# Classification Marking Guidelines

Paper and analog documents

For paper documents, you can use a stamp or labels affixed on the top left corner of the header of each page and/or on cover page, in bold red color like so **Classification: For Internal Use, Confidential or Restricted**. For other forms of media such as video tapes, DVDs, etc. you can affix a label on the most visible area of the container.

Electronic Documents

In Google Drive

1. Click the **Details and Activity** button then **Details** to display the details pane on the right side.

2. Click on the **Pencil** on the right next to the **Description** field and add the following notation: **Classification: For Internal Use, Confidential or Restricted**.
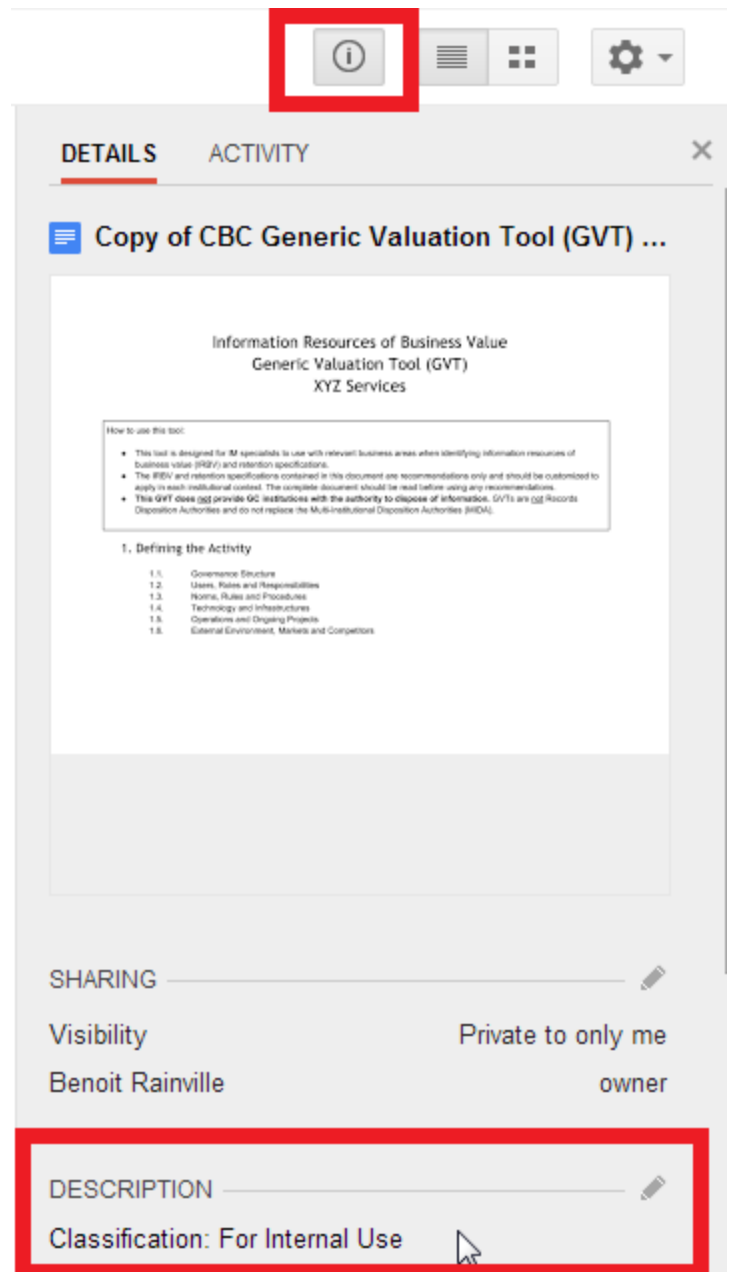
In MS Office

When editing a document from an MS Office application, simply add the annotation **Classification: For Internal Use, Confidential or Restricted** in the left portion of the header and/or cover page in bold red font.
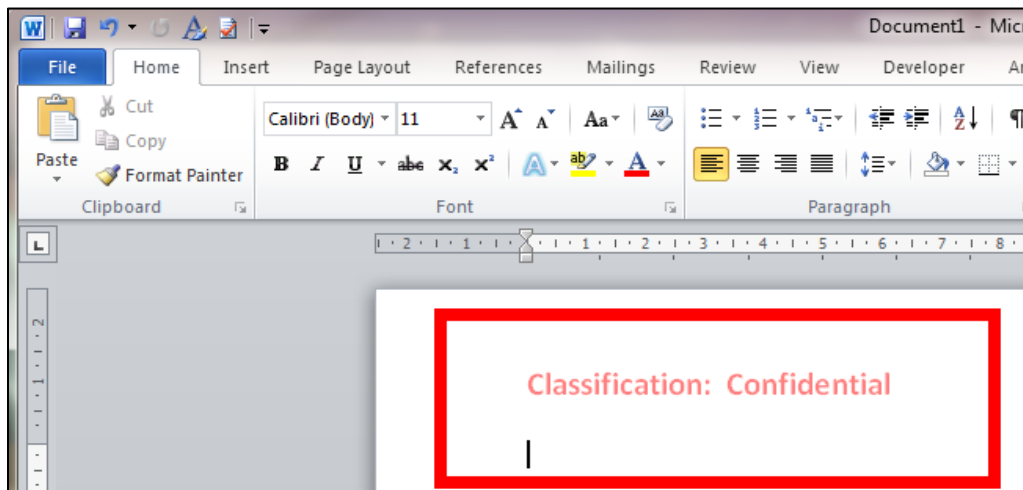
In Gmail

Insert the notation **Classification: For Internal Use, Confidential or Restricted** in the first line of the email's body and/or subject line, signature block.