# Ultimate Suite for Microsoft Excel Deployment Guide

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# What's this?

This document is a step-by-step guide on how to install and activate Ultimate Suite for Excel for users and administrators.

Read <u>Before you start</u> to get acquainted with supported versions, possible issues and troubles. Then jump to the section about the Ultimate Suite edition you are interested in: <u>Personal</u>, <u>Business</u>, or <u>Terminal Server</u>. Also, you will find detailed info on the installation and activation differences between the editions. If you face any difficulties, find the solutions in the <u>Installation troubleshooting</u> chapter.

# Before your start

Here you will find the Windows and Office supported versions and important requirements, limitations and issues.

# **Supported Windows versions**

- Windows 7 x86 and x64 (all editions)
- Windows 10 x86 and x64 (all editions)
- Windows Server 2012 and higher

# **Supported Office versions**

- Microsoft Office 2010 x86 and x64
- Microsoft Office 2013 x86 and x64
- Microsoft Office 2016 x86 and x64
- Microsoft Office 2019 x86 and x64
- Desktop Office applications included in Office 365 subscriptions (x86 and x64)

## Possible issues and troubles

### Office from Microsoft Store

This is the Office version that Microsoft deploys through Microsoft Store. In this case, each application including Excel is running in its own sandboxes that have their own state, registry and file system. All changes in the system registry and file system are synced in one direction, toward itself into the sandbox. From time to time somethings breaks in this synchronization, whereupon no add-ins are installed normally. The solution is to install the add-in manually.

To find out if your Office is installed from Store, start Excel, click the *File* tab in the top left corner, and select Account from the menu on the left. If your Office is installed from Store, it will be indicated in the About Excel section after the build number:



#### About Excel

Learn more about Excel, Support, Product ID, and Copyright information.

Version 1901 (Build 11231.20174 Microsoft Store

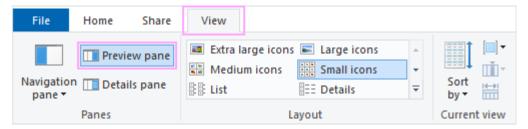
Monthly Channel

## Disable the Preview pane in Windows Explorer

The Preview pane in Windows Explorer is a headache for a lot of Excel users, but most of them don't even know about it. Excel may just quietly crash or warn that some workbooks are already open in

another application, or work slowly, or refuse to run any add-ins. In general, nothing says that the cause of the problem is this pane. One can find plenty of discussion on the Web about the troubles this pane causes starting from Office 2007. A bunch of bug reports have been sent to Microsoft, but the problem has not been solved. Thus, we recommend turning the Preview Pane off to avoid unpleasant surprises it may bring you.

To turn the Preview Pane off, first close all File Explorers except for one. In File Explorer, click on the *View* tab. In the *Panes* group, you will see the *Preview pane* icon. In the screenshot below, the Preview Pane in enabled, as seen by the blue background it has:



To disable the Preview Pane, simply click it once. Also, you can use the Alt + P shortcut.

#### Installation via Run as Administrator

In general, there is no need to install as admin. But if you installed the Suite this way, run Excel as administrator.

## Uninstall previous version

To our regret, the latest office updates, especially the Office from Store, have made it impossible to update to the new version without full reinstallation. For this reason, make sure to uninstall the previous version of Ultimate Suite and single Ablebits add-ins before installing the new Ultimate Suite version.

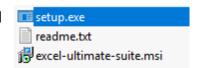
# Personal edition

The Personal edition of Ultimate Suite can be used for both purposes, private and business, by a single user. The Personal edition supposes that you are a single user of a computer, so, by default, it installs its executable files to the Program Files (x86) folder (note, you should have the corresponding permissions), and is activated for the currently logged user only. Ultimate Suite Personal doesn't support any other installation options such as Run as Administrator, support of corporate deployment scenarios and roaming user profiles.

Important! Before starting installation, uninstall all Ablebits stand-alone add-ins for Excel and previous Ultimate Suite versions.

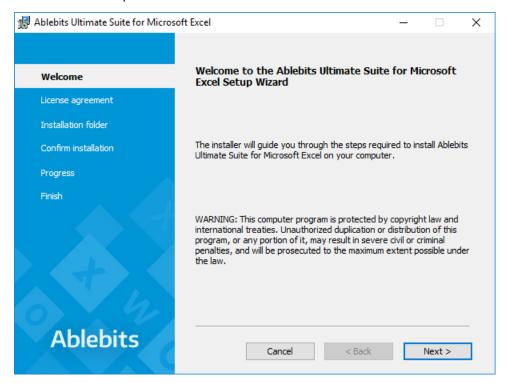
# Run Setup.exe

Close all Microsoft Excel windows, unzip the add-in setup package and run the setup.exe file:



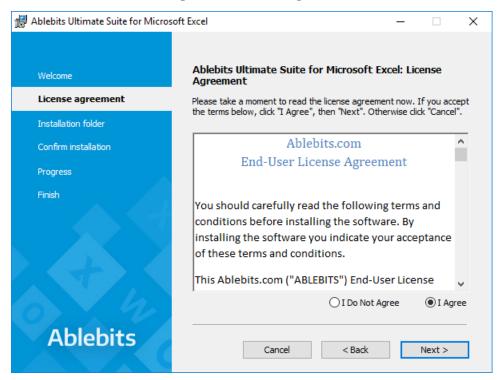
# Follow the Setup Wizard instructions

Here is the Setup Wizard window:

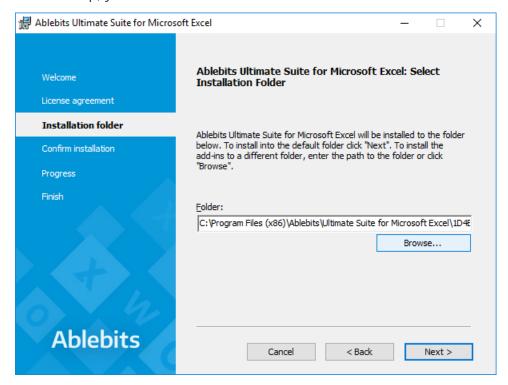


Click Next.

Please read the license agreement, tick *I Agree*, and click the **Next** button:

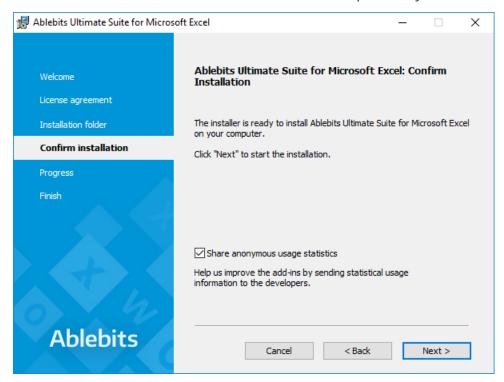


On this step, you can select the installation folder but better leave it as it is:



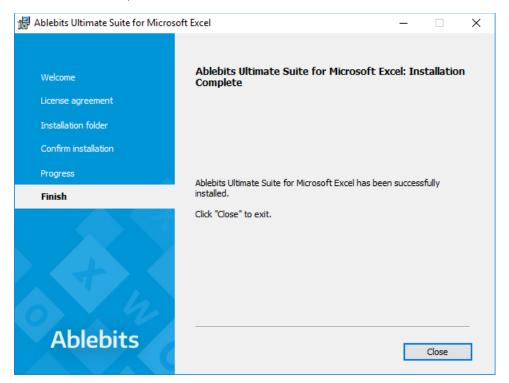
Click **OK** and hit **Next**.

This is the final confirmation that the Ablebits setup is ready to start:



#### Click Next.

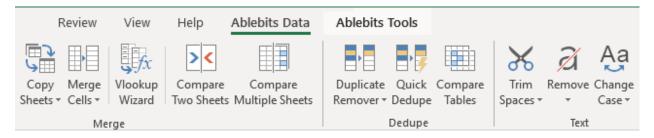
In a few seconds, the installation is finished:



Click the Close button.

# Make sure the setup is complete

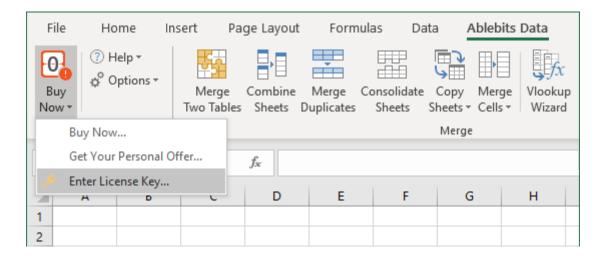
Let's start Excel and make sure the Ablebits add-ins have been installed. In the ribbon, you will see two new tabs: *Ablebits Data* and *Ablebits Tools*.



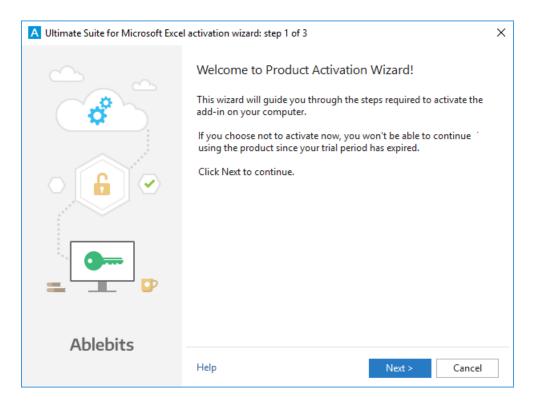
If you have met any problems, consult the <u>Installation troubleshooting</u> section.

## Start the Product Activation Wizard

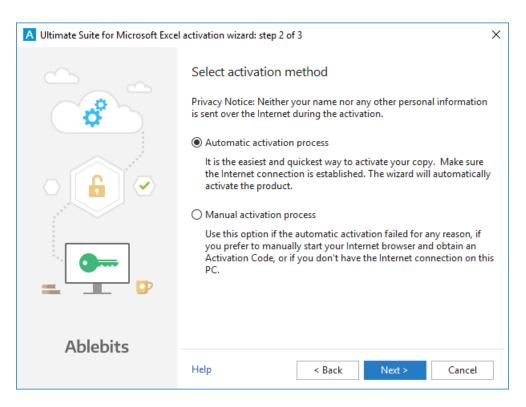
To activate the add-in, run Microsoft Excel. Go to the *Ablebits Data* tab and click the far left *Buy Now* button. In the drop-down menu, select the *Enter License Key...* option:



On the first step of the Product Activation Wizard, click the **Next** button:



On the second step, you are to select the activation process:



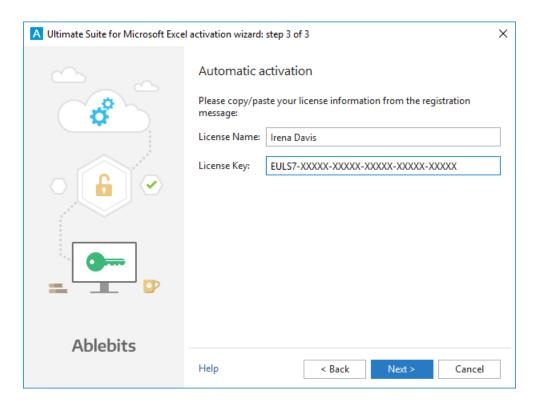
- Automatic activation process lets you activate the add-in quickly and easily. Internet connection should be established.
- You can use *Manual activation process* if something went wrong with automatic activation, or your PC does not have internet connection, or your Excel is limited by a firewall software.

Choose the method you prefer and click **Next**.

# Automatic activation process

**Note!** To activate your copy automatically, a special activation code will be downloaded from our server, so please, before starting the activation process, make sure the Internet connection is established.

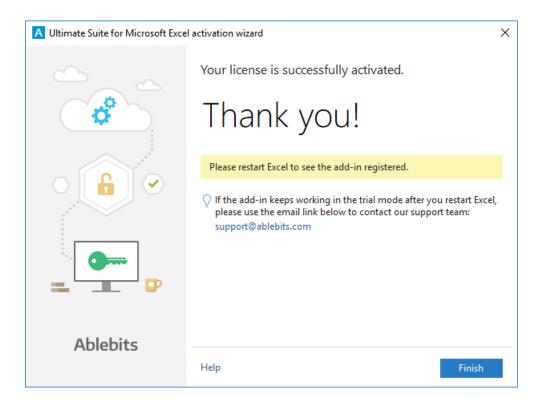
On step 3 of the wizard, enter your License Name and License Key (that you received in an email from us) into the corresponding fields:



Note! Please make sure to copy and paste the entire license key and not to leave out any symbols.

Click the **Next** button.

#### Your license is activated!



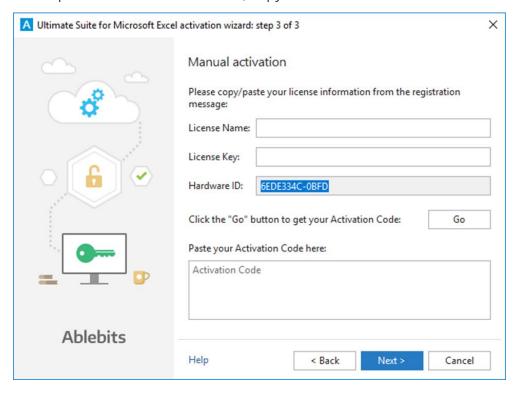
Click **Finish**, close Microsoft Excel and open it anew. If automatic activation fails for any reason, try the Manual activation process.

# Manual activation process

Sometimes you may need to activate your license on a PC that has no internet connection. There is a way to do it, but you'll need to have at hand another computer with internet connection established.

On the PC on which you want to activate your license, select *Manual activation process* on the second step of the Activation Wizard and click on the **Next** button.

On step 3 of the Activation wizard, copy the *Hardware ID* number:

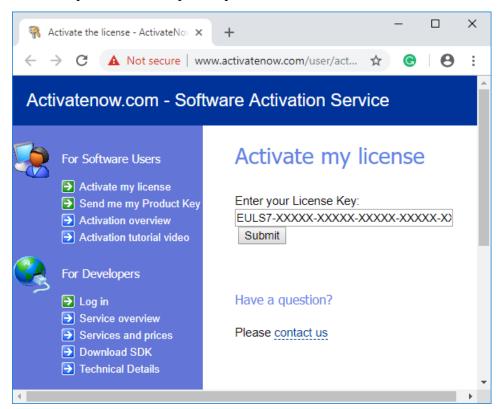


On any PC connected to the Internet, open the activation server page:

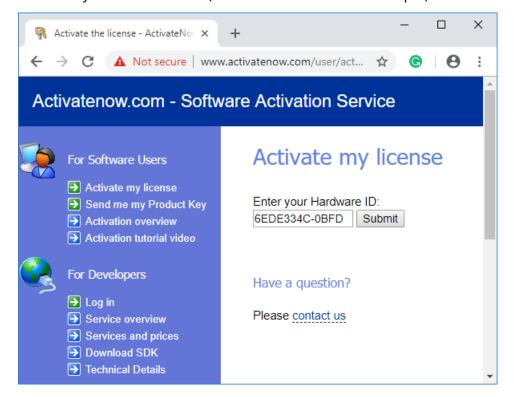
https://www.activatenow.com/user/activation.asp

#### On the activation page:

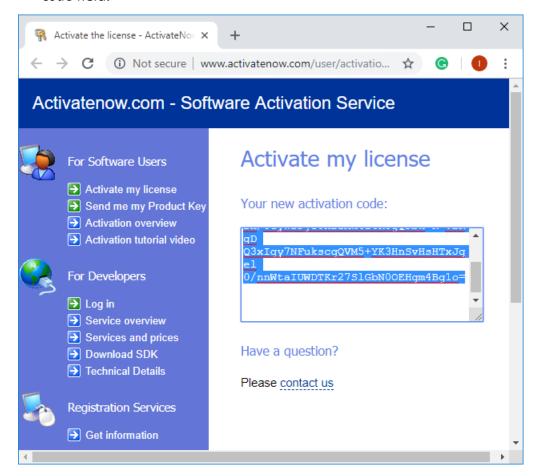
• Enter your license key (that you received in an email from us) and click the **Submit** button:



• Enter your Hardware ID (from Manual activation - step 3) and click the **Submit** button:

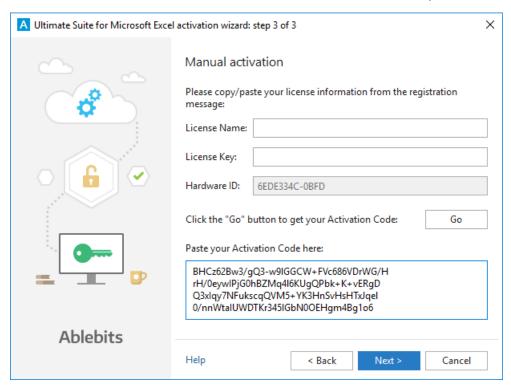


• The activation server will generate an activation code and will show it in the *Your new activation code* field:

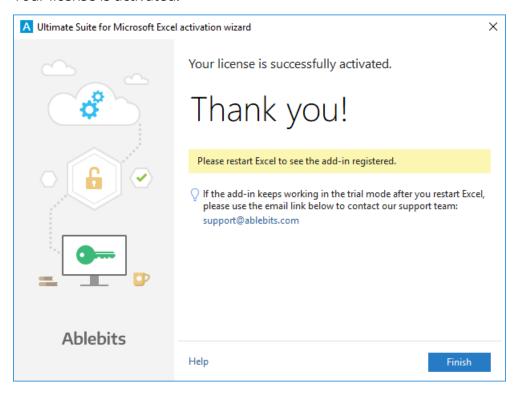


Save the activation code.

Go back to the computer on which you want to activate your license and to step 3 of the Activation Wizard. Enter the activation code into the *Activation Code* field, and click the **Next** button:



#### Your license is activated!



Click **Finish**, close Microsoft Excel and open it anew.

# **Business** edition

The Business edition of Ultimate Suite can be used for both purposes, private and business, by a single or several users of a single computer.

By default, the Business edition installs its executable files to the AppData\Local folder of the currently logged user, so your permissions should allow you to change this folder as well as to run any executable files from this folder (typical for the standard user accounts of Windows). When installing into AppData\Local, Ultimate Suite Business will be added to Excel and activated for the current user only. The AppData\Local based installation allows administrators to install Ultimate Suite Business for several users of one computer, e.g. for the selected users on a terminal server.

To support roaming profiles, you can install Ultimate Suite Business into the \AppData\Roaming folder, that will solve possible licensing issues when a user migrates between terminal servers.

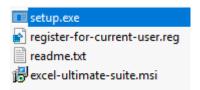
Also, you can install Ultimate Suite Business for all users on the computer by simply selecting the *Everyone* option during installation. In this case, all executable files will be installed into Program Files (x86), but each user should activate his/her copy of Ultimate Suite.

Finally, the Business edition supports the deployment via Group Policy Objects and SCCM. But there is one important limitation – do not install Ultimate Suite Business into roaming profiles if you use the Office deployed from Microsoft Store, since this Office doesn't support this scenario.

**Important!** Before starting installation, uninstall Ablebits stand-alone add-ins for Excel and all previous Ultimate Suite versions.

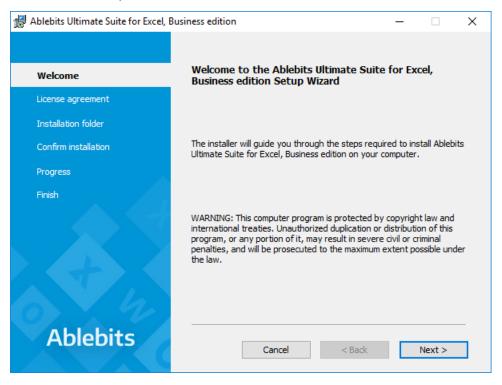
## Interactive installation

Close all Microsoft Excel windows, unzip the add-in setup package and run the setup.exe file:



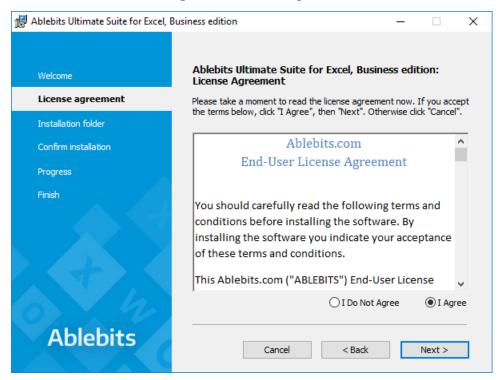
## Follow the Setup Wizard instructions

Here is the Setup Wizard window:

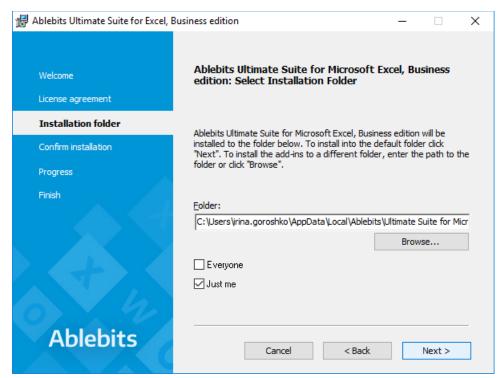


Click Next.

Please read the license agreement, tick *I Agree*, and click the **Next** button:



On this step, you can select the installation folder (better leave it as it is) and the way to install the Business edition - for you only of for all the users:



Please decide if you want the add-in to be available to all users of your PC or to you only:

#### Just me

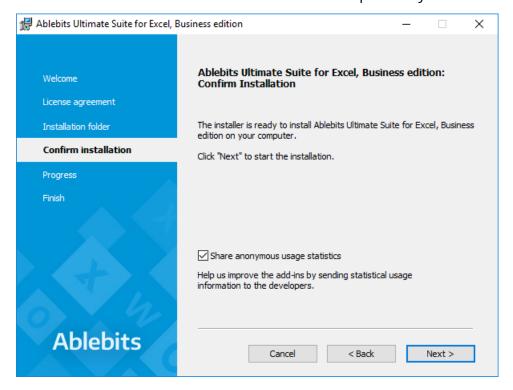
Tick the *Just me* option to install the add-in into the AppData\Local directory and make Ultimate Suite available to the current user only.

### **Everyone**

If you pick the *Everyone* option, the add-in will be installed to Program Files (x86) and thus will be available to all the users who run Excel on the PC.

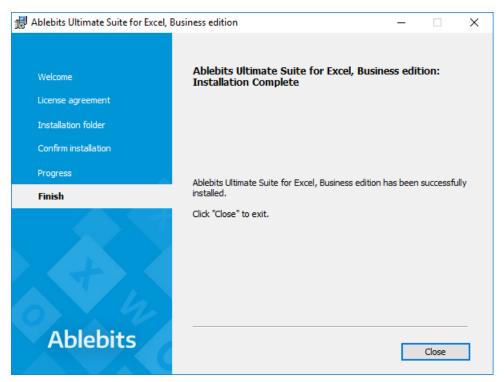
Note. The *Everyone* option will require elevate privileges on the next step via a UAC prompt. So, you should have at least local administrator permissions or another administrator credentials. The Ultimate Suite Business edition is licensed per user, so the add-in will ask to activate it (enter the registration name and key) for each user of the PC.

This is the final confirmation that the Ablebits setup is ready to start:



Click Next.

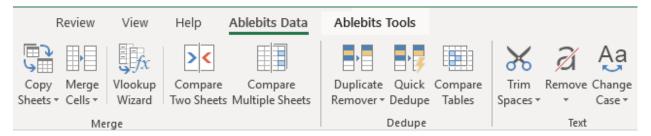
In a few seconds, the installation is finished:



Click the **Close** button.

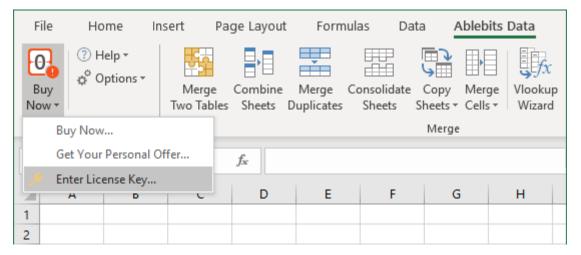
## Make sure the setup is complete

Let's start Excel and make sure the Ablebits add-ins have been installed and two new tabs have appeared in the ribbon: *Ablebits Data* and *Ablebits Tools*:

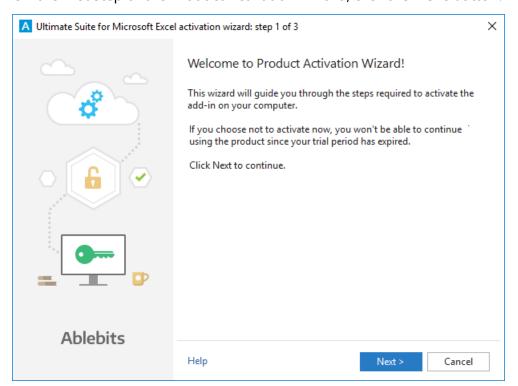


### Start the Product Activation Wizard

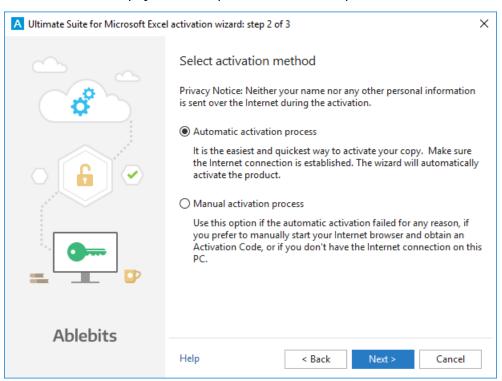
To activate the add-in, start Microsoft Excel, go to the *Ablebits Data* tab, and click the far left *Buy Now* button. In the drop-down menu, select the *Enter License Key...* option:



### On the first step of the Product Activation Wizard, click the **Next** button:



#### On the second step, you are to pick the activation process:



• *Automatic activation process* lets you activate the add-in quickly and easily. Internet connection should be established.

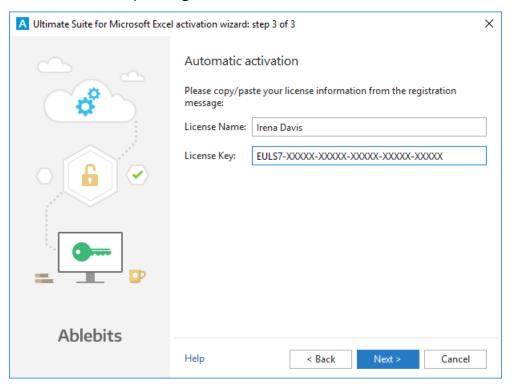
• You can use *Manual activation process* if something went wrong with automatic activation, or your PC does not have internet connection, or your Excel is limited by a firewall software.

Choose the method you prefer and click **Next**.

## **Automatic activation process**

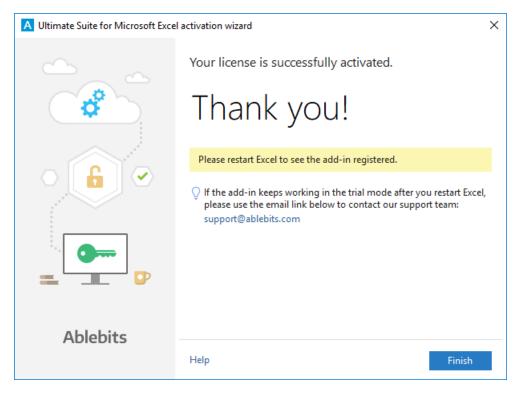
**Note.** To activate your copy automatically, a special activation code will be downloaded from our server, so please, before starting the activation process, make sure the Internet connection is established.

On step 3 of the wizard, enter your License Name and License Key (that you received in an email from us) into the corresponding fields:



**Note.** Please make sure to copy and paste the entire license key and not to leave out any symbols. Click the **Next** button.

#### Your license is activated!



Please click **Finish**, close Microsoft Excel and open it anew.

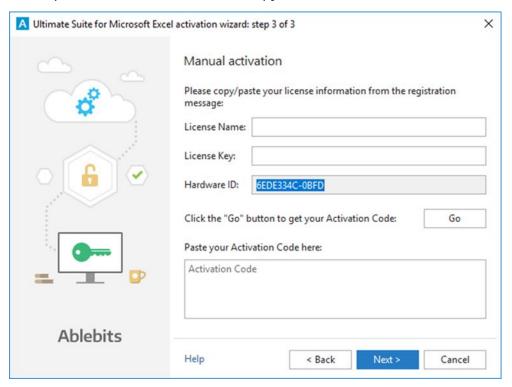
Tip. If automatic activation fails for any reason, please try the Manual activation process.

## Manual activation process

Sometimes you may need to activate your license on a PC that has no internet connection. There is a way to do it, but you'll need to have at hand another computer with internet connection established.

On the PC on which you want to activate your license, select *Manual activation process* on the second step of the Activation Wizard and click on the **Next** button.

On step 3 of the Activation wizard, copy the *Hardware ID* number:

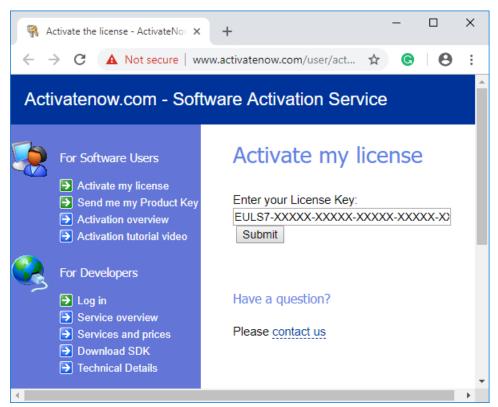


On any PC connected to the Internet, open the activation server page:

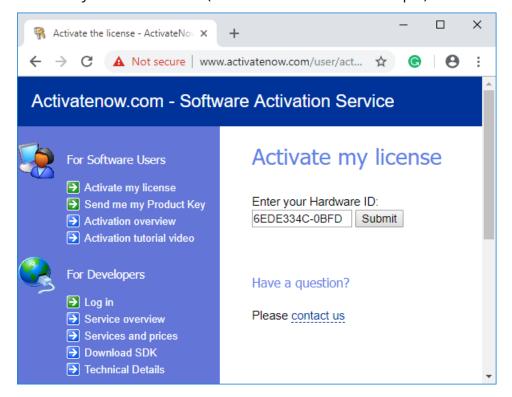
https://www.activatenow.com/user/activation.asp

#### On the activation page:

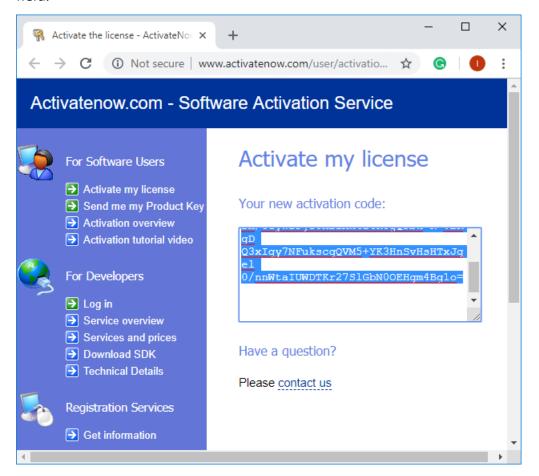
• Enter your license key (that you received in an email from us) and click the **Submit** button:



• Enter your Hardware ID (from Manual activation - step 3) and click the **Submit** button:

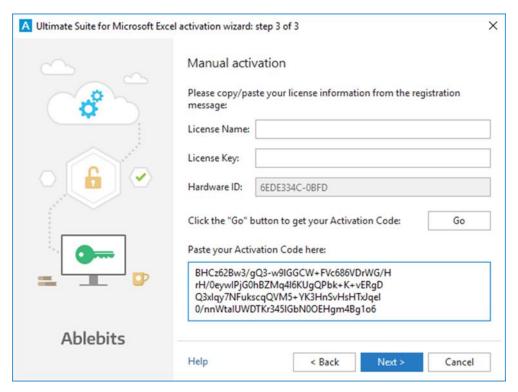


The activation server will generate an activation code and will show it in the *Your new activation code* field:

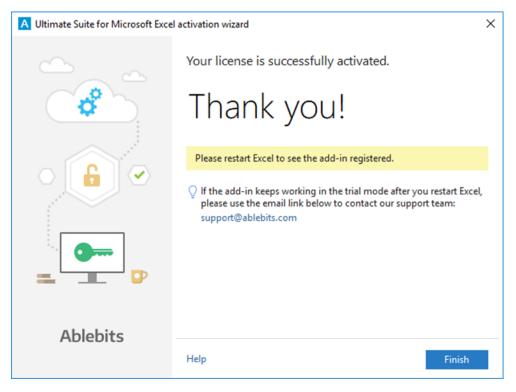


Save the activation code.

Go back to the computer on which you want to activate your license and to step 3 of the Activation Wizard. Enter the activation code into the Activation Code field and click the **Next** button:



#### Your license is activated!



Click **Finish**, close Microsoft Excel and open it anew.

# Deploy with Command Line

Instead of interactive installation, power users or administrators may install Ultimate Suite Business with one command line.

## Just me

To install and activate Ultimate Suite for the current user, enter the following command in Command Prompt:

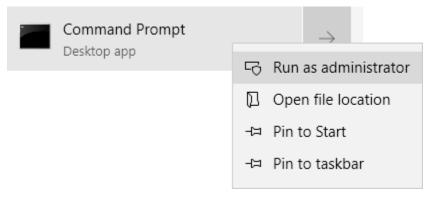
msiexec /i "C:\Downloads\excel-ultimate-suite.msi" /q REGISTRATIONNAME="Your License Name" REGISTRATIONKEY="Your License Key"



Press **Enter**.

## **Everyone**

To install for all users on a computer, run the Command Prompt app as administrator:



In Command Prompt, enter the following command:

msiexec /i "C:\Downloads\excel-ultimate-suite.msi" /q ALLUSERS=1



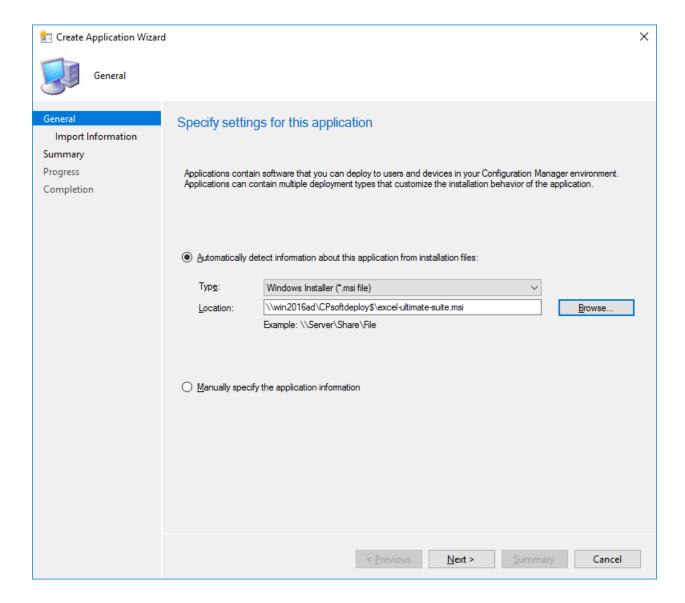
Press Enter.

However, each user of a computer will be asked to activate Ultimate Suite on the first start of the addin.

# Corporate deployment via SCCM

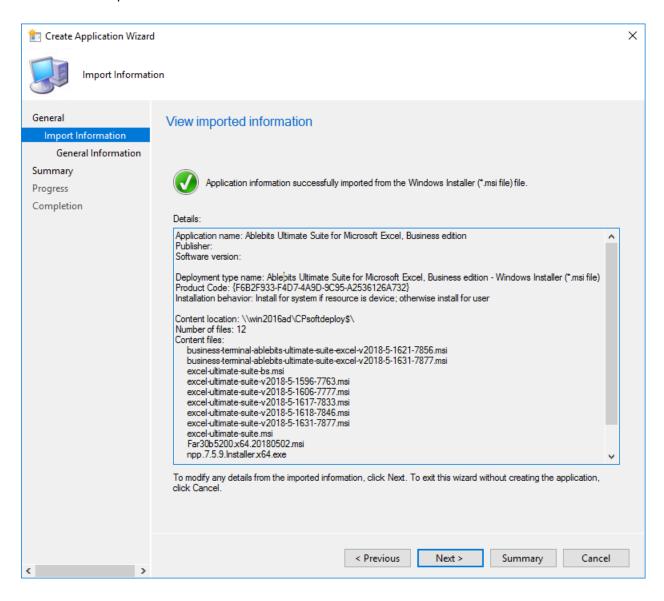
## Create an application

Run the Configuration Manager, create an application, and select the msi package of Ultimate Suite in the Location:

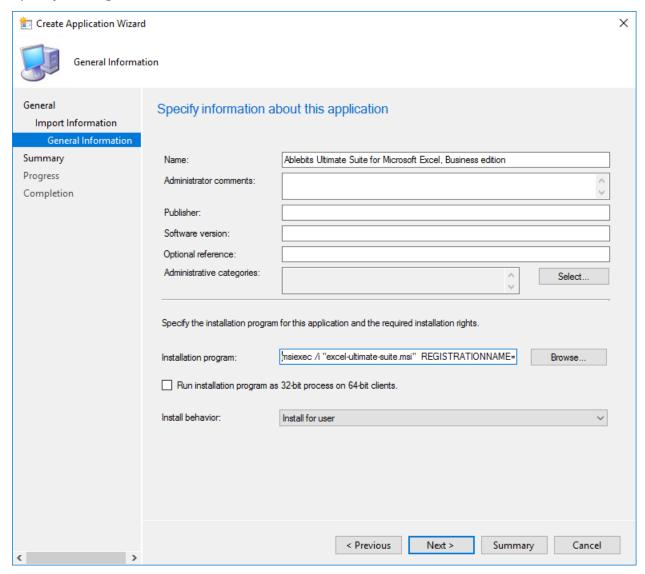


Note. Make sure the Ultimate Suite msi-file is placed in the network path and available to target users.

## Review the imported information:



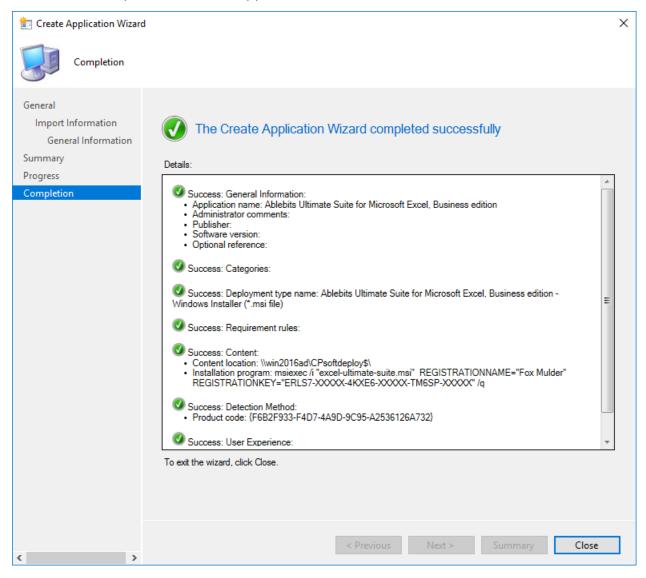
## Specify the registration information:



**Note.** Use the Ultimate Suite msi command line keys to deploy the Suite together with registration information, for example:

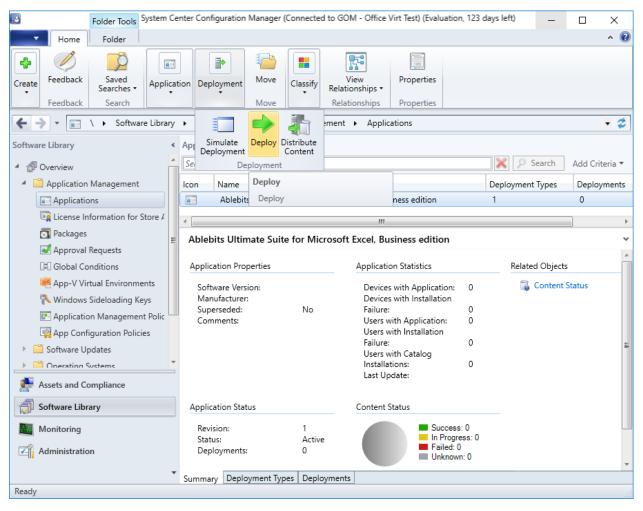
msiexec /i "excel-ultimate-suite.msi" REGISTRATIONNAME="Fox Mulder"
REGISTRATIONKEY="ERLS7-XXXXX-XXXXX-XXXXX-XXXXX" /quiet

## Review and complete the Create Application Wizard:

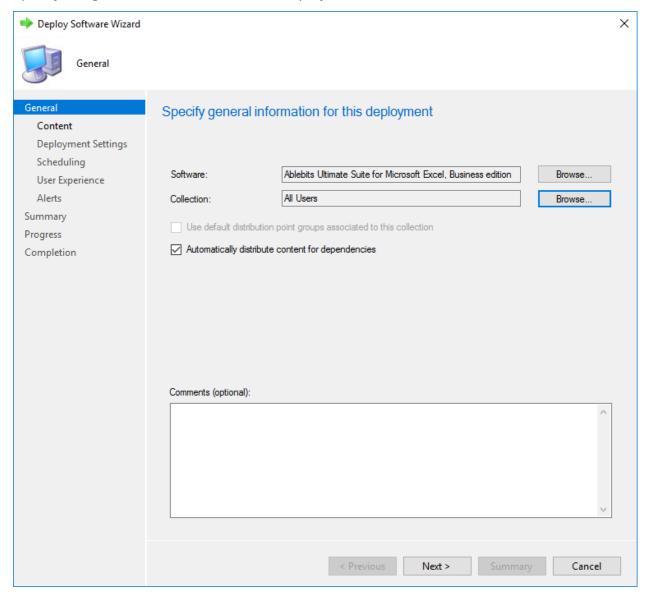


## Deploy the application

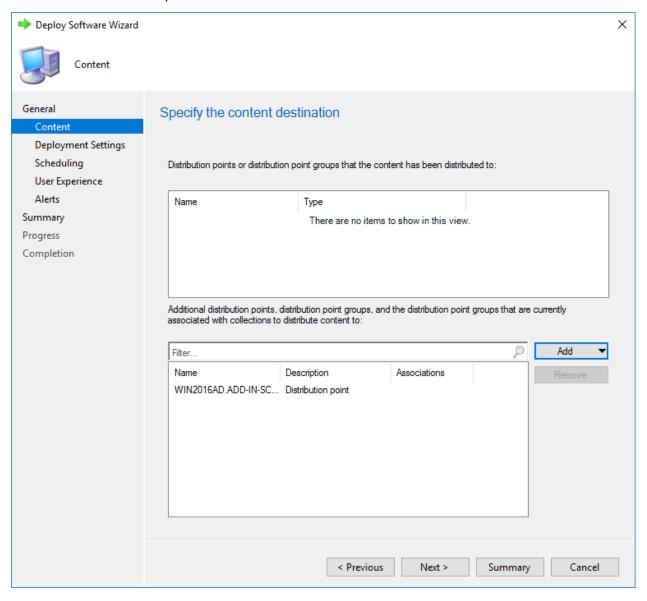
In *Configuration Manager > Application Management > Applications*, select to create application and run the Deploy Wizard:



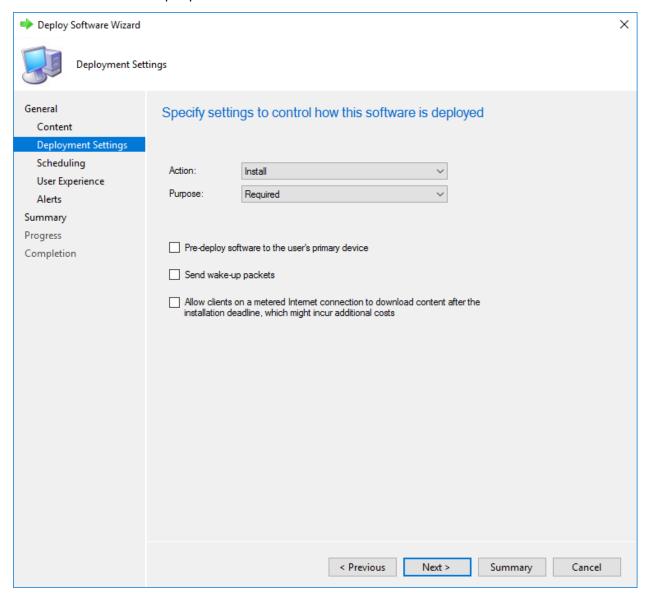
## Specify the general information for the deployment:



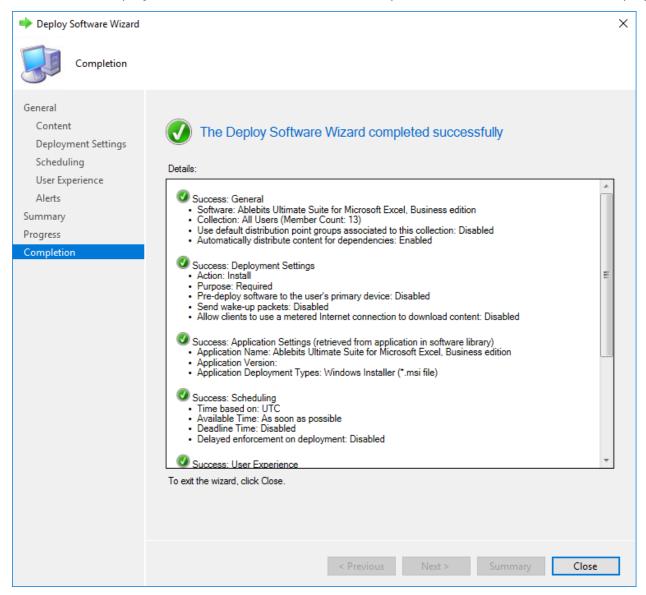
#### Select the distribution points:



#### Choose an action and purpose:



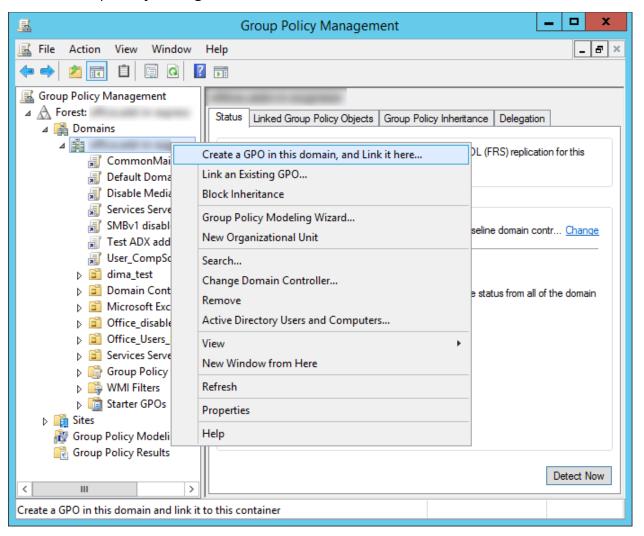
Schedule the deployment, the user notifications, alert options, review, and confirm the deployment:



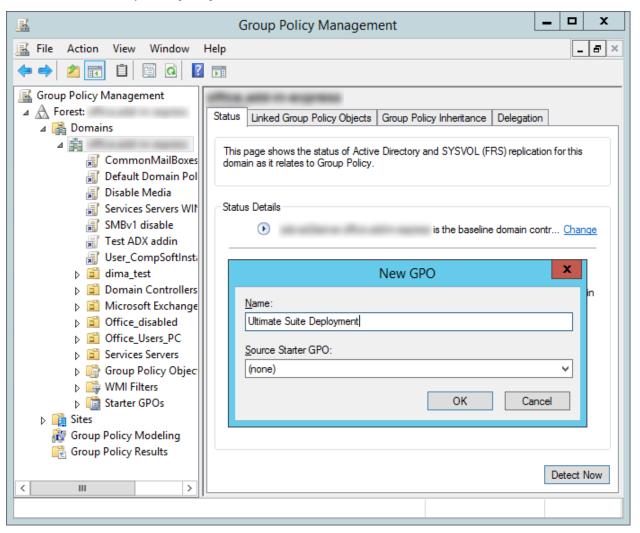
# Corporate deployment via GPO

#### Create a GPO

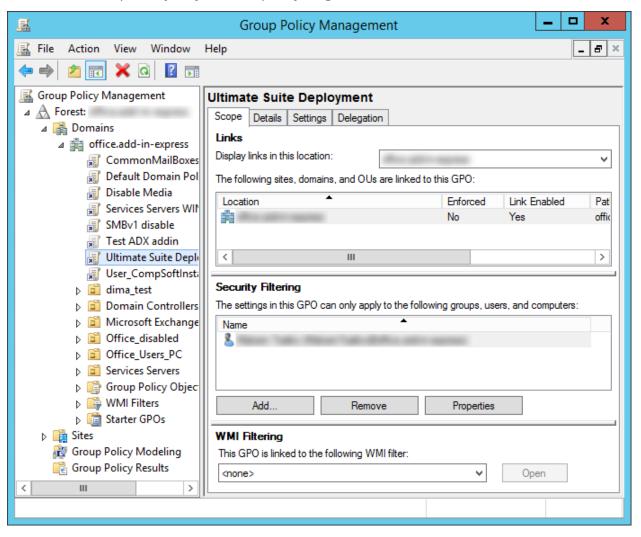
Run the Group Policy Manager:



#### Create a new Group Policy Object:

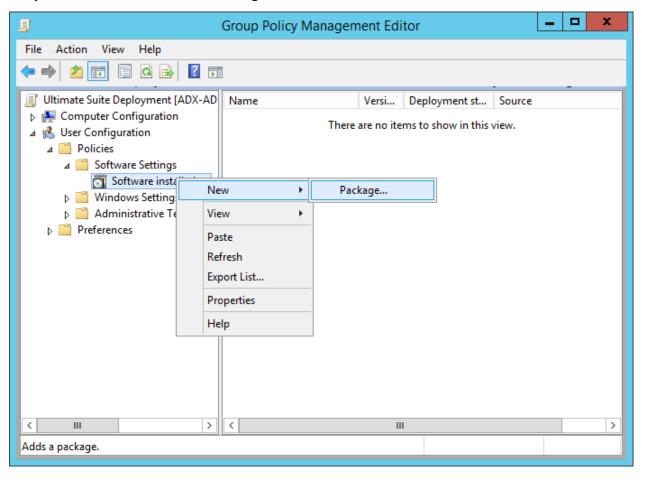


Review the Group Policy Object and specify target sites, domains, and users:

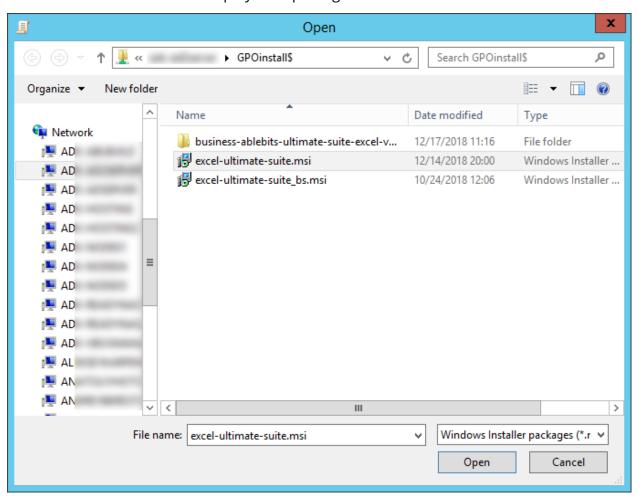


# Run the GPO Editor

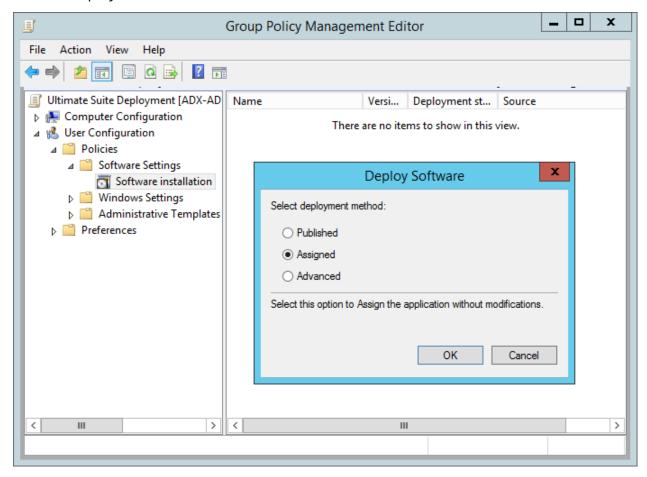
For the created GPO, add a new software installation package (*User Configuration > Software Settings > Software Installation > New > Package*):



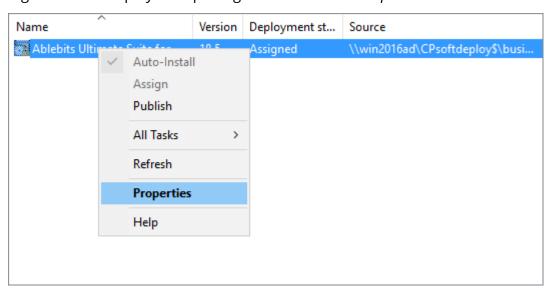
Select the Ultimate Suite msi deployment package:



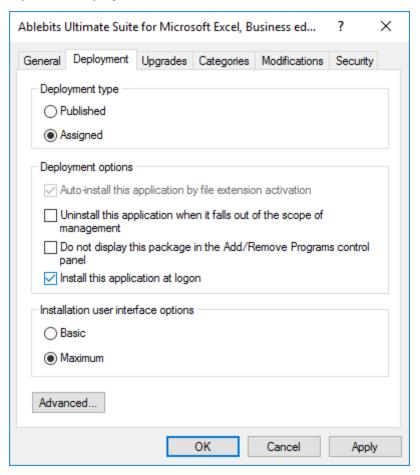
#### Pick the deployment method:



#### Right-click the deployment package icon and select *Properties*:



Open the *Deployment* tab and make sure to check the *Install this application at logon* box:



Click OK.

# Automatic activation - deploying registration information

To deploy registration information together with installation, add two string values to the registry (via *User Configuration > Preferences > Windows Settings > Registry*), for example:

[HKEY\_CURRENT\_USER\Software\Ablebits\Ultimate Suite for Microsoft Excel]

<sup>&</sup>quot;RegistrationName"="Fox Mulder "

<sup>&</sup>quot;ProductKey"="ERLS7-XXXXX-XXXXX-XXXXX-TM6SP-XXXXX"

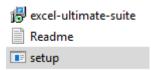
# **Terminal Server edition**

The Terminal Server edition of Ultimate Suite lets you install the add-in for all users of a terminal server. It installs its executable files to the Program Files (x86) folder, so your permissions should allow you to change this folder as well as to run any executable files from this folder (typical for the Administrator accounts of Windows). The Terminal Server edition will be added to Excel and activated for all users at once when you install it.

**Important!** Before starting the installation process, uninstall all Ablebits stand-alone add-ins for Excel and previous Ultimate Suite versions from all user profiles!

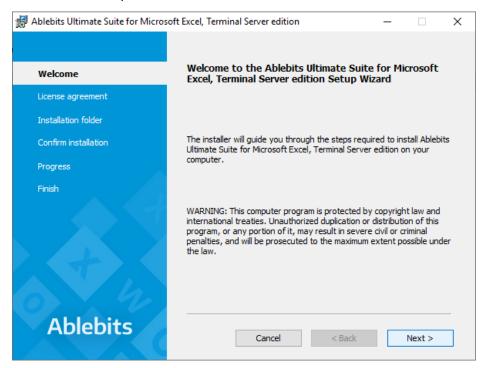
# Interactive installation

Close all Microsoft Excel windows, unzip the add-in setup package and run the setup.exe file:



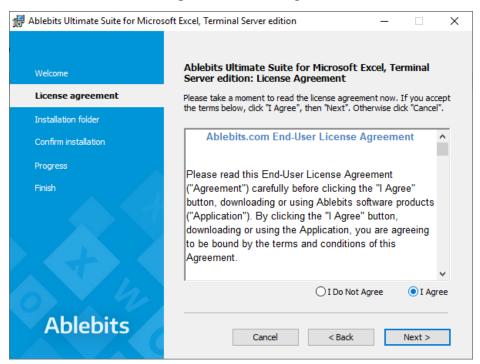
# Follow the Setup Wizard instructions

Here is the Setup Wizard window:

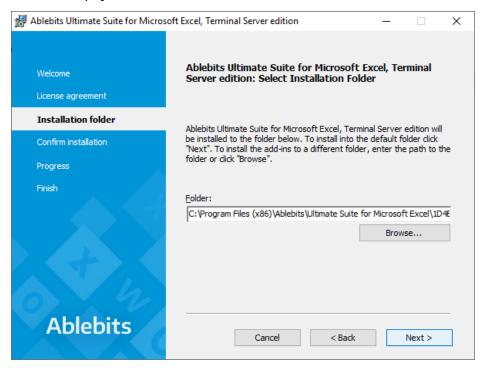


Click Next.

Please read the license agreement, tick *I Agree*, and click the **Next** button:



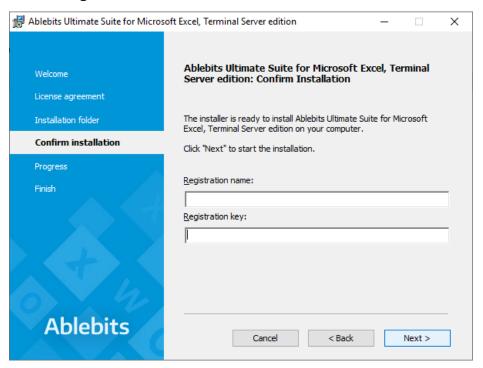
On this step, you are to select the installation folder:



Pick the location, click **OK** and hit **Next**.

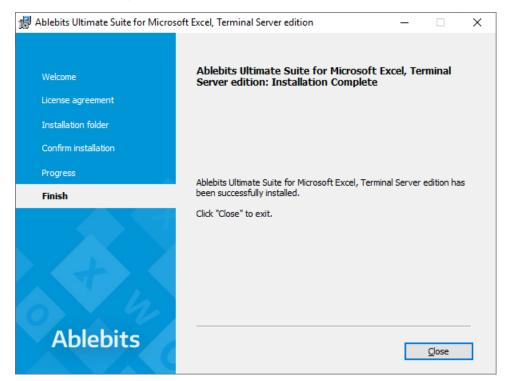
On the next step, you can enter your registration name and key, so the add-in will be activated for all user accounts of the terminal server.

Tip. If you are using the trial version, you can leave these fields empty and jump right to the next step without registration.



#### Click Next.

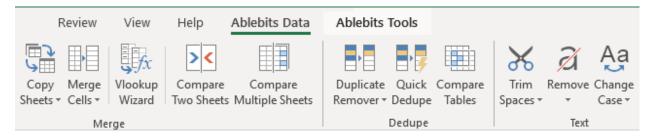
In a few seconds, the installation is finished:



Click the Close button.

# Make sure the setup is complete

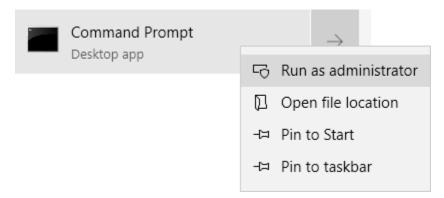
Let's start Excel and make sure the Ablebits add-ins have been installed and two new tabs have appeared in the ribbon: *Ablebits Data* and *Ablebits Tools*:



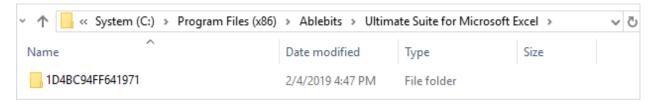
# **Activate via Command Prompt**

If you haven't activated Ultimate Suite during installation, you can do it later using Command Prompt.

Run the Command Prompt app as administrator:



In the Windows address bar, find the full path to the Ultimate Suite installation folder:



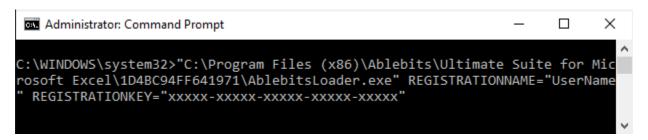
**Important!** Your installation folder will have its unique name, not the one you see on these screenshots.

#### In the Command Prompt, go to the Ultimate Suite installation folder:

cd C:\Program Files (x86)\Ablebits\Ultimate Suite for Microsoft  $Excel\TimeStamppedFolder\$ 

#### Then, run Ablebits activation tool with your registration information:

AblebitsLoader.exe REGISTRATIONNAME="Your registration name" REGISTRATIONKEY="Your registration key"



# Installation troubleshooting

# Windows protected your PC

This is the message you may get after you have downloaded our product and are trying to install it:



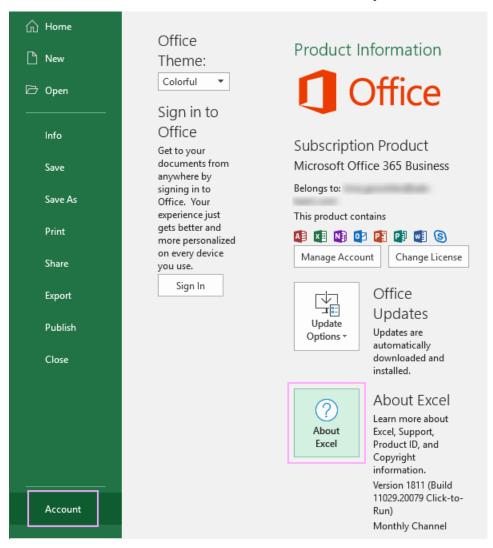
Please don't be scared, everything is Okay. Simply click the *More Info* link, and you will see this window. Hit **Run Anyway**:



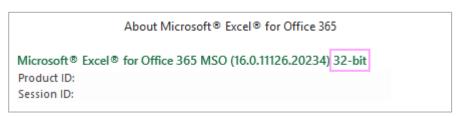
# Ultimate Suite doesn't show up in Office 365 installed from Microsoft Store

#### Detect the bit version of Microsoft Office (32-bit or 64-bit)

Start Excel and open a blank workbook. Click the *File* tab in the top left corner and select *Account* from the menu on the left. Pick *About Excel* in the *Product Information* section:



When the dialog box opens, you'll see the full version number and bit version (32- or 64-bit) of your Office at the top:



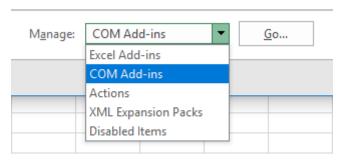
Keep in mind your bit version, it is necessary to know it when you load the add-in manually.

# Manually load the add-in in Excel

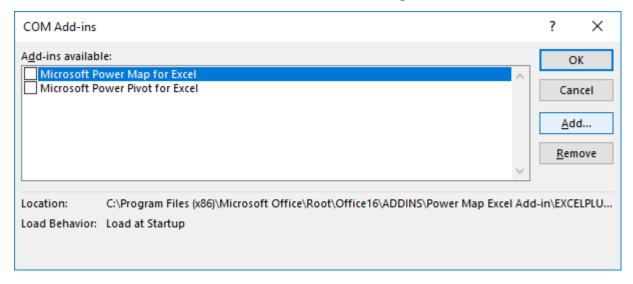
Click *File* in the ribbon again and go to *Options*. Choose *Add-ins* on the left side of the *Excel Options* dialog window:



Open the Manage drop-down list, select COM Add-ins, and click Go:



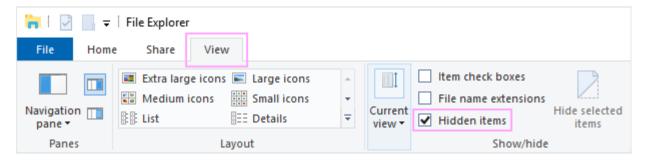
If the Ablebits add-in is not listed in the COM Add-ins dialog box, click the **Add** button on the right side:



Browse to the add-in's installation folder.

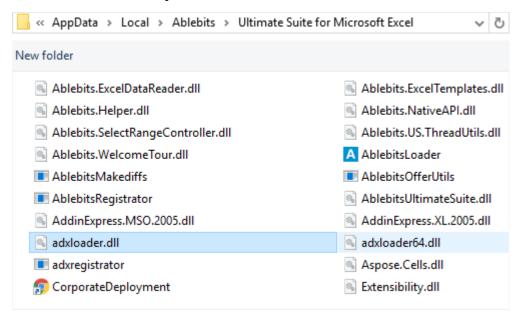
- If you installed the Personal, Terminal Server, or Business edition *for Everyone*, the installation folder is
  - C:\Program Files (x86)\Ablebits\Ultimate Suite for Microsoft Excel
- If you installed the Business edition and picked the *Just me* option, the installation folder is %LOCALAPPDATA%\Ablebits\Ultimate Suite for Microsoft Excel

**Note**. If you can't find the AppData folder, it may be hidden. To make it visible, go to File Explorer and check the *Hidden Items* box on the *View* tab:



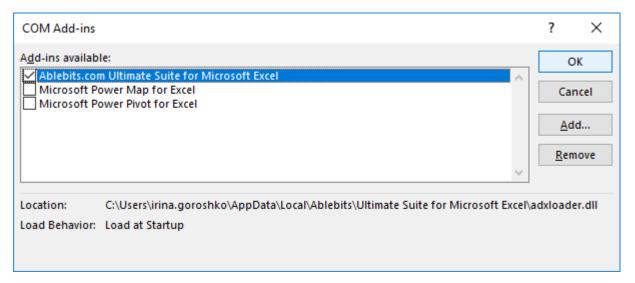
#### Find and select:

- adxloader.dll for 32-bit Excel
- adxloader64.dll if you run 64-bit Excel

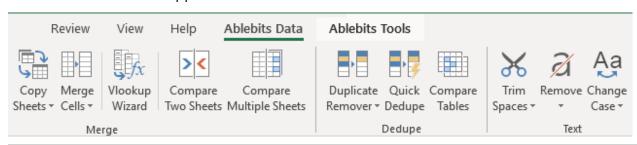


#### Click Open.

The Ablebits add-in has been added to the COM Add-ins list. Click OK:



Now the add-in should appear in the ribbon:



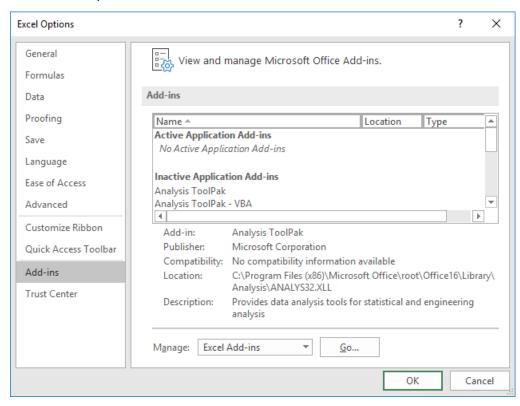
If you have difficulties on any of the above steps or the instructions don't work for you, please contact us at support@ablebits.com. Our support service will do their best to help you solve the problem.

# There are no Ablebits tabs in Excel

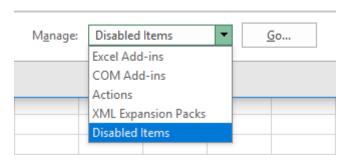
#### Make sure the add-in isn't disabled

Click the Microsoft Office button in Excel 2007 or the File tab in Excel 2010-2019.

Go to Excel Options -> Add-ins:



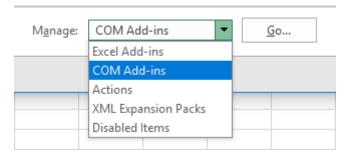
Click the Manage drop-down list, select Disabled Items, and click Go:



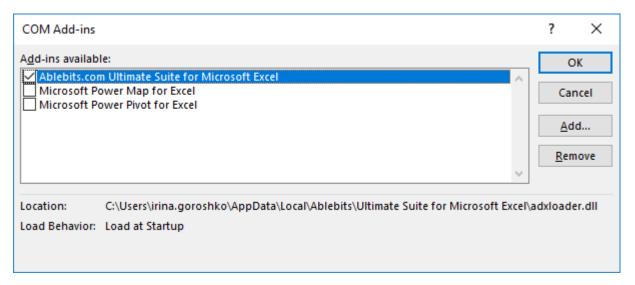
If the add-in is in the list, select it and click the **Enable** button. Restart Excel.

# Enable the add-in in the COM Add-ins dialog box

Click the *Microsoft Office* button in Excel 2007 or the *File* tab in Excel 2010-2019. Go to *Excel Options -* > *Add-ins*: Click the *Manage* drop-down list, select *COM Add-ins*, and click **Go**:



#### Find the add-in in the list:



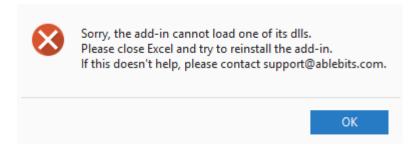
- If the add-in is unchecked, check it and click the **OK** button in the *COM Add-ins* dialog window.
- If the add-in is checked, uncheck it and click **OK**. Then open the dialog window again and check the add-in item. The tab should appear in the ribbon.

# If there is no Ablebits in the COM Add-ins dialog box

If you can't find the Ablebits add-ins in the *COM Add-ins* dialog box, please load manually the add-in in Excel. (See the <u>Ultimate Suite for Excel doesn't show up in Office 365 installed from Microsoft Store</u> section)

# The add-in cannot load one of its dlls

After installation, you may receive the following disturbing message:



Despite the fact that our certificates are trusted, sometimes due to some reasons some antiviruses may block Ablebits. In such cases, you may get this message. In this case, please go to Quarantine in your antivirus and restore all the Ablebits files you find there.

Besides, the cause of the problem may be enabled Preview Pane, so please <u>disable it</u> and try to install the add-in again.

Finally, you may not have the necessary permissions to run executable files from the installation folder. Consult your system administrator. If this doesn't help, please contact us at support@ablebits.com. We will do our best to help you solve the problem.