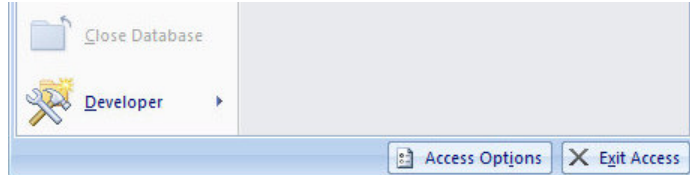
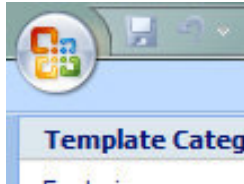


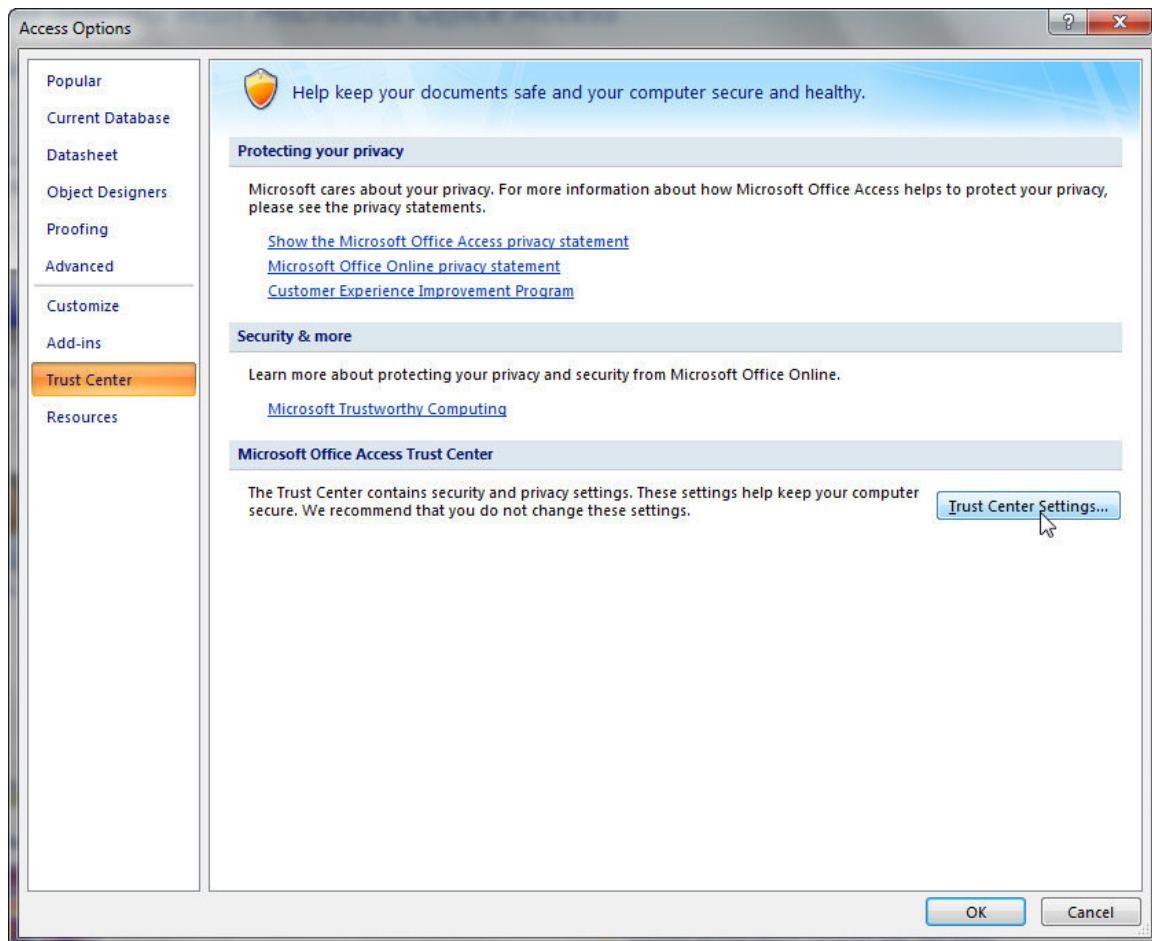
Access 2007

How to add a Trusted Location:

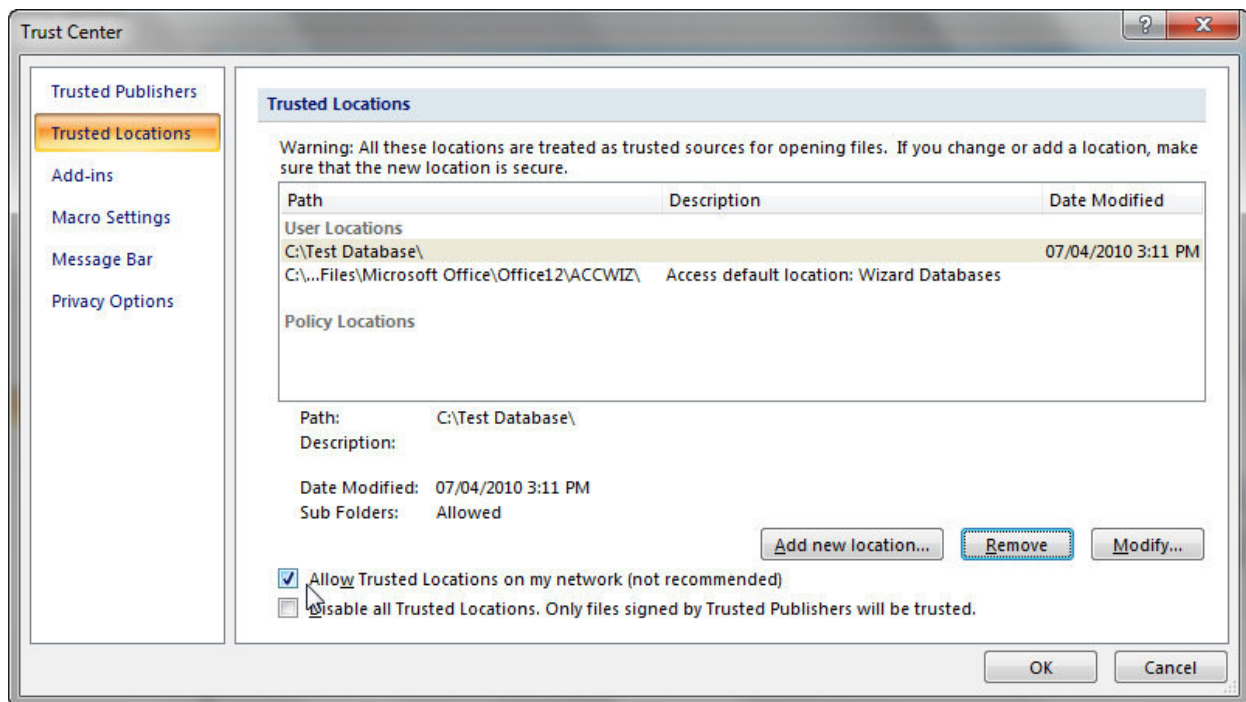
1. Start MS Access 2007 on your computer.
2. Click the **Microsoft Office Button** (top left corner), and then click '**Access Options**'.



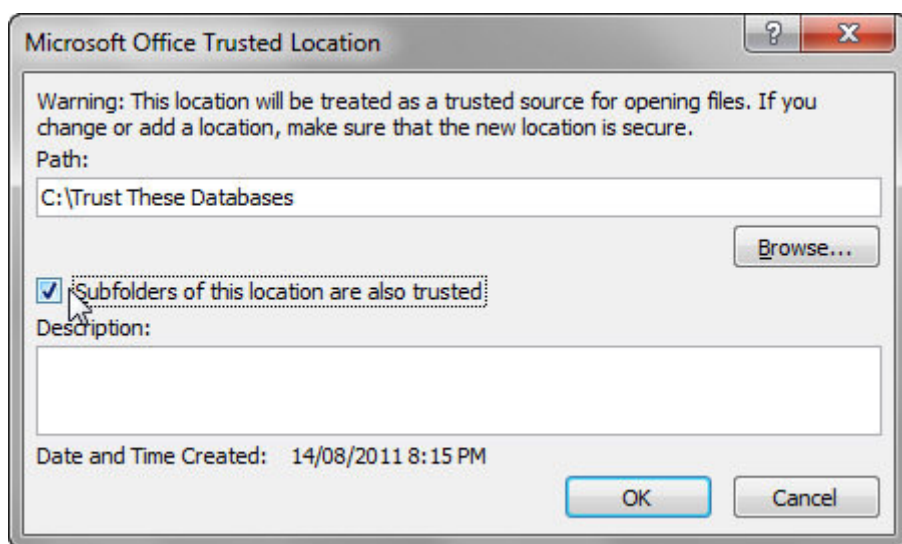
3. In the left pane, click '**Trust Center**', and then in the right pane click '**Trust Centre Settings**' button.



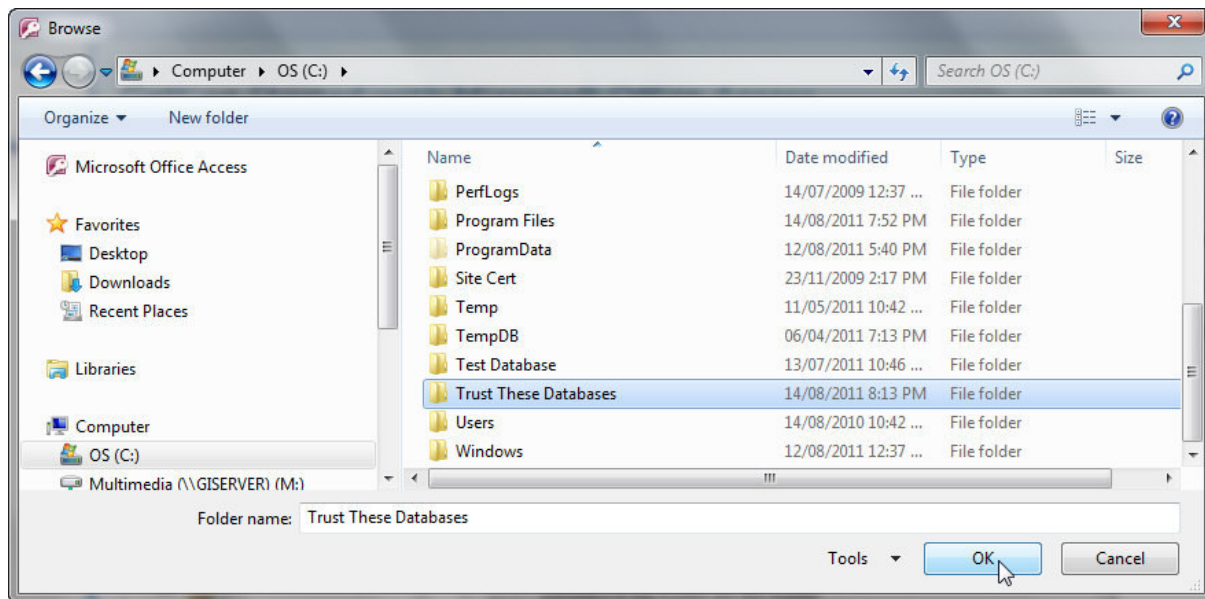
4. In the Trust Centre option, click the '**Trusted Locations**' option. If you want to run the database from your network server you will need to tick the '**Allow trusted locations on my network (not recommended)**' option. After doing so, click the '**Add New Location**' button



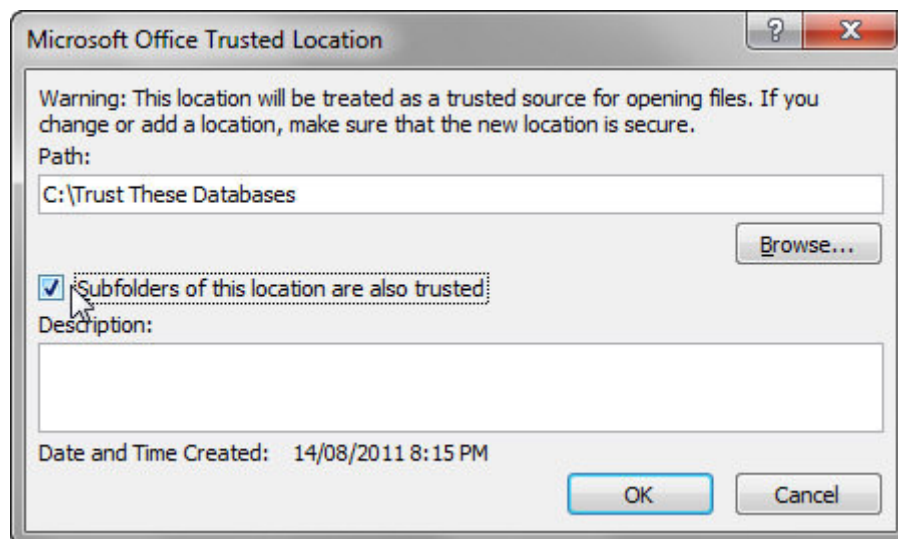
5. Click '**Add New Location**'. By ticking the '**Subfolder of this location are also trusted**' you allow Access to also trust any databases which are found in the sub-folders under the folder that you elect to trust. This is handy if you have a number of different databases located under one master folder and you want to trust all of them without adding each folder individually. Now, click the '**Browse...**' button to continue.



6. Use the windows browser to navigate to the folder that you want to trust and then click on the folder to highlight it. Once highlighted, click '**OK**'.



7. When you return to the 'Microsoft Office Trusted Locations' dialog box, make sure you have ticked the **"Subfolder of this location are also trusted" (if applicable)** option and then click the **'OK' button**



8. In the **Description** box, type what you want to describe the purpose of the trusted location.
9. Click **'OK'** and then continue to click through the **'OK'** and **'Apply'** options to close the windows
10. If you receive an error whilst trying to add a trusted location on a network folder this usually means that you have forgotten to allow trusted folders on your network. (See Step 4)