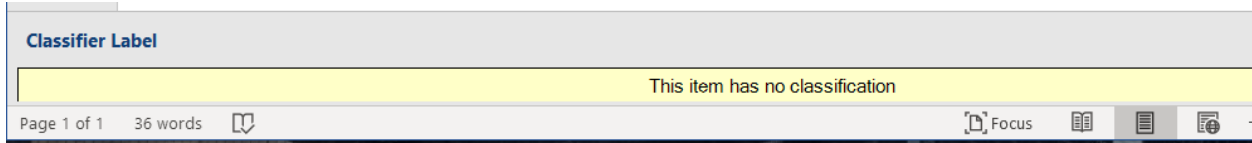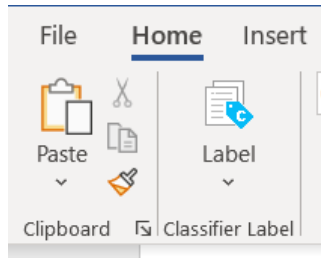# Using Boldon James Office Classifier

The Office classifier is easy to use. In an open document (Excel, PowerPoint or Word) you will see a banner at the bottom of the document showing the Classifier Label, the default state is "No Classification"
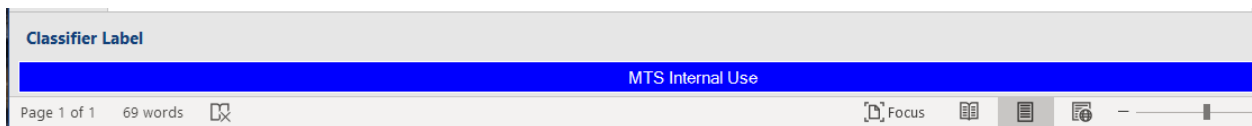

In the upper Left Corner of the Document, you will find the Label Icon on the ribbon.

Click on "Label" and select the classification for the document.
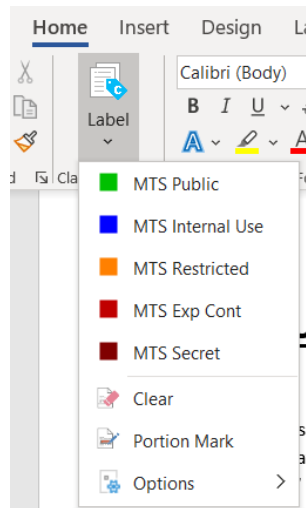
Once labeled the "Classifier Label will turn the color of the classification and show the label name.

There will also be a header and footer watermark with the classification

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