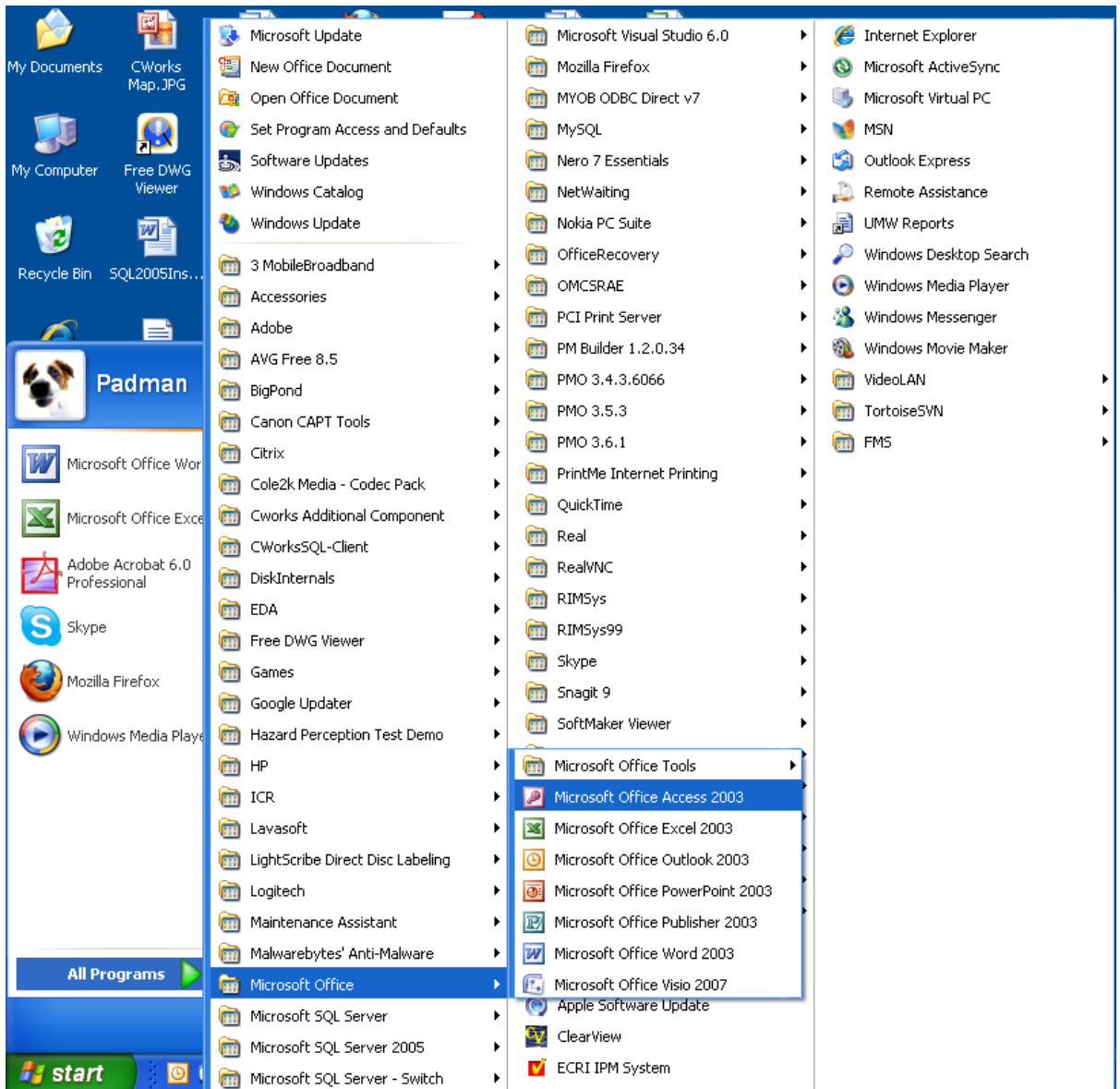
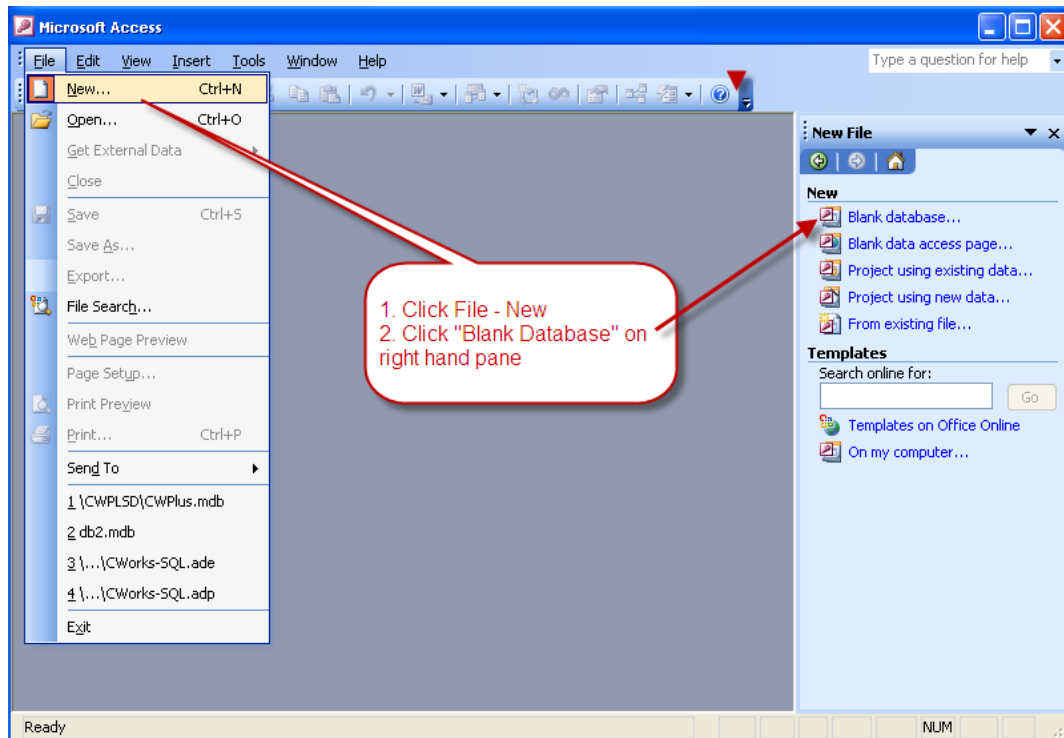


Changing Macro Security Levels in MS Access 2002 / 2003

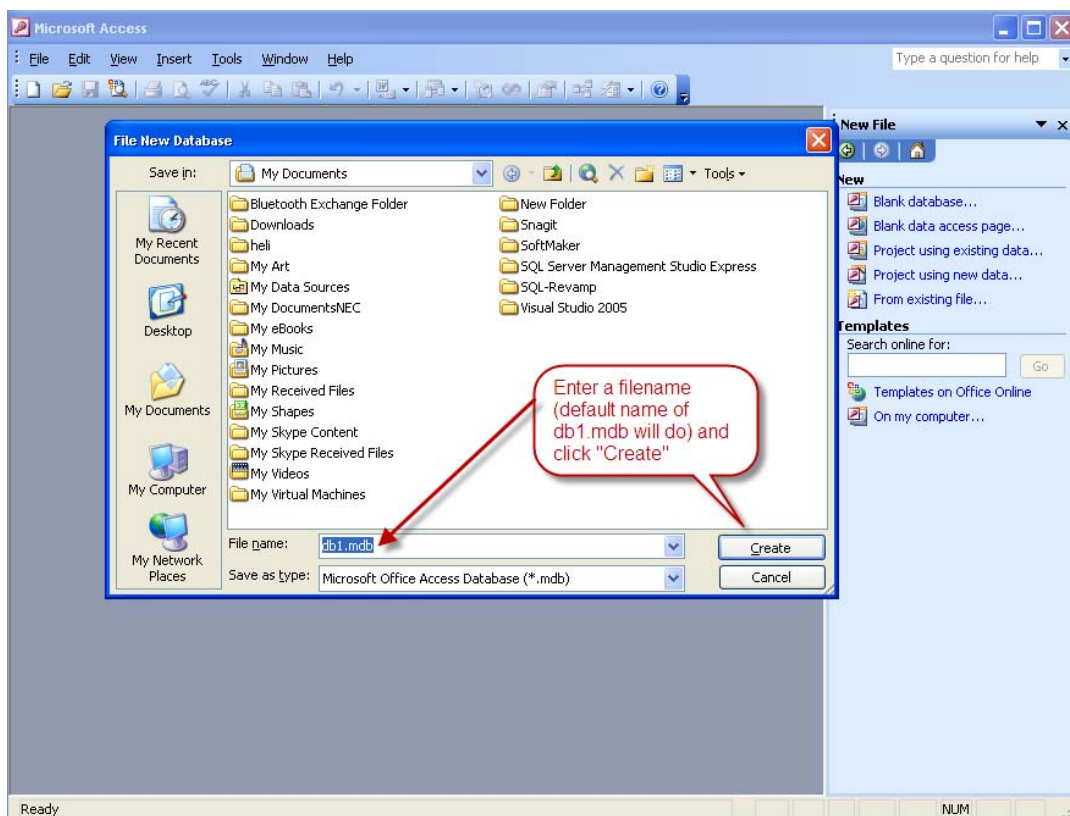
By default, Microsoft Office 2002 / 2003 macros security levels is pre-set as Medium. This may block macros running in CWorks lead to security prompts on start up. To enable Macro open Microsoft Access as illustrated in the figures below. This illustration applies to CWorks PLUS and SQL version.

1. Open Microsoft Access: Start -> Programs -> Microsoft Office -> Microsoft Office Access 2002/2003

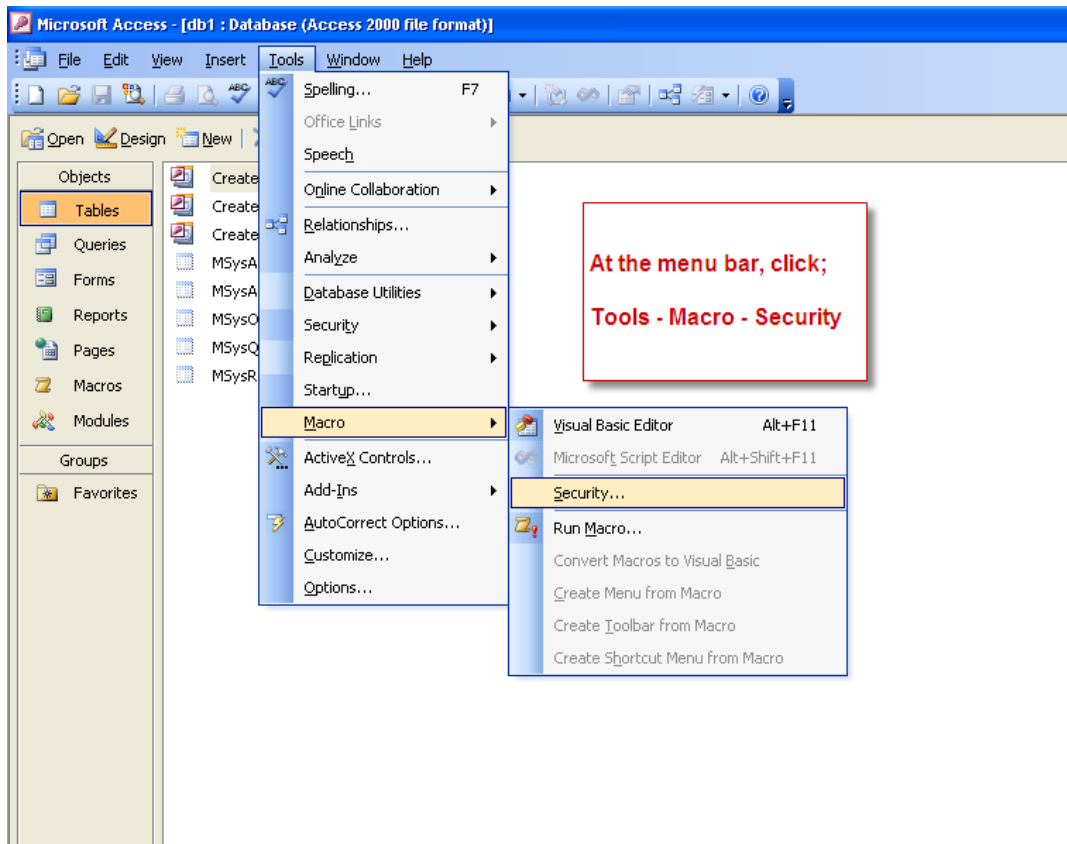




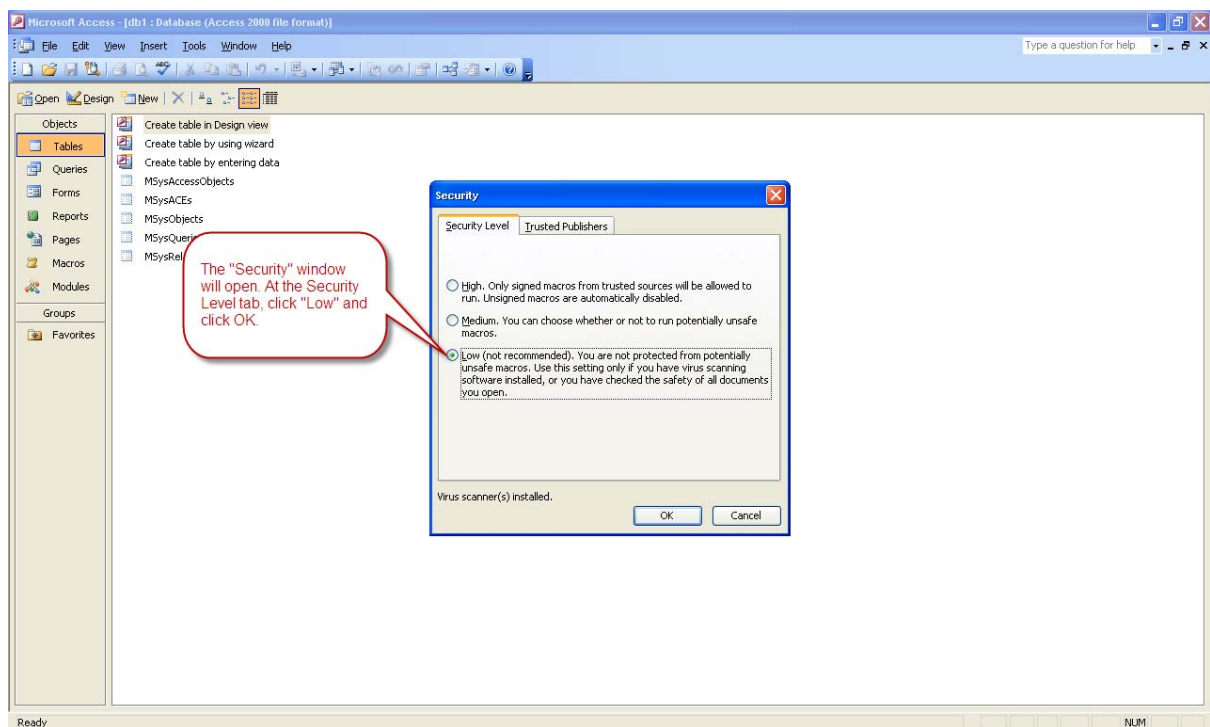
2. At the menu bar, click File – New. The pane on the right hand side of the screen will refresh. Click “Blank Database”.



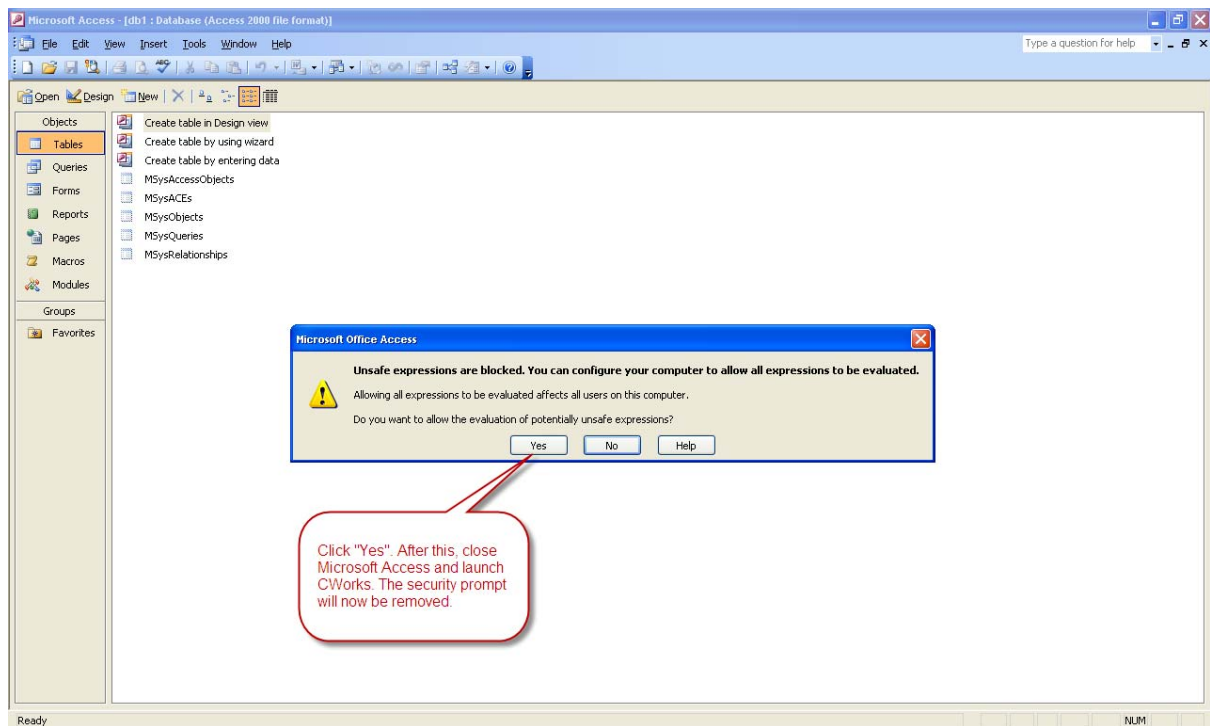
3. Enter a filename and click “Create”. The default filename suggested by MS Access (db1.mdb) can be used.



4. In the newly created file menu bar, click Tools – Macro – Security. The Security screen now will open.



5. At the Security Level tab, click "Low"



6. Click "Yes" on the window prompt.
7. Close Microsoft Access
8. Launch CWorks. The security prompt on start up will now be removed.