Scanning & Remediating Office files with OfficeConverter

OfficeConverter is designed to provide an in-depth scan and if selected, remediation of VBA/Macros within Microsoft Office files to be compatible with the current version of Office. OfficeConverter scans and remediates Excel, Access, Word and PowerPoint files.

OfficeConverter

Office files

Scanned or scanned and remediated Office files

OfficeConverter uses Office Automation and the target office applications should be loaded onto the system running OfficeConverter

Before files are scanned OfficeConverter must be made aware of where they are located, this is achieved via a registration process. There are three possible methods

1. Select individual files or a folder
2. Use an XML file created by DiscoverIT or Click2Fix
3. Use a simple file search to select files

During the registration process files will be placed in to groups which are named, the name should reflect where the files are located or the BU that they belong to.

OfficeConverter requires exclusive access to the file type been processed.

Before a file is processed a local copy of it is made on the system running OfficeConverter, this file is scanned and remediated. If scan only has been selected the remediated file is then deleted, if scan and remediate has been selected then the remediated file is treated as per the "File Update Method" settings in the "OfficeConverter File Conversion Options" dialog.

Irrespective of OfficeConverter been in Scan only or Scan and Remediate full details of what would be remediated in the case of scan only or what has been remediated is captured by OfficeConverter. Those results are visible within OfficeConverter by expanding the respective group and file and looking at Modules, links/ActiveX etc.

In the case of VBA errors visible in the Modules group, for each error it will show the procedure where the VBA error is located and on which line that error occurs, see figure 1. It will also show in the "Contents" column the Original VBA and in the "Action" column the remediated VBA. There are two other possibilities:

1. If the "Contents" contains data, but there is no "Action" then there is no replacement VBA for the problem code. Not all occurrences like this should be viewed as a requirement that manual remediation is required, in a large number of cases these should be viewed as a notification that a property, method or Object has changed and code change may not be necessary.

2. If there is no "Contents", but there is an "Action", this occurs when an additional line of VBA has been added.

Module Status Results

File

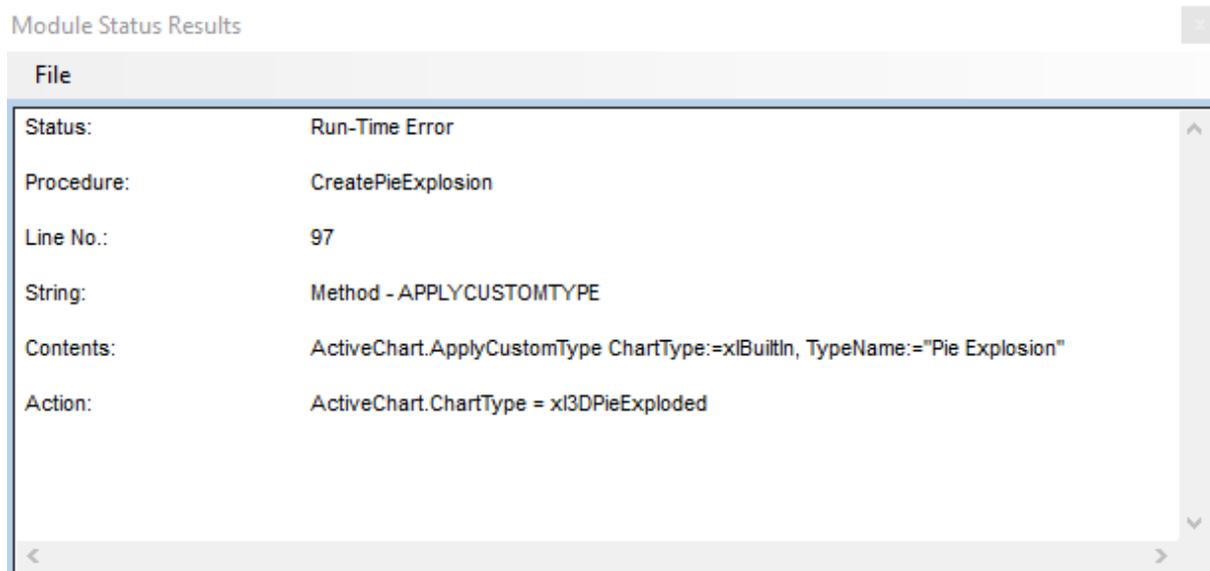|	
Status:	Run-Time Error
Procedure:	CreatePieExplosion
Line No.:	97
String:	Method – APPLYCUSTOMTYPE
Contents:	ActiveChart.ApplyCustomType ChartType:=xlBuiltIn, TypeName:="Pie Explosion"
Action:	ActiveChart.ChartType = xl3DPieExploded

Figure 1 Module Status Results

Only one file type may be processed in batch, to process other file types OfficeConverter must be switched into the required Office Application mode i.e. Excel, Access, Word or PowerPoint.

There are a large number of advanced options within OfficeConverter, it is important to fully understand what each option does before changing it, as some options may increase processing time by a large amount.

To mention a few settings:

1. "General Options" – "Preserve File Date & Time" – This will ensure that the scanned or remediated file maintains its original file dates (Created, Last accessed and modified)
2. "Application Specific" – "File Save As Format" – This will save the file in the specified Office format e.g. 2003, 2010, 2013 or 2016, even though the file may be in a different Office format any VBA will be remediated to be compatible with the version of Office installed on the system that OfficeConverter is installed on.
3. "Application Specific" –"Remove Unused Styles" (Excel option) – This will check each cell for unused styles on large workbooks it will require significant time to complete.

4. "Compilation Errors" – "Convert API Calls" , if set to "Scan & Rectify" 32 bit API calls will be converted to 64 bit API calls

OfficeConverter also includes a string search and if enabled replace, that will check for the existence of a string in VBA code as well as other parts of the document. Care should be taken when using this feature as it will slow down processing of files.

On completion of scanning a group, it is recommended that the results from that group are exported and then imported into the ReportIT database using the OC Importer application.

ReportIT contains twenty five scan (OfficeConverter) reports, for details of the reports please refer to the report guide document.

ConverterTechnology, experts in data risk management for enterprises, provides an innovative suite of solutions that offer comprehensive coverage of enterprise data risks that can arise during a Microsoft Office document migration. Founded in 1997, ConverterTechnology has helped millions of users at Fortune 500 companies, global financial and pharmaceutical corporations, and the world's most renowned theme park. ConverterTechnology is headquartered in Greenfield, N.H., with offices in Europe and Australia. For more information, please visit http://www.convertertechnology.com.