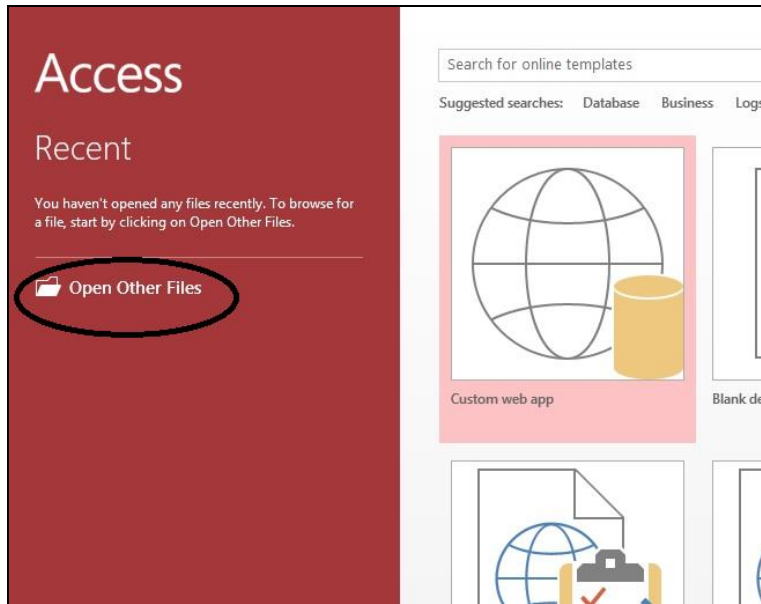


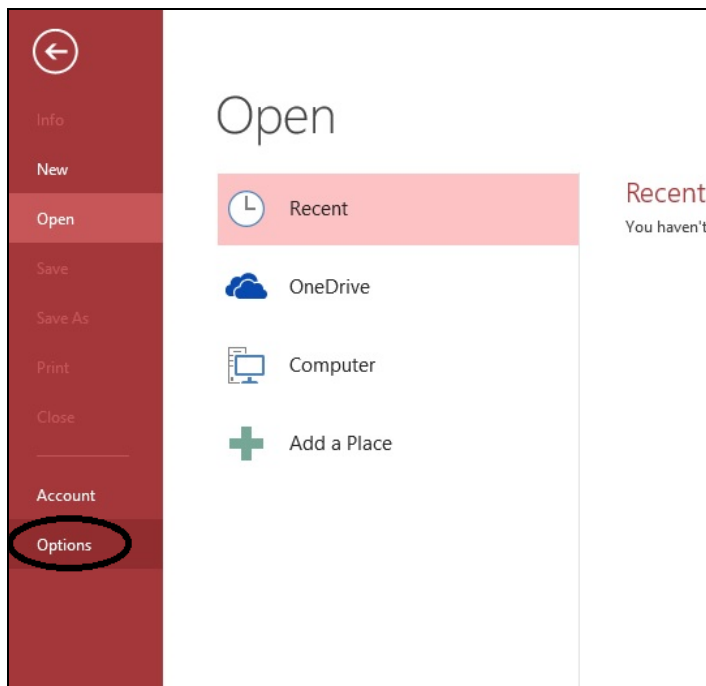
HOW TO DISABLE MACRO WARNINGS

Access 2013 or 365

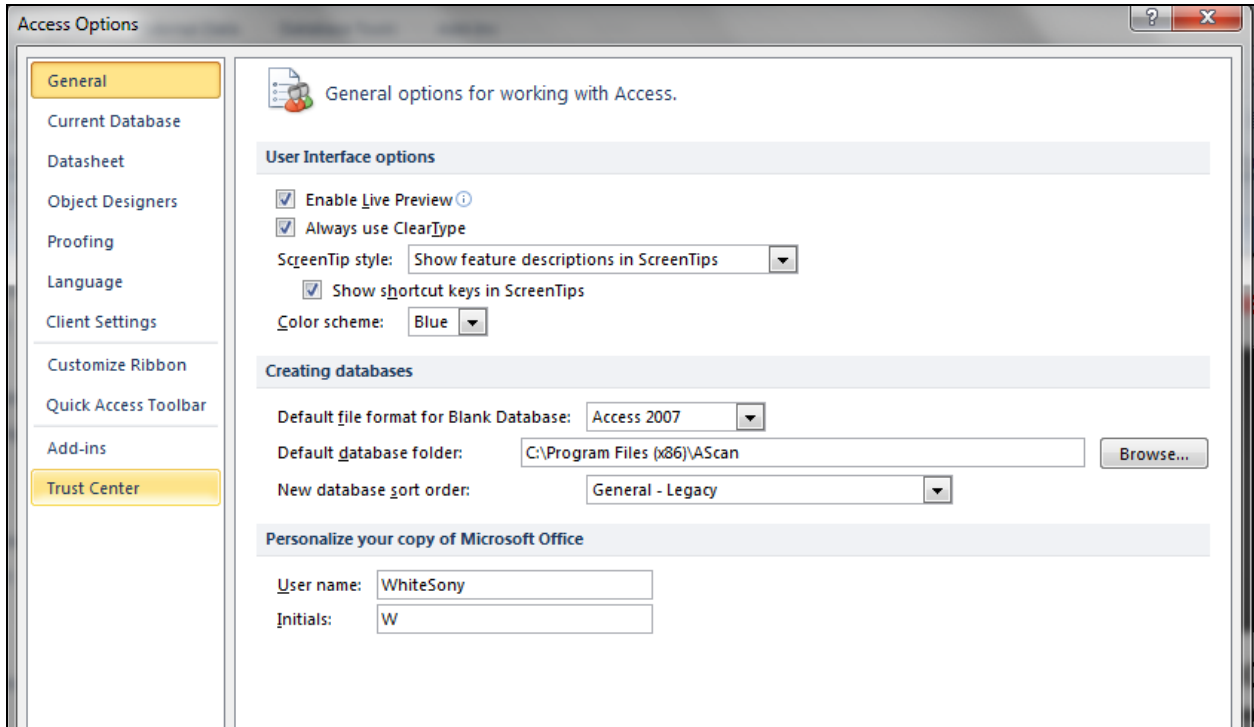
Open Access 2013 and click on “Open Other Files”



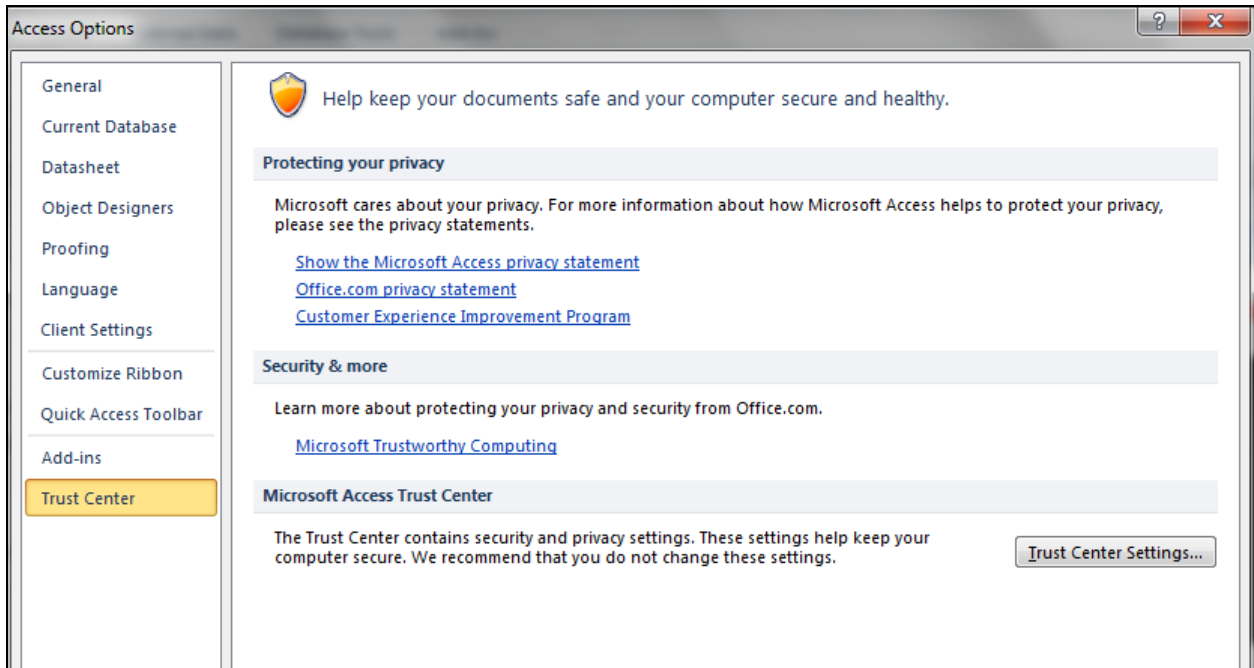
Click on “Options”



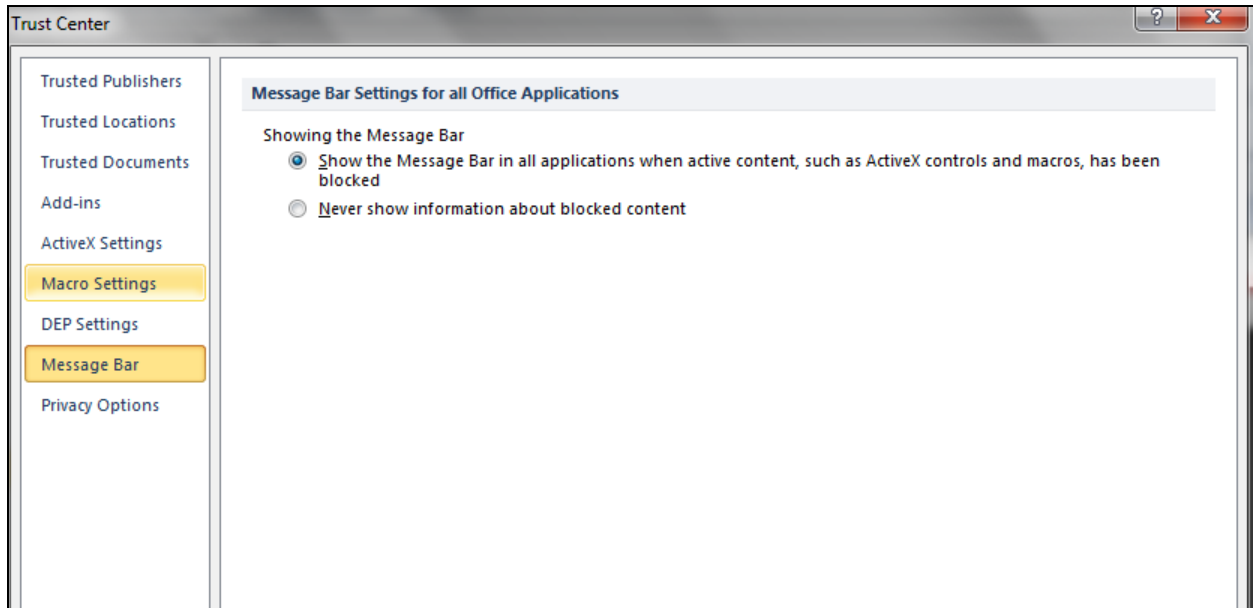
Now choose “Trust Center” on the left.



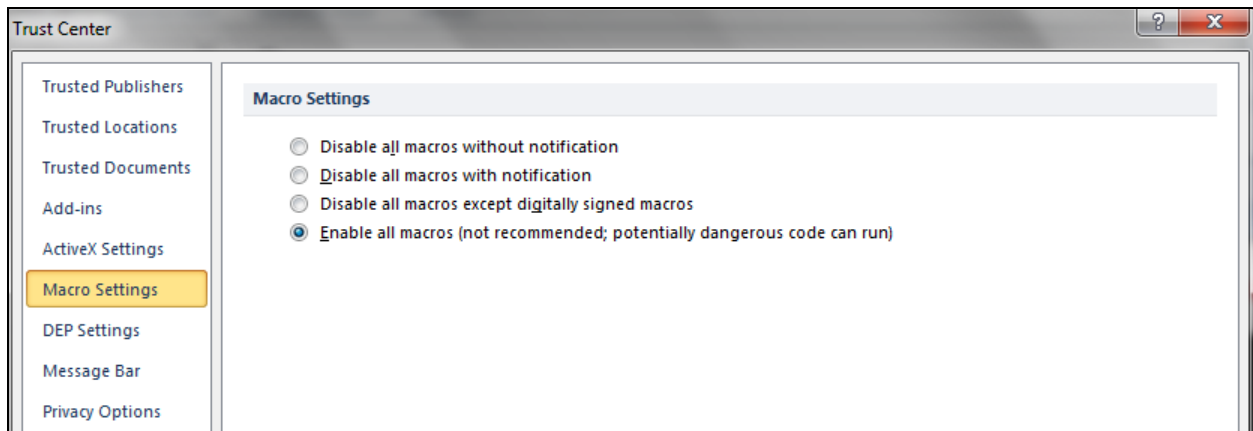
Click on the “Trust Center Settings” button on the lower right of your screen.



Choose “Macro Settings” from the left side of the screen.



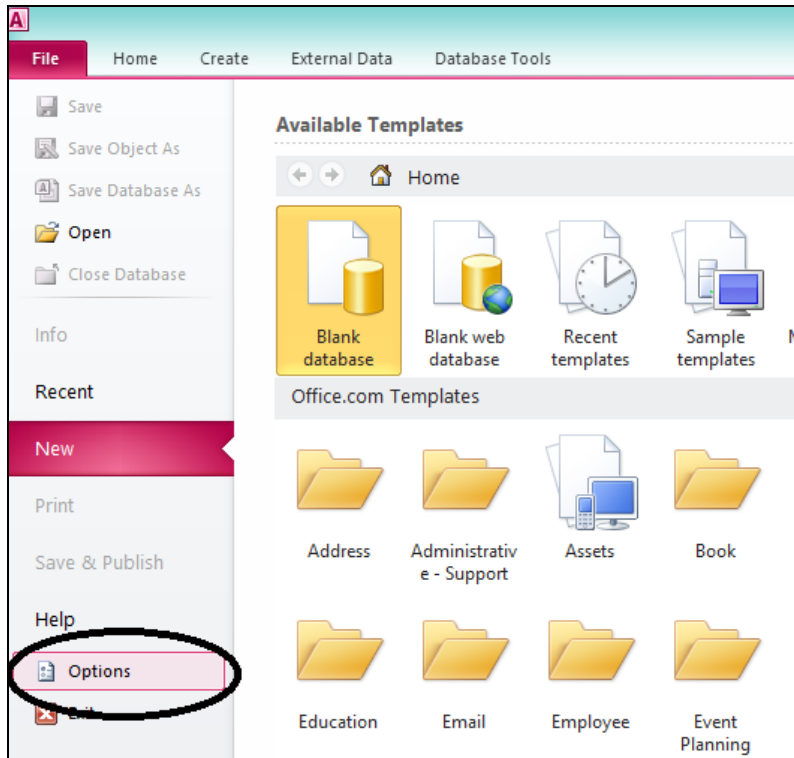
Change the macro settings to the lowest setting, “Enable all macros”.



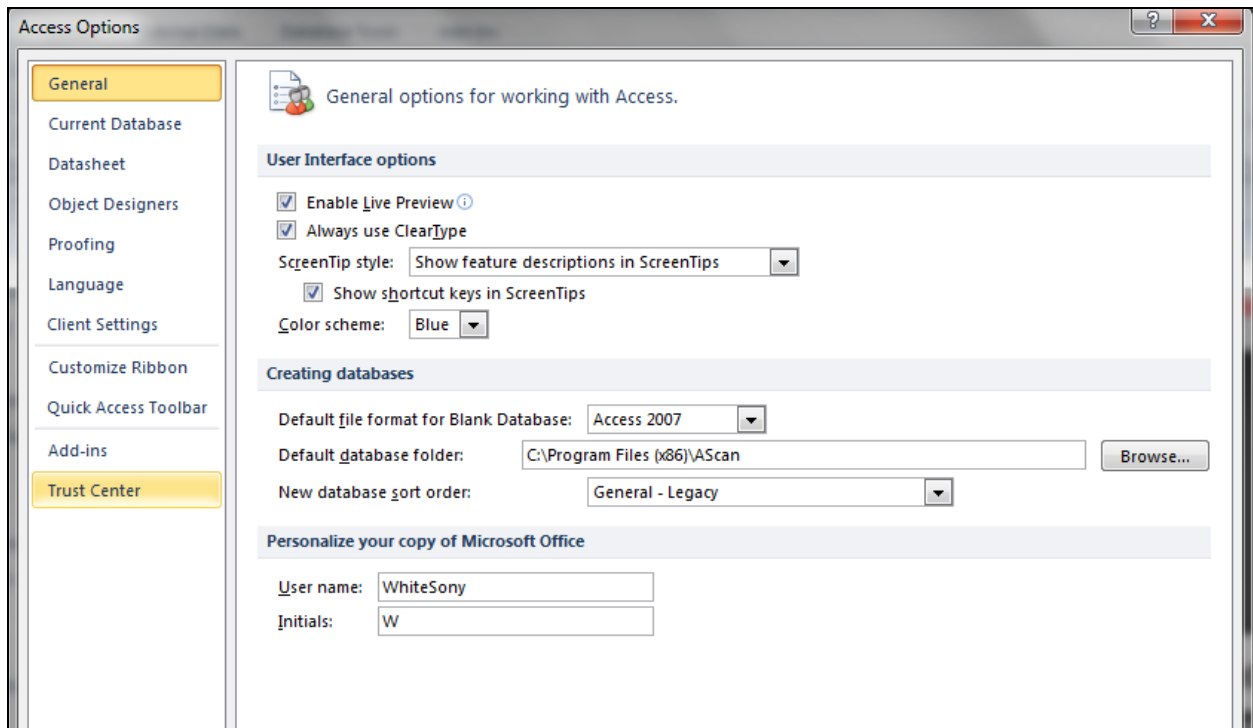
Exit out of the settings, close Access to apply the new settings.

Access 2010

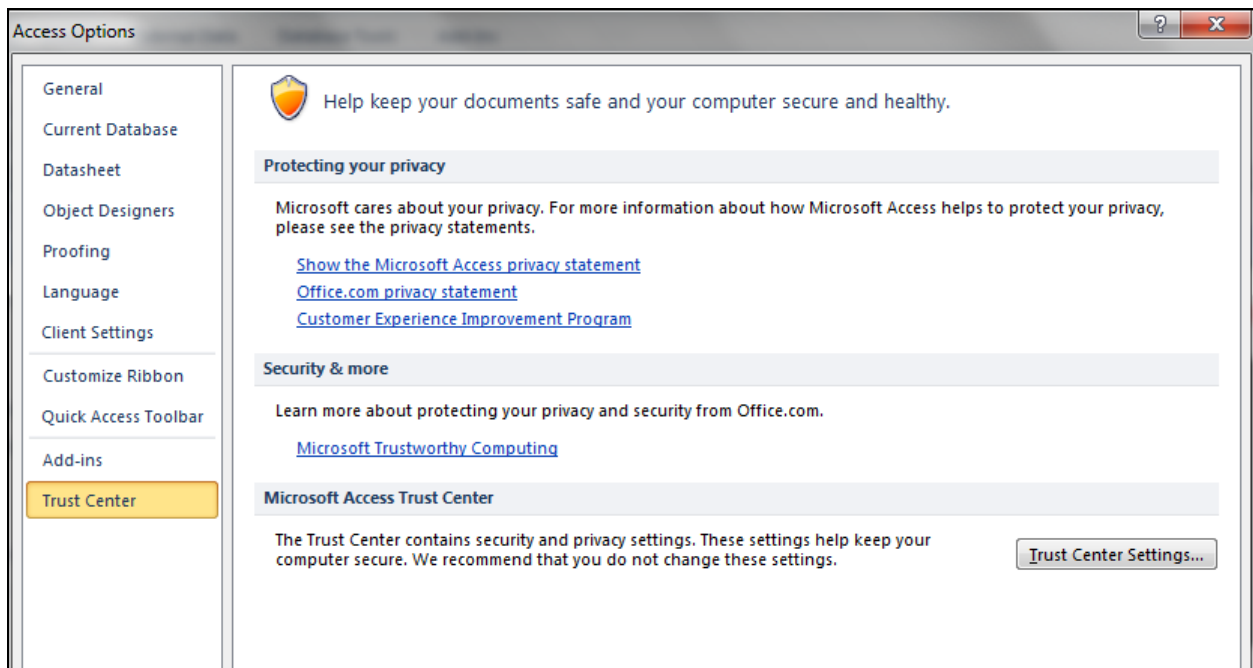
Click on "File" on the upper left of your screen. Then select "Options" from the list on the left.



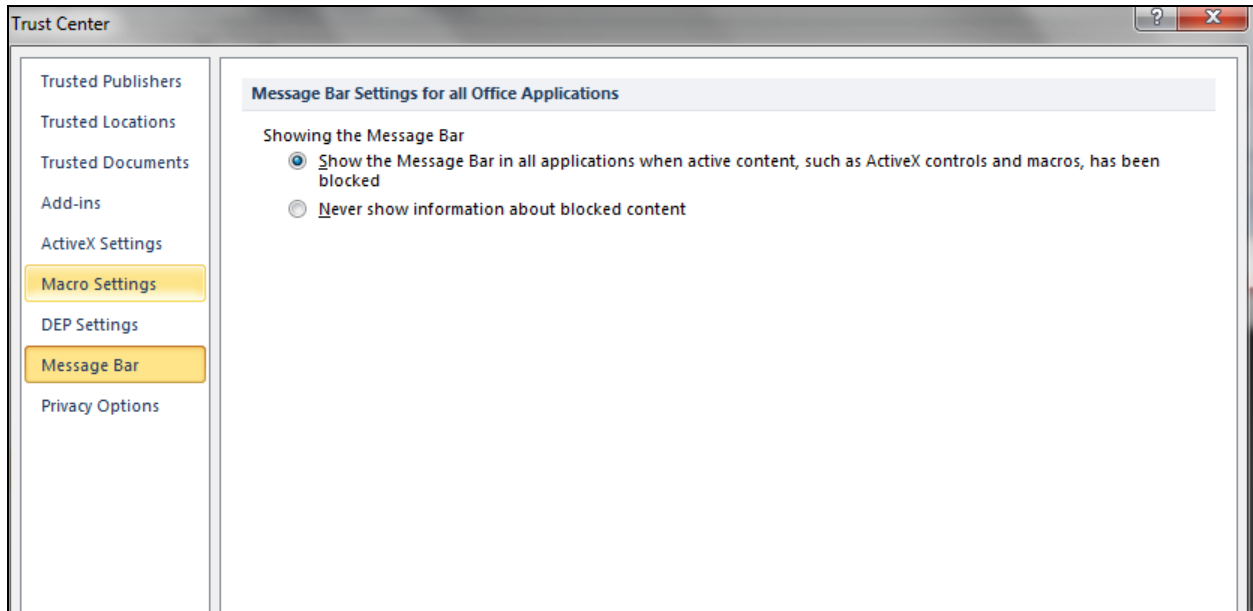
Now choose "Trust Center" on the left.



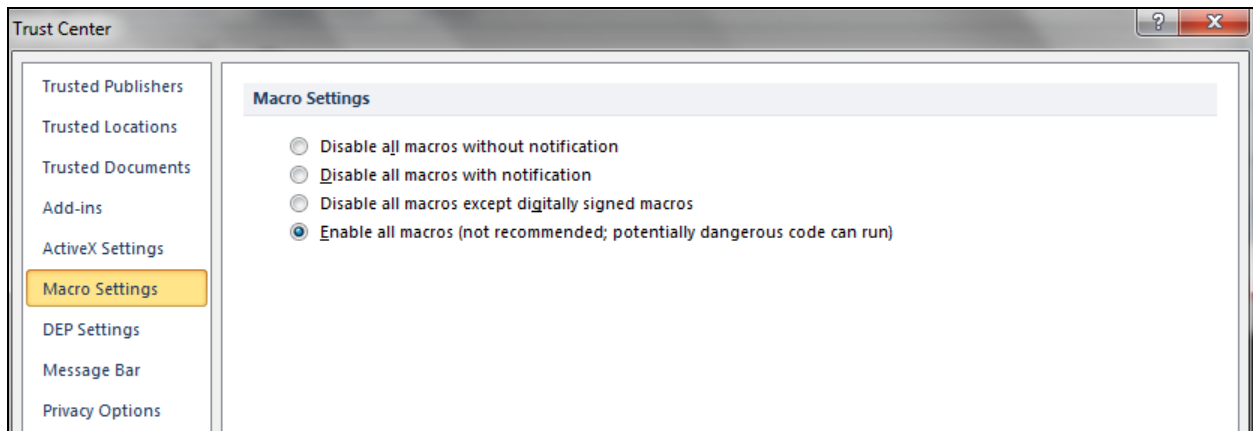
Click on the “Trust Center Settings” button on the lower right of your screen.



Choose “Macro Settings” from the left side of the screen.



Change the macro settings to the lowest setting, "Enable all macros".



Exit out of the settings, close Access to apply the new settings.