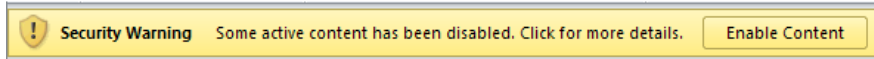



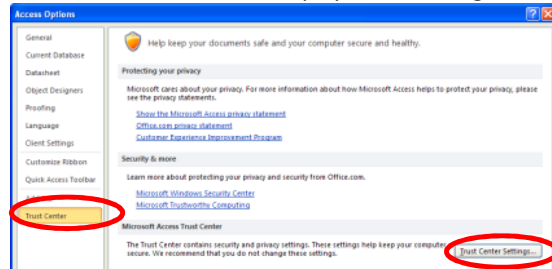
# Trusted Locations

Depending on the users use of MS Access, it may be necessary to set a trusted location.

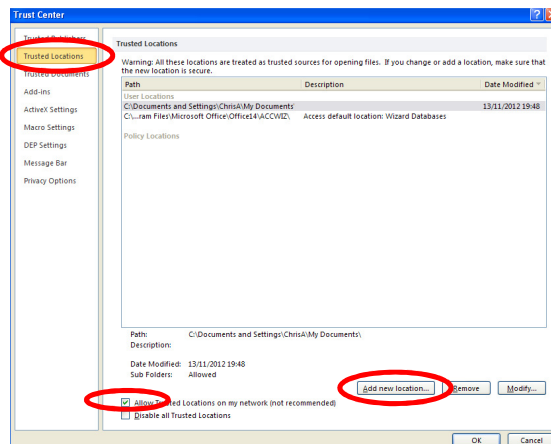


Every time the model is used, it is necessary to click the 'enable content', alternatively you may prefer to set the directory where you have put the model as trusted so this message does not appear. To do this,

- Click on the Office symbol to the top right of the screen  and click on Access Options seen at the bottom of the window to display the following



- Click on Trust Centre and then Trust Centre Settings



- followed by Trusted Locations.
- Click on Add new location and navigate to your my Documents (on your C drive or wherever you have located the model. It is also worth ticking the 'Subfolders of this location also trusted. Then click OK
- If not ticked, also tick the Allow Trusted Locations on my network if you are using a network.
- Finally click OK to close this screen and OK again to close the Access Options screen. You will need to close and reopen the database for these changes to the settings to take effect