

How to Trust a Database in Access 2013

Microsoft has implemented something called "macro security" in Access 2013 which is controlled by the Office Trust Center. It prevents any code from executing in a database until you have explicitly "trusted" it. This will prevent our templates from functioning and will also prevent you from gaining access to the design view.

Also, when you use Access 2013 to open any database not created by you, Access will not trust it until you tell it to. You will see something like this message; "A potential security threat has been detected, do you wish to open the database?". You need to decide whether or not to open our database template.

Alternatively, you may see a security alert at the top of the screen with an "Enable" button highlighted. You need to click the Enable button before our template will function correctly.

There is a method of removing all these security alerts; by trusting the folder location where the database is stored:

- Open Access 2013 (not a database)
- Select File (top left) then Options (bottom of the list on the left)
- Select Trust Center (bottom left)
- Click the Trust Center Settings button (bottom right)
- Select "Trusted Locations" from the list on the left
- Click the "Add New Location" button at the bottom
- Use the browse button to locate the folder which contains our database template
- Check mark the option to Trust all Sub-folders
- Ok all the way back out again and Exit Access

You should now find that our database will open normally without any security alerts. You may have to do this on each of your computers which use that database.