In order to use the Durham Technical Community College Planning Database, you must setup Microsoft Access to allow the Macros to run. This is a onetime setup, however, you will need to repeat it if you get a new version of Microsoft Access or work on a different computer. The walkthrough at the end of this document will work for Office 2013.

Setting the macro security setting in Access will NOT affect your other office applications (Word, Excel, Outlook, etc.) but it will apply to any Access (.mdb) files you work with on your machine. After you change the security setting as noted in this document, you should make sure that any database files come from trusted sources and that your virus detection software is and always activated and up to date.

To change the Macro Security level for Access:

1. Open Microsoft Access on your computer. Usually you can do this by pressing the Windows Button (or Start), clicking on programs, then clicking Microsoft Office, and then click on Microsoft Access.

2. You will then need to open the Access Options dialog.

   a. Click on Open Other Files and then click Access Options (at the bottom left edge of dialog box.)

3. Click Trust Center (in the left panel), click Trust Center Settings (lower right of the dialog box), and then click Macro Settings (in left panel).

4. Click on the Enable all macros radio button. Clicking this option will allow all macros to run.

5. Click OK to close the Macro Settings dialog box.

6. Exit MS Access, the setup is complete.

At this setting, you should make sure that the files come from trusted sources, and that your virus detection software is and always activated and up to date.