

Changing the USFS's default block on using Access2007 or Access2010 databases

The default settings on most USFS computers will block the use of Access2007 databases, such as the DFTM Early Warning System database. To use this database, designate the folder where the database is stored as a "trusted location" via the following steps...

1. Open Access2007 or Access2010. One way to do that is to click on the "Start" button (lower left corner), then choose "All Programs" → "Microsoft Office" → "Microsoft Office Access 2007" (or "...Access2010")
2. For Access2007, click on the "Windows" round button at the top left corner. In the window that pops up, click on the **Access Options** button near the bottom right corner. For Access2010, click on **File** in the top menu-bar, then click on **Help**, then click on **Options**.
3. In the "Access Options" window that opens, click on the **Trust Center** button (2nd from bottom in Access2007, at the bottom in Access2010), then on the **Trust Center Settings...** button (right side of main window).
4. In the "Trust Center" window that opens, click on **Trusted Locations** button in the left side menu. Your current trusted locations are listed in the larger, right-side main window. To add a new location – such as the folder containing the DFTM EWS database – click on the **Add New Location** button. If the new location to be added is on the O Drive, check the "Allow Trusted Locations on my network (not recommended)" box near the bottom left corner before clicking on the **Add new Location** button; in my experience, Access databases run very s-l-o-w-l-y on the O Drive.
5. In the "Microsoft Office Trusted Location" window that opens, use the **Browse** button to select a folder containing the Access database you want to use. You can also check the "Subfolders of this location are also trusted". You can be very specific – for example, just selecting the folder where you saved the DFTM EWS database; on the other hand, you can be more broad – for example, browsing to the "My Documents" folder and clicking on the "Subfolders..." box allows all Access databases in your "My Documents" folder to run. As an option, you can enter a brief description in the **Description** box. Click on the **OK** button to return to the "Trust Center" window – which should now include the new trusted location you selected.
6. Click on the **OK** button to close the "Trust Center" window, and then again click on the **OK** button to close the "Access Options" window. You should now be able to run Access databases in the folders you designated as "trusted" in step 4.