xCELLencrypt User's Guide

V4.2

3/16/2016

xCELLENCRYPT USER'S GUIDE

1. INTRODUCTION

This document describes how to install and use xCELLencrypt software for use with Microsoft® Office Excel® 2007, Excel® 2010, Excel® 2013, and Excel® 2016 32-bit and 64-bit versions.

xCELLencrypt is an Add-In that enhances the security of data stored in Microsoft® Office Excel® workbooks by allowing users to encrypt the contents of individual cells. xCELLencrypt implements the Advanced Encryption Standard (AES) algorithm and uses password(s) or keyfile(s) to encrypt data. Microsoft's® cryptographic service provider (CryptoAPI) is utilized to make the encryption features available.

This software has been successfully tested on the Microsoft® Windows® XP SP3, Windows® 7, Windows® 8, and Windows® 10 (32-bit and 64-bit versions) operating systems.

WARNING: If you forget your password or lose a keyfile, or if a keyfile becomes corrupted, it will be impossible to decrypt any data that was encrypted! xCELLencrypt does not provide any recovery services or utilize a master password/keyfile for decryption.

2. INSTALLATION

a) Download the xCELLencrypt Setup program from the FullScope Solutions website (http://www.fullscopesolutions.com/software/products) or from one of the approved distributors (e.g. Microsoft® Marketplace, CNET®, etc.)

b) Close all instances of Microsoft® Office Excel® and uninstall any previous versions of xCELLencrypt.

c) Unzip and Run 'xeSetup.exe'. *Note that if User Account Control is enabled on your computer (default setting on Microsoft® Windows Vista Windows 7, Windows 8, and Windows 10), you will be prompted to allow the Setup program to execute, and may need to enter an administrator level password to complete installation of the software.*

d) Check the box to certify that you have read the Software License Terms and click the "Go" button to complete installation *(Figure 2-1)*. If Setup does not encounter any errors, you will be presented with a message box indicating that xCELLencrypt has been successfully installed. *Note that Microsoft® Windows 7, 8 and 10 may question whether the program completed installation successfully; you should select that it has completed successfully unless you were advised of an error by the Setup program.*

e) Should you encounter issues during setup, you will be presented with an error message and code that can assist our support team with isolating your problem. Additionally, a file named 'INSTALL_LOG.txt' will be generated and, depending on your computer

configuration, can be located in the 'c:\programdata\FSS' folder on Windows 7, Windows 8, and Windows 10 systems or the 'c:\Documents and Settings\All Users\Application Data\FSS' folder on Windows XP systems. Please email this file along with your specific error message and code when requesting support.

Figure 2-1 – xCELLencrypt Setup

3. USAGE

After successful installation and upon opening Microsoft® Office Excel®, you will have a new Tab on the Ribbon entitled 'FSS Tools'. Selecting this Tab will display the xCELLencrypt user interface. *Figure 3-1* depicts the Tab and user interface.
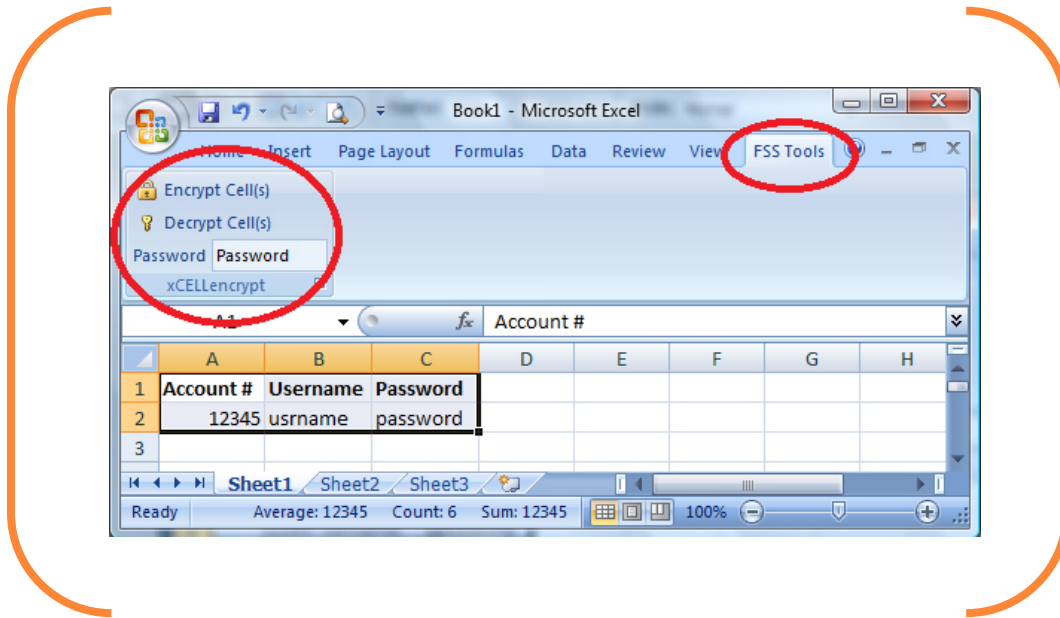
Figure 3-1 – xCELLencrypt Tab & UI

3.1   Password Based Encryption

Password based encryption is the default setting for xCELLencrypt. When using this mode, use of a strong password or passphrase is encouraged.

xCELLencrypt will cache your password in protected memory for approximately 5 minutes. If no activity is detected during this period, xCELLencrypt will flush your password from memory, requiring you to re-enter it in order to encrypt/decrypt data. Closing a workbook or Microsoft® Office Excel® will also cause your password to flush from memory.

To <u>encrypt</u> data, select the cell(s) you want to encrypt, enter a password, and click the "Encrypt Cell(s)" button.

The data in all selected cells will be AES 256 encrypted and the resulting encrypted text will replace the data previously contained in the cell(s). *See Figure 3-2*. All formulas and formatting are preserved during the encryption process.
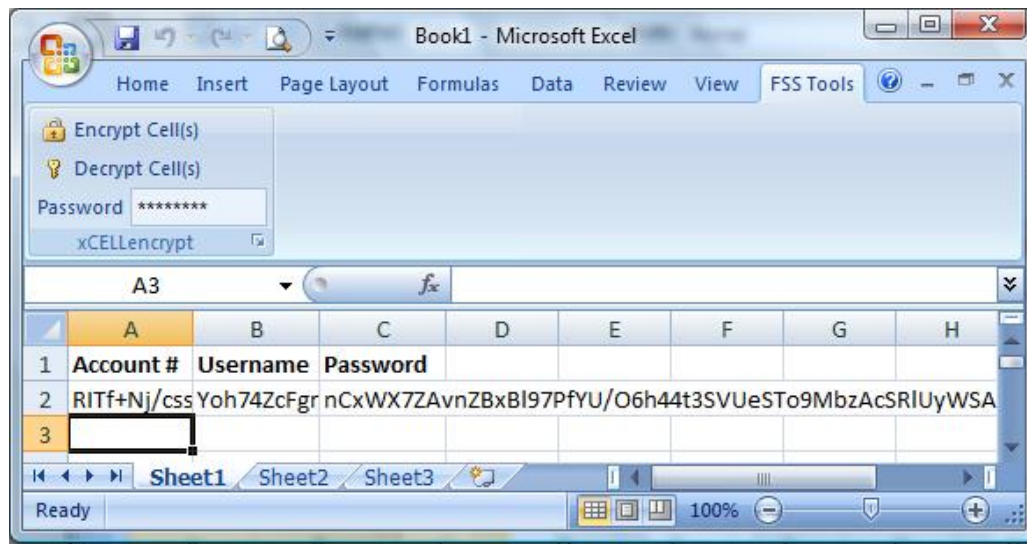
Figure 3-2 – xCELLencrypt Tab & UI

To <u>decrypt</u> data, select the cell(s) you want to decrypt, enter the password used to encrypt the data, and click the "Decrypt Cell(s)" button.

The data in all selected cells will be decrypted and the resulting plain text will replace the encrypted text previously contained in the cell(s).

If cells are selected that do not contain encrypted data, xCELLencrypt will ignore them during the decrypt process.

If you provide an incorrect password for decryption, xCELLencrypt will ignore the cell(s) it cannot decrypt.

3.2   Keyfile Based Encryption

xCELLencrypt supports the use of keyfiles to encrypt/decrypt data. To utilize this feature, you must launch the configuration form by clicking on the lower right corner of the xCELLencrypt user interface (*Figure 3-3*) and select "Use Keyfile for Encryption" from the "Options" tab (*Figure 3-4*).
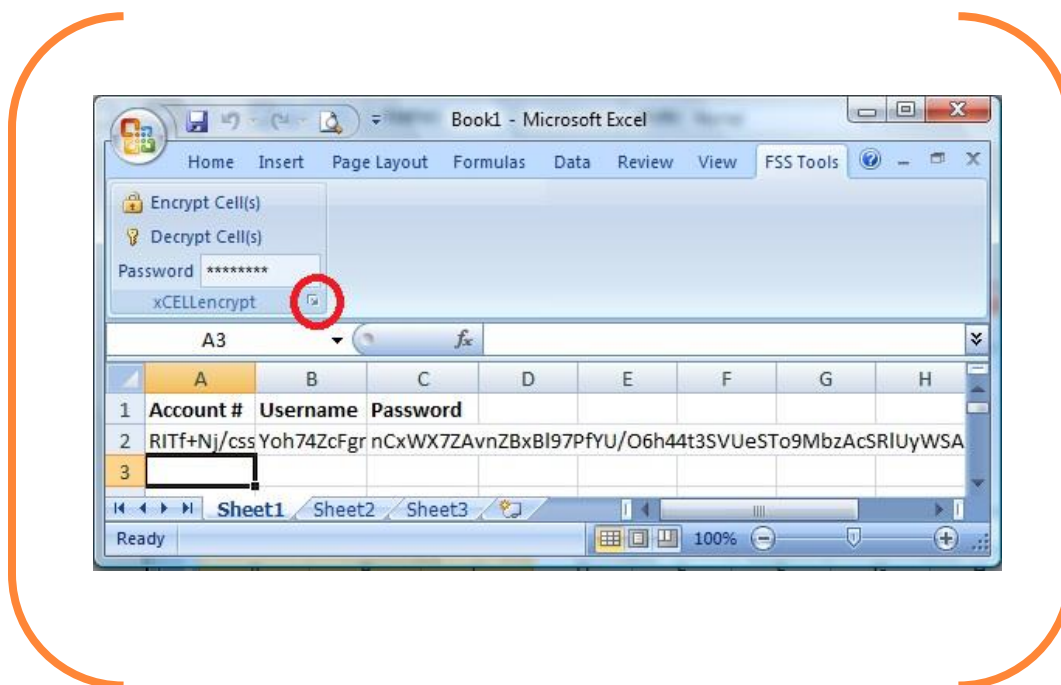
Figure 3-3 – xCELLencrypt Configuration

If you have an existing keyfile, either generated by xCELLencrypt or by a third party application or service you may select it for use by xCELLencrypt (*Figure 3-4*).

Keyfiles that were created outside of xCELLencrypt will need to be imported to be used. xCELLencrypt will prompt you before importing any external keys and if approved, will create a copy of your original keyfile.

If you do not have an existing keyfile, xCELLencrypt can create one for you. Click the "Generate Key" button and select a desired name/location for your keyfile.

You will be asked if you want this key to be usable only on this computer. If you answer "Yes", or later select the "Key can only be used by this computer" check box, xCELLencrypt will utilize Microsoft's® Data Protection API (DPAPI) to encrypt the keyfile with a credential set unique to the PC being used. Selecting this option prevents the key from being used on any other computer to encrypt or decrypt data.
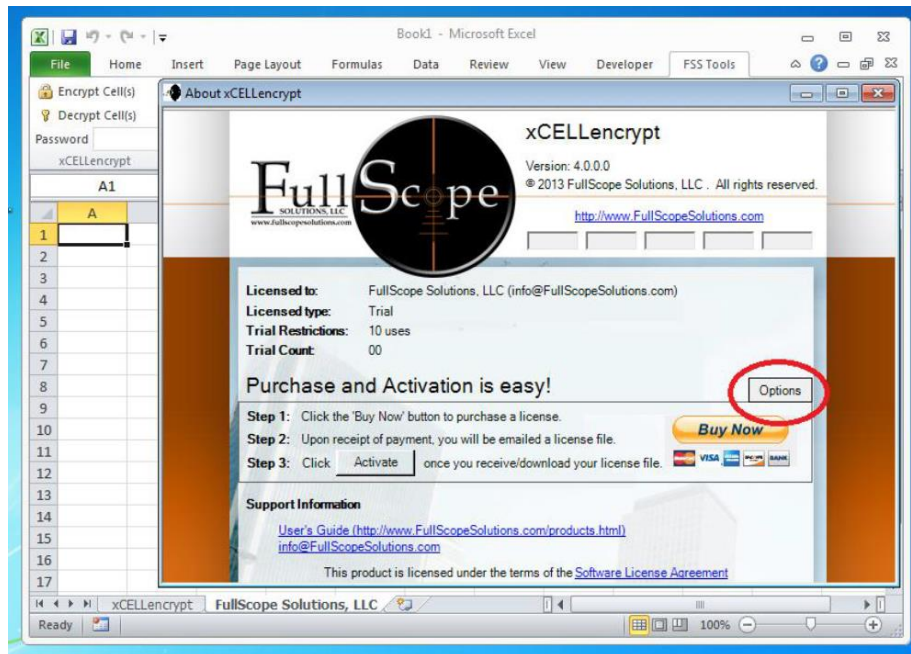
Figure 3-4 – xCELLencrypt Options

Once you have created or selected a keyfile to be used, you must hit the "Save" button for your changes to take effect. If you hit the "Cancel" button, xCELLencrypt will return to its previous state. Any keyfiles you created will continue to exist.

To <u>encrypt</u> data, select the cell(s) you want to encrypt and click the "Encrypt Cell(s)" button.

The data in all selected cells will be AES 256 encrypted and the resulting encrypted text will replace the data previously contained in the cell(s). All formulas and formatting are preserved during the encryption process.

To <u>decrypt</u> data, select the cell(s) you want to decrypt and click the "Decrypt Cell(s)" button.

The data in all selected cells will be decrypted and the resulting plain text will replace the encrypted text previously contained in the cell(s).

If cells are selected that do not contain encrypted data, xCELLencrypt will ignore them during the decrypt process.

If you selected an incorrect keyfile for decryption, xCELLencrypt will ignore the cell(s) it cannot decrypt.

4.   LICENSE PURCHASE/REGISTRATION & ACTIVATION

xCELLencrypt offers a limited trial period whereby you can evaluate the products performance over 10 encrypt actions. After the trial period has expired, you must purchase a license in order to continue to use the product. Links to purchase the product are available on the FullScope Solutions website.

Follow the "Buy Now" link on our website, or click the "Buy Now" button on the "About xCELLencrypt" dialog, *Figure 4-1*, to be taken directly to PayPal and purchase your license. Upon confirmation of payment from PayPal, we will email you a license file, typically within 30 minutes, and your Transaction ID. Use the "Save As" feature of your email program to save the license file to your computer.

Open Microsoft® Office Excel® and with the "About xCELLencrypt" dialog displayed, click the "Activate" button found in "Step 3" *(Figure 4-1)*. A file browser will open up titled "Select License file." and you should browse to and select your license file. Once you have selected the file, click "Open". You will be asked to enter your 17 character Transaction ID, *Figure 4-2*, as the final step of the activation process.
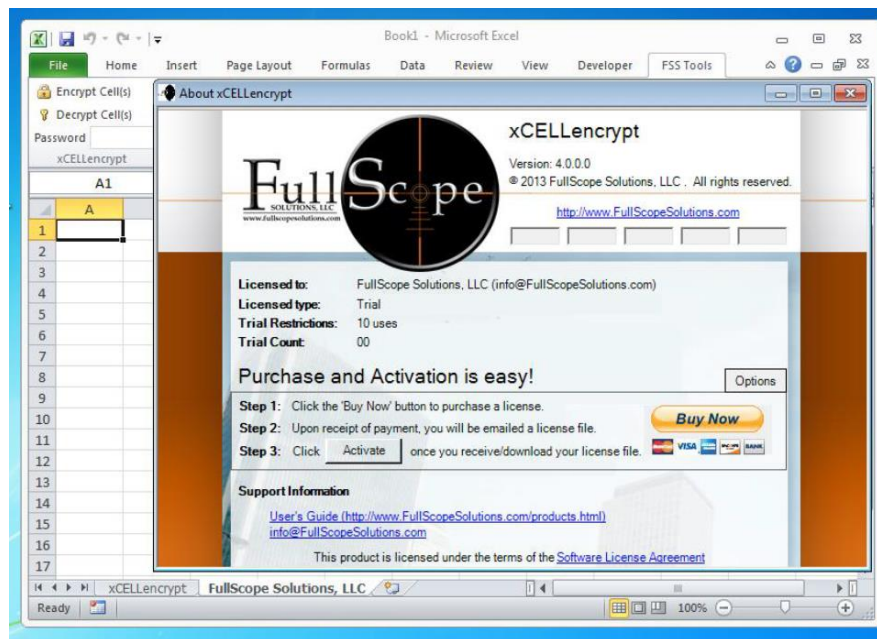

Figure 4-1 – xCELLencrypt Activation

Upon entering a valid Transaction ID a message box will display indicating successful activation of your software and you will be instructed to restart Excel®. If an active Internet connection is found, xCELLencrypt will register your installation with our company server. The only data that is provided to our server is an encrypted unique identifier and your encrypted Transaction ID.
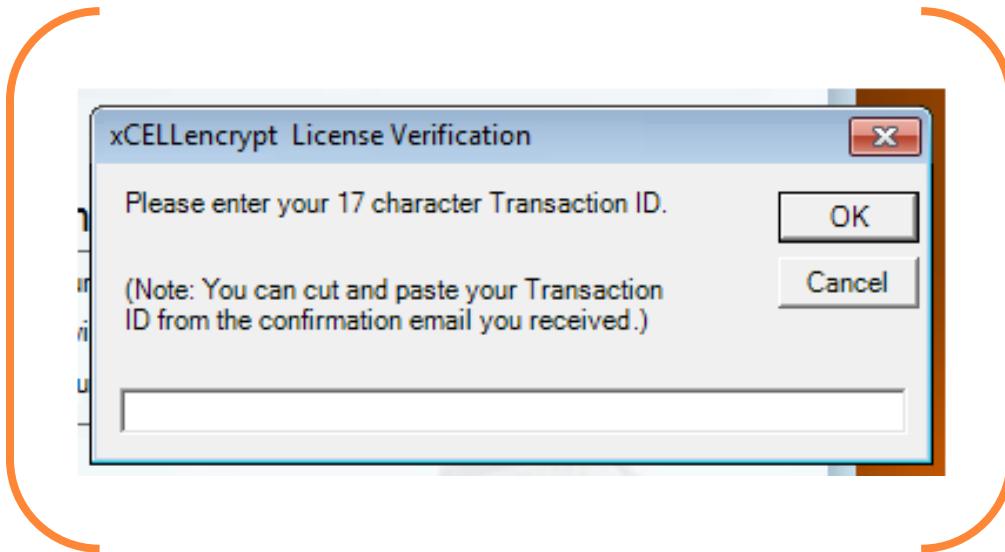
Microsoft and the Office logo are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries.

Figure 4-2 – xCELLencrypt Activation

4.1 - Automated Activation Instructions

Enterprise license holders or anyone wishing to automate the installation and activation process may do the following:

> 1. Place your valid license file in the same folder as the xCELLencrypt Setup program (xeSetup.exe) and name the license file, "license.xml".

> 2. Use Notepad, or another text editor, to create a text file named "TID.txt" and enter your 17 character Transaction ID into this file. Save this file in the same folder as the Setup program (xeSetup.exe) and the license file (license.xml).

> 3. Run the Setup program and your software will install and automatically activate.

5. REPAIR / UNINSTALL

If errors are encountered during the use of xCELLencrypt you may attempt a repair by launching the Setup program and selecting "Repair/Re-install xCELLencrypt".

Should you desire to uninstall the product, you may do so by launching the Setup program and selecting "Uninstall xCELLencrypt".

A copy of the Setup program will be located in 'c:\programdata\FSS' on Windows Vista, 7, 8, and 10 systems and 'c:\Documents and Settings\All Users\Application Data\FSS' folder on Windows XP systems.

You may also use the Microsoft® Windows Control Panel to uninstall xCELLencrypt.

After the uninstall process is completed, you may need to manually delete some files.

6. SUPPORT

Please contact <info@FullScopeSolutions.com> with any support needs.