

Installing Your MS Access Database (Manual Installation Instructions)

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Installation and Setup Instructions

Before installing the database, you should consider whether you want the database set up for use by a single user on a single computer, or setup for use by multiple users, or multiple computers, on a network.

If the database will only be used by a single user see the '[Single User Setup](#)' instructions below. If the database is to be used by multiple users and/or accessed from multiple computers on your network, the see the section titled '[Multiple User Setup](#)'.

For security of your data you should ensure that you install that database in a local or network folder that is included in your regular data back-up regime.

Single User Setup

Follow this process to set the database up for a single user:

1. Create a new folder in the location where you want to store the database; this may be your My Documents folder or another folder located on your computer or network. Whatever the location it should be somewhere which is included in your regularly backup. It is important that the location where the folder is created is **NOT** within a replicated folder structure. You must also ensure that you must have full read, write, delete and execute permissions within the folder.
2. Extract all the files, from the WinZip® file provided, to the folder you have created for the database.
3. Create a shortcut from the main database file and place the shortcut on your desktop or other convenient location. The main database file is usually named the same as the actual database. For instance if have downloaded the Assets database the main database file will be called 'Assets.mde' (You may or may not see the '.mde' extension depending on your computer settings)
4. Before first starting the database: If you are using Microsoft Access® version 2003 read the section on '[Adjusting Microsoft Access 2003 Macro Security](#)'. If you are using Microsoft Access version 2007 or 2010 read the section '[Access 2007 & 2010 - Trusted Folder Locations](#)' depending on the version of Microsoft Access that they have installed on their computer.
5. Once you have completed the installation process you can run the database at any time by double clicking the shortcut you created at step 3.

Multiple User Setup

If you have chosen to setup the database for access by multiple users, or for access from multiple computers, in your home or office you should where possible install the database in a shared folder or network location which has been similarly mapped on all computers. If you need to setup the database in a folder which is not similarly mapped on all user's computers then you can still share the database, however each user will need to create their own shortcut to the database (see item 4 below) to ensure that it is appropriate for their own drive mappings.

You MUST also ensure that all users have **full permissions** (read, write, modify and delete) in the folder where the database is stored. If all users do not have full permissions to the database folder other users may be prevented from accessing the database whilst the user with limited permissions has the database open on their computer. (If necessary speak to your network administrator for information on folder permissions or visit the [Microsoft website for further information.](#))

Follow this process to setup the database for multiple users:

1. Create a new folder in a shared location on your network (or computer) in which to install the database. The database folder MUST not be in a replicated location or set of folders.
2. Extract all the files, from the WinZip® file provided, to the folder you have created for the database.
3. Create a shortcut from the main database file, in the database folder. The main database file is usually named similar to the actual database. For instance if have downloaded the Assets database the main database file will be similar to 'Assets.mde' (You may or may not see the '.mde' extension depending on your computer settings)
4. Copy the shortcut that you created in the database folder to your desktop or other convenient location. (If the shared folder location is similarly mapped on other user's computers then they need only copy of this same shortcut to their own computer. If the other user has a different drive mapping to the shared folder location then they should create their own shortcut to the main database file.)
5. Before starting the database, each user should read and if applicable follow the steps outlined in '[Adjusting Microsoft Access 2003 Macro Security](#)' or '[Access 2007 & 2010 - Trusted Folder Locations](#)' depending on the version of Microsoft Access that they have installed on their computer.
6. Once a user has completed the installation process they can run the database at any time by double clicking the shortcut created at step 4.

Adjusting Microsoft Access 2003 Macro Security

By default, the upgraded macro protection in Microsoft Access 2003 is set to medium security level. As a result of this you may experience a Warning Page each time you open a Microsoft Access database which was not created on your own computer. To use the database you will be required to select the option which will allow the macros and code to run before the database will function properly. This will occur whenever the macro security level is set to medium or high.

The reason this occurs is because Microsoft Access databases usually contain Visual Basic code and/or Macros which could be programmed with malicious code. This is also the reason why you should not run any Access database unless you have obtained the database from a trusted source.

As with most Microsoft Access databases, all of our free samples contain visual basic coding and/or macros and therefore unless you have adjusted the Macro Security level in MS Access 2003 the warning dialog box will be displayed. If you want to run the sample database you must select the 'OPEN' button when prompted. If you do not select the 'OPEN' when prompted the database will not function correctly.

If you only ever run Microsoft Access databases that you have obtained from trusted sources, such as G.I. Business Database Solutions, you can elect to lower the Macro Security settings to prevent the warnings being displayed. This is a simple process which takes only a minute or so to setup.

For instructions on how to adjust your Microsoft Access 2003 macro security setting, click the following link to view or download the [step by step guide for Microsoft Access 2003](#) from our website.

Access 2007 & 2010 - Trusted Folder Locations:

When Microsoft Access version 2007 or Microsoft Access version 2010 is installed on your computer and you elect to run an Access database created by someone else it may be necessary to let your installation of Access know that you trust the database. This is because Access databases usually contain Visual Basic code and/or Macros, which could be programmed with malicious code. For this reason Microsoft Access 2007 and 2010 will by default prevent any visual basic code or macros from running in any database which was not created on your computer. **In fact, you should only ever run Access databases that you obtained from a trusted source.**

As with most Microsoft Access databases, all of our production and free database samples contain visual basic coding and/or macros to provide advanced functionality. Therefore to properly run any of the Access databases that we provide it is necessary for you let your installation of MS Access know that the database is trusted. If you do NOT add the folder containing the database as a trusted location then the database will not function correctly or may not function at all.

To let Microsoft Access (2007 or 2010) know that you trust a database that was not created on your computer all you need do is install the database in an existing trusted folder location, or add the folder in which the database is installed to the list of trusted locations in Access. Access allows you to trust a single folder, or to trust a folder and all sub-folders beneath that folder. This is a simple process which takes only a minute or so to setup using the Microsoft Access database options.

The process for setting up Trusted Locations is similar in both Access 2007 and Access 2010. To assist you we have created step by step guides for both Microsoft Access 2007 and 2010. The guides are available on our website and will step you through the process of adding trusted folder locations for your particular version of Microsoft Access.

To view or download the [step by step guide for your version of Microsoft Access \(2007 or 2010\)](#) click the link to visit the relevant page on our website.

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