ITS Lunch & Learn Session

Tuesday, March 18, 2014
Session 2
GC Council Chamber
Simcoe Hall

Introduction

Our first session talked about securing mobile devices. We have been following up with various offices to help them with this task.

These sessions are meant to be very informal. We would like to tailor them to your needs. Please tell us about topics you feel are useful. We will include them in our sessions.

Today, we will talk and do some demos about **Preparing a Document for Publication**.

Security Overview

FIPPA - Guideline Regarding Security for Personal and Other Confidential Information

Personal and other confidential information should at all times be protected with effective security as described in University policy and Information Security and Privacy Practices.

Personal and other confidential information in electronic form should be kept in a secure server environment with appropriate restricted user rights. If it is outside a secure server environment, personal and other confidential information in electronic form must at all times be protected with properly implemented encryption.

Personal and other confidential information in hard copy form should be kept in a secure institutional environment. If it is outside a secure institutional environment, personal and other confidential information in hard copy form must at all times be protected with strong, effective security measures. /June 2011

- from
http://www.provost.utoronto.ca/policy/FIPPA_-_Guideline_Regarding_Security_for_Personal_and_Other_Confidential_Information.htm

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Microsoft Word 2010 and above (Windows operating system)

Prepare Document feature to give more powerful control over the document content, by using its various options such as;

- document protection
- embed digital signatures in the document
- add meta data information
- check compatibility with previous versions of Word

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Properties

Click *Properties* to add meta data, to describe your document in more detail.

You can add *Author, Title, Subject, keywords, Category, Status,* and *Comments*

Inspect

- This feature lets you inspect the whole document by enabling different options.
- It reveals anything hidden
- Checks if you have specified any metadata inside the document
- Checks for any invisible text, XML (eXtensible Markup Language) stored in the document, Comments Headers, Footers, Watermarks, Revisions, Versions and Annotations.

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Encrypt Data

It enables users to protect documents using a password

This password cannot be readily recovered or cracked so be sure to remember the password or document it!

Restrict

This option allows users to restrict the usage of document.

You can grant specific rights to the users/readers of this document by restricting them to:

    read it only

    forbid printing

    prevent any changes or

    saving the document

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Mark as Final

This feature lets you mark the document as the final version

By marking *Final*, it means that editing is complete and proofing marks or comments will be turned off.

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Check Compatibility

This feature enables user to check the compatibility of their document with previous versions of Microsoft Word.

This option allows you to see if your document will load properly on previous versions of Word.

THANK YOU!

Remember to email us your ideas for future sessions!

simcoe.help@utoronto.ca

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