfigFile – the key can be a URL or file-system path.

When the ClassifyIt Add-In starts for the first time (e.g. by starting Outlook, Word, Excel or PowerPoint) the following files are created under the users CSIDL\_APPDATA folder (e.g. C:\Documents and Settings\username\Application Data\Roaming):

- ClassifyItUserData.json

*Used for ClassifyIt User Data*

- ClassifyIt.log

*Used for logging information of ClassifyIt*

- ClassifyIt.json

*local copy of the configuration file. This file is overwritten whenever the applications are started (Outlook, Word, Excel, PowerPoint) and the central configuration file is available.*

## Article III. Prepare ClassifyIt

After the installation there are 2 steps which need to be done. First the configuration file `ClassifyIt.json` needs to be adjusted to the required classification schema and second sign the updated configuration file. Both steps are to be done by an administrator. The adjustment of the configuration file is most critical, contact [support@ugarbe.de](mailto:support@ugarbe.de) whenever in doubt or if problems are encountered.

### **Section 3.01 Configuration of `ClassifyIt.json`**

The adjustment of the `ClassifyIt.json` configuration file is the most critical step in your deployment of ClassifyIt. In addition the syntax of the JSON file is very sensitive and must be absolutely correct.

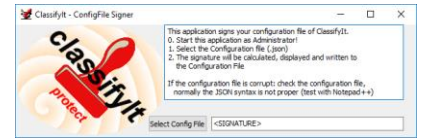
To make your own configuration file you could use the following guidelines:

- a) understand your classification schema;
- b) use a good editor which understands the JSON format, for instance Notepad++ with the JSON Viewer plugin;
- c) start with the original configuration file and adjust it in small steps to understand the changes;
- d) most Office applications must be restarted to read the new configuration file. But in Outlook there is the possibility to use the `admin_mode`, then in Outlook the configuration file can be reloaded through an extra button in the menu;
- e) check the JSON format with a tool (see b);
- f) sign the JSON file (see next section)
- g) test the configuration thoroughly.

### **Section 3.02 Integrity of Configuration-File (ClassifyIt\_Signer)**

The ClassifyIt.json configuration-file has a signature value, which is verified by the ClassifyIt plug-in when the configuration-file is loaded. The signature value must be calculated by the **ClassifyIt\_Signer.exe**. This signing application shall only be available to administrators who keep control of the configuration settings.

1. Start the ClassifyIt\_Signer application (the application might have to be executed with administrator privileges, if the configuration file is in a protected folder, like a program folder).
2. Select the configuration-file.
3. The configuration file gets properly signed and a success message is shown.
4. If unsuccessful the syntax of the JSON file is not correct. Correct the syntax and then sign the file.



## Article IV. Configuration

### Section 4.01 Introduction

The proper configuration of the tool is the most critical and requires most attention during the deployment of ClassifyIt.

### Section 4.02 Registry and Configuration File

ClassifyIt is controlled by a Registry Key and a Configuration-File:

1. Locator of Configuration-File
  1. Registry Key: **HKLM\SOFTWARE\CLASSIFY\_IT** [holds two values with the path or URL and name to the Configuration-File]  
Note: for the 32-bit version of ClassifyIt the key is stored at: **HKLM\SOFTWARE\Wow6432Node\CLASSIFY\_IT**
    1. **ConfigFile**: [first try of ClassifyIT Add-In to load the Configuration-File]
    2. **AlternateConfigFile**: [alternative if file specified by ConfigFile does not exist, is not reachable or is corrupt]
  2. Configuration-File  
<classifyIt.json> [holds all configuration parameters of ClassifyIt in a JSON formatted file]

### Section 4.03 Registry Keys

HKLM\SOFTWARE\CLASSIFY\_IT\

Two keys specify the fully qualified file-name of the <classifyIt.json> file.

ConfigFile=<PATH\FILE\_NAME> or  
<URL>

AlternateConfigFile=<PATH\FILE\_NAME> or  
<URL>

#### (a) Description:

The ConfigFile key specifies the location of the preferred location of the <classifyIt.json> file. If the preferred file is not available (or corrupt) the alternative configuration file will be loaded during the start of Outlook, Word, PowerPoint or Excel. The configuration file could be on a local or shared drive, or on a web-server where the URL is to start with 'HTTP://'.

If no configuration file is available, ClassifyIt will try to load a previous copy of the configuration file in the user's CSIDL\_APPDATA folder.

If none of the files is available then an error message is displayed to the user. If any of the



files is not available or corrupt, an error/warning is written in the classifyit.log file.

Note: A configuration file is corrupt if either the JSON syntax is incorrect, or if the integrity of the file (provided through ClassifyIt\_Signer) is incorrect.

**(b) Example:**

ConfigFile='http://classifyit.eu/ClassifyIt.json'

AlternateConfigFile='c:\configData\classifyit.json'

## Section 4.04 Configuration File

The <classifyIt.json> file controls content and behaviour of the ClassifyIt Add-In.

Note: The standard setup uses the filename: “ClassifyIt.json”, however any other name can be used as specified by the Registry (see Section 4.03).

The following describes the Format and then the different sections within the configuration file.

### (i) Format

The configuration file is JSON formatted (www.json.org/). This is a very easy, powerful, text-based and human readable format.

It is important that the syntax of the configuration file is fully JSON compliant. Use a syntax checking editor to modify or generate the configuration file (e.g. Notepad++, notepad-plus-plus.org/, with a JSON plug-in, nppjsonviewer).

### (ii) "classifyit\_control"

Is a record of values controlling the overall behaviour of ClassifyIt:

```
"admin_mode"      <boolean>  specifies if in Outlook the
                    configuration file can be reload, which might be
                    useful during the creation of the configuration file
                    by the administrator.
"use_default_marking" <Boolean> specifies if in Outlook a
                    default marking should be put on emails when
                    generated. The other applications automatically add
                    the default marking when a new document is generated.
"default_marking"  <record strings> specifies the default
                    marking. The marking is defined by the "x-class" and
                    "x-rel" values:
"  x-class"        <string>    x-classification value which
                    must be the same as in the "classifications" section.
"  x-rel"          <string>    x-release value which must be
                    the same as in the "release_markings" section.
"form_layout"     <string>    specifies the layout of the Release
                    Form. This only works for customer specific versions
                    of ClassifyIt. The normal value is "default".
```

Example:

```
"classifyit_control":
  {"admin_mode":      false,
   "use_default_marking": true,
   "default_marking": {
     "x-class": "U",
     "x-rel":   []},
   "form_layout":    "default"}
```

**(iii) "version\_control"**

Is a list of objects which define the date, time, version number and signature of the configuration file. Only the signature value is of importance for the correct functioning of ClassifyIt and is set by the ClassifyIt\_Signer tool (see Section 3.02):

"date" <STRING> date of the configuration file.  
"time" <STRING> time of the configuration file.  
"versionNumber" <STRING> version number of the configuration file.  
"signature" <STRING> integrity string for the configuration file. Whenever the configuration file is changed the signature is to be recalculated. (new with version 5.0). Note: the signature is to be calculated with the 'ClassifyIt\_Signer.exe' program, which is provided to administrators.

Example:

```
{"date": "20160321",  
"time": "220415",  
"versionNumber": "5",  
"signature":  
"87C00A514B34E725C24A1A75B2E3072B7B9A53AC"}, }
```

### (iv) "classifications"

Is a list of objects which define each available classification. Each classification is defined through the following attributes:

"real"	<STRING> the real classification name as it will appear on the document (email) when selected.
"additional"	<STRING> text which might be required in addition to a classification.
"trans"	<STRING> the translated classification name as it will appear on the document (email) when the classification is selected and when a translation is required (controlled through "requiresTranslatedLabel" of the "classification_formatting" settings).
"color"	<STRING> the color value (RGB) of the classification.
"x-class"	<STRING> the X-Header value of the classification which will be inserted to the 'email envelope'.
"descr"	<STRING> a description of the classification which will be shown in the ClassifyIt classification menu as a 'hint'.
"enabled"	<BOOLEAN> defines if the classification can be selected by the user - this is normally true.
"class-level"	<INTEGER> (new with version 5.8) defines if the classification level of the classification. In earlier versions the classification level was given by the order of the classifications - first lowest level, ... last highest level. Now class-level defines this - lower number is a lower classification level and higher number is a higher classification level.
"sensitivity"	<STRING> corresponding Outlook sensitivity (Normal=0, Personal=1, Private=2, Confidential=3). The outlook_control setSensitivityLevel value defines if the sensitivity level is actually applied to the email.

Example:

```
[{"real": "UNCLASSIFIED",  
  "trans": "",  
  "color": "0x000000",  
  "x-class": "U",  
  "descr": "information can be distributed without restrictions  
(subject to copyright restrictions)",  
  "enabled": true,  
  "class-level": 0,  
  "sensitivity": "0"},
```

### (v) "release\_markings"

Is a list of objects which define each available release marking. Each release marking is defined through the following attributes:

**"real"** <STRING> the real release marking as it will appear on the document (email) when selected.

**"trans"** <STRING> the translated release marking as it will appear on the document (email) when a translation is required (controlled through "requiresTranslatedLabel" of the "classification\_formatting" settings).

**"x-rel"** <STRING> the X-Header value of the release marking which will be inserted to the 'email envelope'.

**"descr":** <STRING> a description of the release marking which will be shown in the ClassifyIt classification menu as a 'hint'.

**"as"** [<STRING>] (list of strings) can be used for more complex classifications which require release markings in a format related to the classification. IMPORTANT, if used this list needs to have as many entries as classifications in the "classifications" section. The feature is controlled through the "requiresRelAs" variable of the "classification\_formatting" section.

Example:

```
{"real": "MANAGEMENT",
 "trans": "LEITUNG",
 "x-rel": "MAN",
 "descr": "Senior Management Staff of Company",
 "as": ["MANAGEMENT OPEN", "MANAGEMENT RESTRICTED"]}
```

### (vi) "release\_groups"

Is a list of objects which define groups of release markings. Each release marking group is a collection of release\_markings. Each release marking group is defined through the following attributes:

**"display"** <STRING> the display name for the group.

**"group"** [<STRING>] (list of strings) important this value(s) must be one of the "real" values of the "release\_markings" section. The group is then representing all the release markings. Examples:  
["MANAGEMENT", "HUMAN RESOURCES"]

**"descr"** <STRING> a description of the release group which will be shown in the ClassifyIt classification menu as a 'hint'.

Example:

```
{"display": "GROUP1",
 "group": ["FINANCE", "ENGINEERING"],
 "descr": "add release markings for FINANCE and
ENGINEERING"},
 {"display": "GROUP2",
 "group": ["PUBLIC", "FINANCE", "HUMAN RESOURCES"]}
```

### **(vii) "quick\_select"**

A list of objects which define the entries of the Quick-Select Menu of ClassifyIt. The following attributes are defined per quick-select menu entry:

**"display"** <STRING> the entry shown in the quick-select menu.  
(Note: should be short and easily remembered).  
**"marking"** <RECORD> defining the classification and release of the quick select value.

Example:

```
{"display": "Restricted rel Finance and Management",  
 "marking": {  
   "x-class" "R",  
   "x-rel" ["FIN", "MAN"] }
```

### **(viii) "classification\_paragraph"**

The settings of this section are used for formatting the classification paragraph for Excel. The formatting for the other application is defined by [Section 4.04\(ix\)](#).

This structure is a list of attributes which define the formatting of the paragraph/text which will be inserted by ClassifyIt. The following attributes are defined:

**"bold"** <BOOLEAN> defines weather the characters of the classification text is inserted bold or not.  
**"center"** <BOOLEAN> defines weather the classification text is centered (if 'false' the text is aligned to the left).  
**"size"** <INT> defines the size of the characters of the classification text.  
**"font"** <STRING> defines the font style of the classification text.

Example:

```
{"bold": true,  
 "center": true,  
 "size": 16,  
 "font": "Arial"}
```

**(ix) "classification\_formatting":**

A list of attributes which define the formatting of the construction of the classification text which will be inserted by ClassifyIt. The following attributes define the appearance of the classification. Note that a line break must be inserted through <BR>, do not use \n

"beforeClassification" <STRING> text before the classification.  
"beforeClassificationEmail" <STRING> text which is put in front of the classification, but only for Outlook emails.  
"beforeClassificationWord" <STRING> text which is put in front of the classification, but only for Word documents.  
"beforeClassificationExcel" <STRING> text which is put in front of the classification, but only for Excel sheets.  
"beforeClassificationPPT" <STRING> text which is put in front of the classification, but only for PowerPoint slides.  
"afterClassification" <STRING> text after the classification.  
"beforeAdditionalClassification" <STRING> text before an additional classification, only if the additional marking is not empty.  
"afterAdditionalClassification" <STRING> text before an additional classification, only if the additional marking is not empty.  
"beforeReleaseStrings" <STRING> text before the release marking, only if the release marking is not empty.  
"betweenReleaseStrings" <STRING> text/character between the release markings, only if the release marking is not empty and if more than 2 release markings.  
"afterReleaseStrings" <STRING> text after the release marking, only if the release marking is not empty.  
"afterCompletedClass" <STRING> text/character after the completed classification and release marking.  
"requiresRelAs" <BOOLEAN> (default false) to specify if the "AS" markings defined in the "release\_markings" section will be used. (new with version 4.7)  
  
"requiresTranslatedLabel" <BOOLEAN> to specify if a translation of the classification and release markings is added to the overall marking.  
"beforeTranslatedClassification" <STRING> <see beforeClassification>  
"afterTranslatedClassification": <STRING> <see afterClassification>  
"beforeTranslatedReleaseStrings" <STRING> <see beforeReleaseStrings>  
"betweenTranslatedReleaseStrings" <STRING> <see betweenReleaseStrings>  
"afterTranslatedReleaseStrings" <STRING> <see afterReleaseStrings>  
"afterTranslatedCompletedClass" <STRING> <see afterCompletedClass>

The following formatting statements define the formatting of the text:

**"formatBeforeClassification"** list of formatting attributes for the classification string

- "font"** <STRING> defines the font style. E.g. "Arial", "Courier", "Times New Roman"
- "fontSize"** <INT> defines the size of the font
- "fontColor"** <STRING> the font color value in RGB format. A value of "0x000000" specifies to use the value of the classification in the Section 4.04(iv) **"classifications"**. If black should be specified please use 0x000001
- "fontStyle"** list of <STRING> defining the font style, like "bold", "italic", "underline", ...
- "paragraphAlignment"** <STRING> alignment of the paragraph, like "left", "center", "right"

**"formatClassification"** list of formatting attributes for the release marking. (same as formatBeforeClassification)

**"formatReleaseMarking"** list of formatting attributes for the release marking. (same as formatBeforeClassification)

**"formatTranslation"** list of formatting attributes for the release marking. (same as formatBeforeClassification)

Example:

```
{"beforeClassification": "",
"beforeClassificationEmail": "Classification: ",
"beforeClassificationWord": "",
"beforeClassificationExcel": "",
"beforeClassificationPPT": "",
"afterClassification": " ",
"beforeAdditionalClassification": "<BR>",
"afterAdditionalClassification": "<BR>",
"beforeReleaseStrings": "REL TO: ",
"betweenReleaseStrings": "\\ \\ \\ \\",
"afterReleaseStrings": "",
"afterCompletedClass": "<BR>",
"requiresRelAs": false,

"requiresTranslatedLabel": true,
"beforeTranslatedClassification": "Einstufung: ",
"afterTranslatedClassification": " ",
"beforeTranslatedReleaseStrings": "FREIGABE AN: ",
"betweenTranslatedReleaseStrings": ", ",
"afterTranslatedReleaseStrings": "",
"afterTrlanslatedCompletedClass": "<BR>"}

"formatBeforeClassification":
  {"font": "Courier",
   "fontSize": 12,
   "fontColor": "0x000000",
   "fontStyle": ["bold"]}
```



```
        "paragraphAlignment": "left"},
    "formatClassification":
        {"font": "Courier",
         "fontSize": 12,
         "fontColor": "0x000000",
         "fontStyle": ["bold"],
         "paragraphAlignment": "left"},
    "formatReleaseMarking":
        {"font": "Times New Roman",
         "fontSize": 10,
         "fontColor": "0x005500",
         "fontStyle": ["italic", "underline"],
         "paragraphAlignment": "center"},
    "formatTranslation":
        {"font": "Arial",
         "fontSize": 7,
         "fontColor": "0x550000",
         "fontStyle": ["bold", "italic"],
         "paragraphAlignment": "right"}
```

### (x) "x\_header\_config"

A list of attributes which define the namespace for ClassifyIt DLP (Data Leak Prevention) information. For Emails those are used for the X-Header namespace and for the other formats (word, spreadsheet, slides) a custom property with that namespace is created, representing the classification and releasability of the document (more details at more details in [Article VII](#). The following attributes are defined:

**"xMarkingName"** <STRING> the name which will appear in the email's envelope as an X-Header for the classification. (this is the name of the name/value pair) - more details in Article VII.

**"xReleaseCodeDelimiter"** <STRING> which will separate release statements in the xRelease string.

Example:

```
{"xMarkingName": "Classification",
 "xReleaseCodeDelimiter": "-"}
```

## (xi) "outlook\_control"

A list of attributes which defines specific Outlook application behaviour. The following attributes are defined:

- "banned\_filetypes"** [ <STRINGS> ] (list of strings) defining filetypes which the user is not allowed to send by email. IMPORTANT is to specify the preceding '.' as well.
- "allowLowerClassification"** <BOOLEAN> specifies if a forward or reply to an email could have a lower classification than the original email.
- "warnLowerClassification"** <BOOLEAN> specifies if for a forward or reply to an email with a lower classification than the original email the user should get a warning message. This setting is only effective if "allowLowerClassification" is true.
- "allowLowerAttachmentClassification"** <BOOLEAN> specifies if an attachment to an email could have a lower classification. IMPORTANT, only Word, Excel and PowerPoint attachments are checked, and PDF attachments which have been generated through ClassifyIt. IMPORTANT, if set to 'false' this value will stop emails from being sent if there are Word, Excel or PowerPoint files without a classification (or with a lower classification than the email itself).
- "warnLowerAttachmentClassification"** <BOOLEAN> if it is allowed to send emails with attachments which have a lower classification the user would at least receive a warning message. IMPORTANT, only Word, Excel, PowerPoint and PDF attachments are checked.
- "automaticallyEncryptAllAttachments":** <BOOLEAN> specifies if attachments are automatically encrypted. Use with care, since the attachments can only be de-crypted if the recipient also uses ClassifyIt. The user can also encrypt attachments manually.
- "showXMarkingButton"** <BOOLEAN> specifies if the button for showing xMarkings added to the email is visible and usable. (Note: normally this is not required).
- "markSubject"** <BOOLEAN> specifies if the classification should be added in the Subject line of the email. If true the classification will be shown within [ ] brackets.
- "markSubjectWithRealName"** <BOOLEAN> specifies if the subject marking uses the real name of the classification or the xClassification.
- "setSensitivityLevel"** <BOOLEAN> specifies if ClassifyIt will change the Email Sensitivity field.

Example:

```
{"banned_filetypes":  [".dll", ".exe", ".bat"],  
 "allowLowerClassification": true,  
 "warnLowerClassification": true,  
 "allowLowerAttachmentClassification": false,  
 "warnLowerAttachmentClassification": true,  
 "automaticallyEncryptAllAttachments": false,
```

```
"showXMarkingButton":      true,  
"markSubject":              false,  
"markSubjectWithRealName": true,  
"setSensitivityLevel":     false}
```

### **(xii) "word\_document\_control"**

A list of attributes which define for the Microsoft Word application where the classifications should be added and if those are to be enforced. The following attributes are defined:

```
"addToHeader"      <BOOLEAN> if true the classification will be  
                    added to the header of the document.  
"addToFooter":     <BOOLEAN> if true the classification will be  
                    added to the footer of the document.  
"enforceMarking":  <BOOLEAN> specifies if the user can save  
                    or print Word documents without a security marking. If  
                    set on true the document must have a security marking.
```

Example:

```
{"addToHeader":      true,  
 "addToFooter":     true,  
 "enforceMarking":  false}
```

### **(xiii) "excel\_control":**

A list of attributes which define for the Microsoft Excel application where the classifications should be added. The following attributes are defined:

```
"addToHeader"      <BOOLEAN> if true the classification will be  
                    added to the header of the document.  
"addToFooter"      <BOOLEAN> if true the classification will be  
                    added to the footer of the document.  
"enforceMarking"   <BOOLEAN> specifies if the user can save  
                    or print Excel sheets without a security marking.
```

Example:

```
{"addToHeader":      true,  
 "addToFooter":     true,  
 "enforceMarking":  true}
```

**(xiv) "powerPoint\_control":**

A list of attributes which define for the Microsoft PowerPoint application where the classifications should be added. The following attributes are defined:

**"enforceMarking"** <BOOLEAN> specifies if the user can save or print PowerPoint slides without a security marking.  
**"posLeft"** <INTEGER> specifies the left position of the classification text on the slide.  
**"posTop"** <INTEGER> specifies the top position of the classification text on the slide.

Example:

```
{"enforceMarking": true}
```

**(xv) "crypto\_control":**

A list of attributes which define if email attachments could be encrypted. The following attributes are defined:

**"allowEncryption"** <BOOLEAN> if true the attachments to emails can be encrypted, and decrypted. Encrypted attachments have the file extension .cit

Example:

```
{"allowEncryption": true}
```

## Article V. ClassifyItUserData.json

This file is located in the users' roaming Application Data directory ( CSIDL\_APPDATA, typically: C:\Documents and Settings\username\Application Data\Roaming).

If not existing, the file is created by ClassifyIt during its startup. The file is edited by ClassifyIt when the users adds or removes preferences to the content of some functions. The file can be edited, however it is important that a JSON compliant file is created/maintained, otherwise ClassifyIt will not work properly.

The following sections are defined in the ClassifyItUserData.json file:

In Word Application – ClassifyIt Property Menu:

### Section 5.01 "categories"

**"categories"** An array of strings which can be selected for adding categories to the CATEGORIES\_PROPERTY

Example: "categories": ["CONTRACT", "INVOICE", "REPORT"]

### Section 5.02 "keywords"

**"keywords"** An array of strings which can be selected for adding keywords to the KEYWORDS\_PROPERTY

Example: "keywords": ["TEMPLATE", "DOCUMENT"]

### Section 5.03 "templates"

**"templates"** An array of records which the user can use to add multiple properties to all property fields. Each template has a unique name.

Example: "templates": [  
 {"templateName": "Templ",  
 "subject": "Subject",  
 "title": "Title",  
 "keywords": "Keyword1, Keyword2",  
 "category": "Cat1, Cat2",  
 "comments": "Comment",  
 "lastauthor": "Last Author",  
 "manager": "Manager",  
 "format": "Format",  
 "company": "Company",  
 "hyperlinkbase": "LinkBase",  
 "author": "Author"}]

### Section 5.04 "ECC"

**"ECC"** A list of Elliptic Curve Cryptographic information. Currently only "myCert" is defined which names the users certificate name. The sub-folder 'cli\_certs' holds the users certificate (private/public keypair) and imported public keys from other users.

Example: "ECC": {"myCert", "bob@ugarbe.de"]

## Section 5.05 "quickSelect"

**"quickSelect"** An array of Quick-Select records, with with "display", "classification" and "release" attributes. The values for "classification" and "release" must be the same as the X-Class and X-Rel markings. Multiple release markings are separated by the "xReleaseCodeDelimiter".

Example: "quickselect": [  
 {"display": "Open rel Management/Finance",  
 "classification": "O",  
 "release": "MAN-FIN"}]

## Article VI. Manual Installation

ClassifyIt can be installed without running the setup executable. To do so, you would need the following files:

ClassifyIt.dll

ClassifyIt.json

First you would need to register the ClassifyIt.dll to the Windows Operating System and second provide link information to the ClassifyIt.json file.

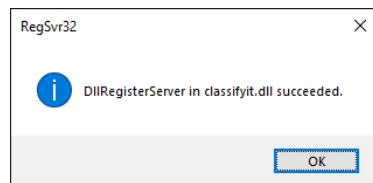
### **Section 6.01 Registering ClassifyIt.dll**

Copy the file anywhere in the file system and if needed rename the file, but keep the .dll extension. The path and filename would be <PATH>\<FILENAME>.

Start the Windows Command Prompt in administrator mode

Execute: regsrv32 <PATH>\<FILENAME>

If successful you will see:



### **Section 6.02 Deregister ClassifyIt.dll**

To de-register the ClassifyIt.dll execute: regsrv32 -u <PATH>\<FILENAME>

### **Section 6.03 Link ClassifyIt.json file**

In the second step we need to tell ClassifyIt where to find the configuration file. Details for this are provided in Section [Registry Keys](#)

**HKLM\SOFTWARE\CLASSIFY\_IT\** (for 64-bit version of ClassifyIt.

Note: for the 32-bit version of ClassifyIt the key is stored at:  
**HKLM\SOFTWARE\Wow6432Node\CLASSIFY\_IT**

## Article VII. Classification Properties (X-Header Information)

ClassifyIt adds Properties and X-Header information to documents and emails.

The properties and X-Header information are Name: Value pairs. The name is specified in the configuration file under the ["x\\_header\\_config"](#) section by the "xMarkingName". The value is a JSON string with the following structure:

```
{"type": "Normal",  
  "x-class": "U",  
  "x-rel": [],  
  "app": "email"}
```

While "type" and "app" are purely used within ClassifyIt, "x-class" and "x-rel" can be used by Data Leak Prevention (DLP). The values in "x-class" and "x-rel" are those of the "classifications" and "release\_markings" sections representing in the document the actual classification and release as assigned to the document.



## Article VIII. Data Leak Protection (DLP)

Every document classified by ClassifyIt will, in addition to the human readable classifications, be tagged with machine readable property data. The [Classification Properties](#) section describes the data structure of the property data.

XML Guards or Application Guards can read the classification and release values to determine if the email or document can be transferred.