
PsychNotes EMR

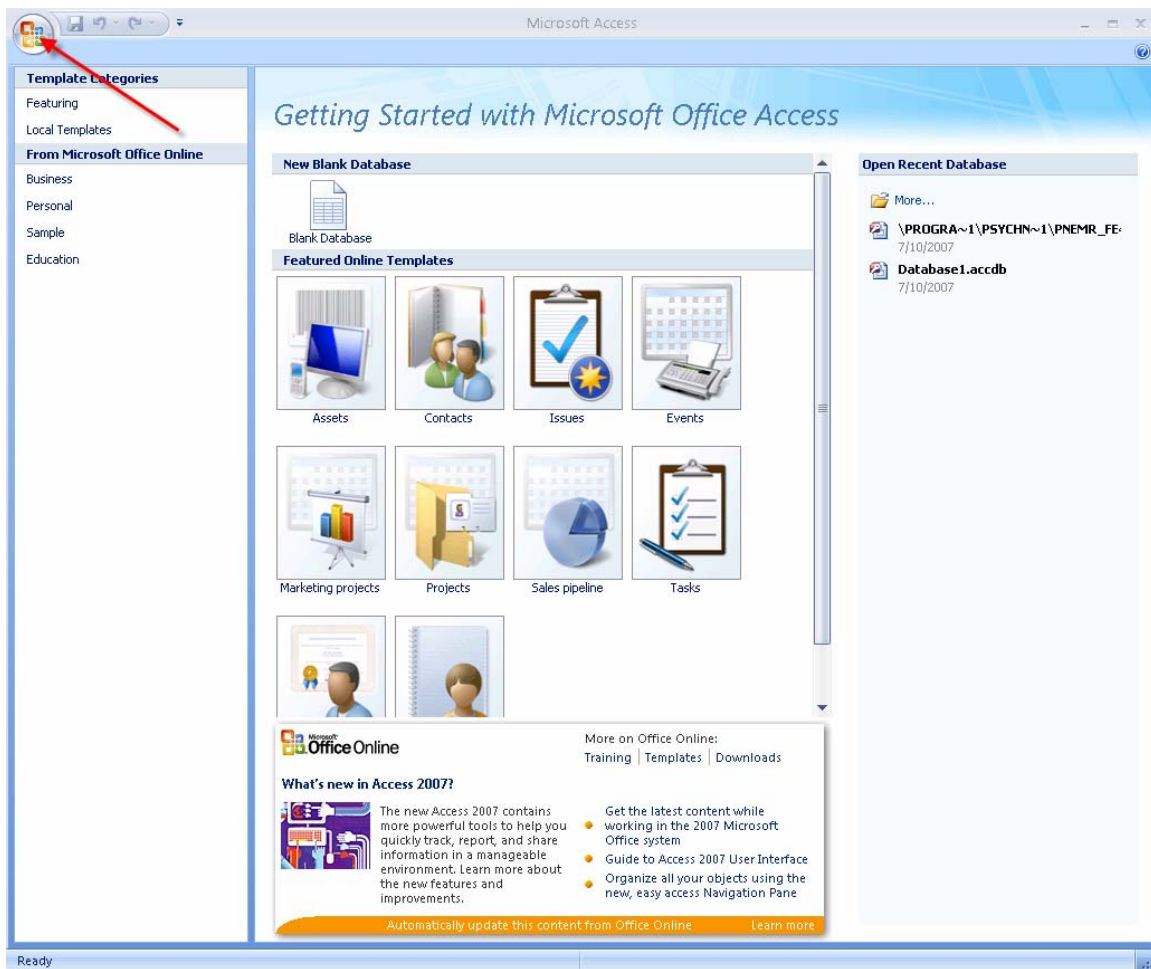
Additional Setup Instructions When Using Microsoft Access 2007

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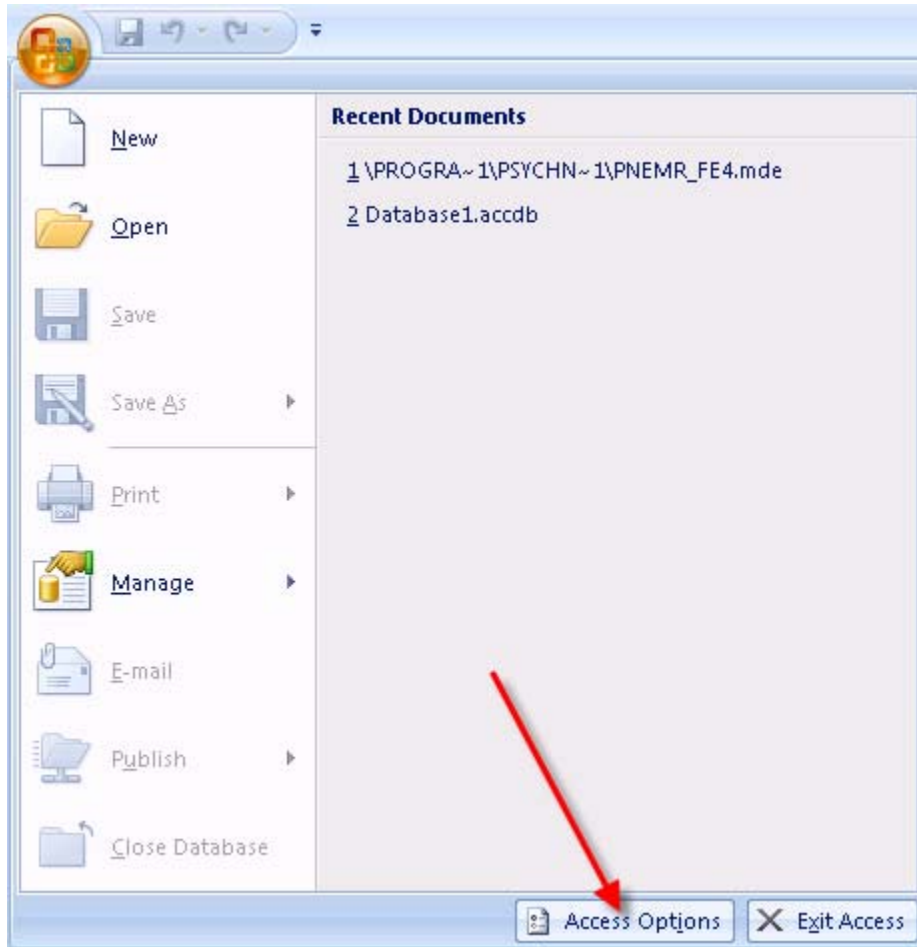
If you have Microsoft Office 2007 Professional installed on your computer, there are a few steps you need to perform prior to installing or starting PsychNotesEMR. Microsoft Office 2007 Professional includes Microsoft Access 2007 which will be used by PsychNotesEMR. If you do not have Microsoft Access 2007 on your computer, you can ignore these instructions. PsychNotesEMR will work with Access 2002 or Access 2003. If you do not have one of these versions of Access installed on your computer, the installation of PsychNotesEMR will install a runtime version of Access 2002 for you.

To configure Microsoft Access 2007 to run with PsychNotesEMR, you must first start Microsoft Access 2007 separately by going to the Start button on Windows, choose All Programs, select Microsoft Office, and then choose Microsoft Office Access 2007. You will then get the following screen.

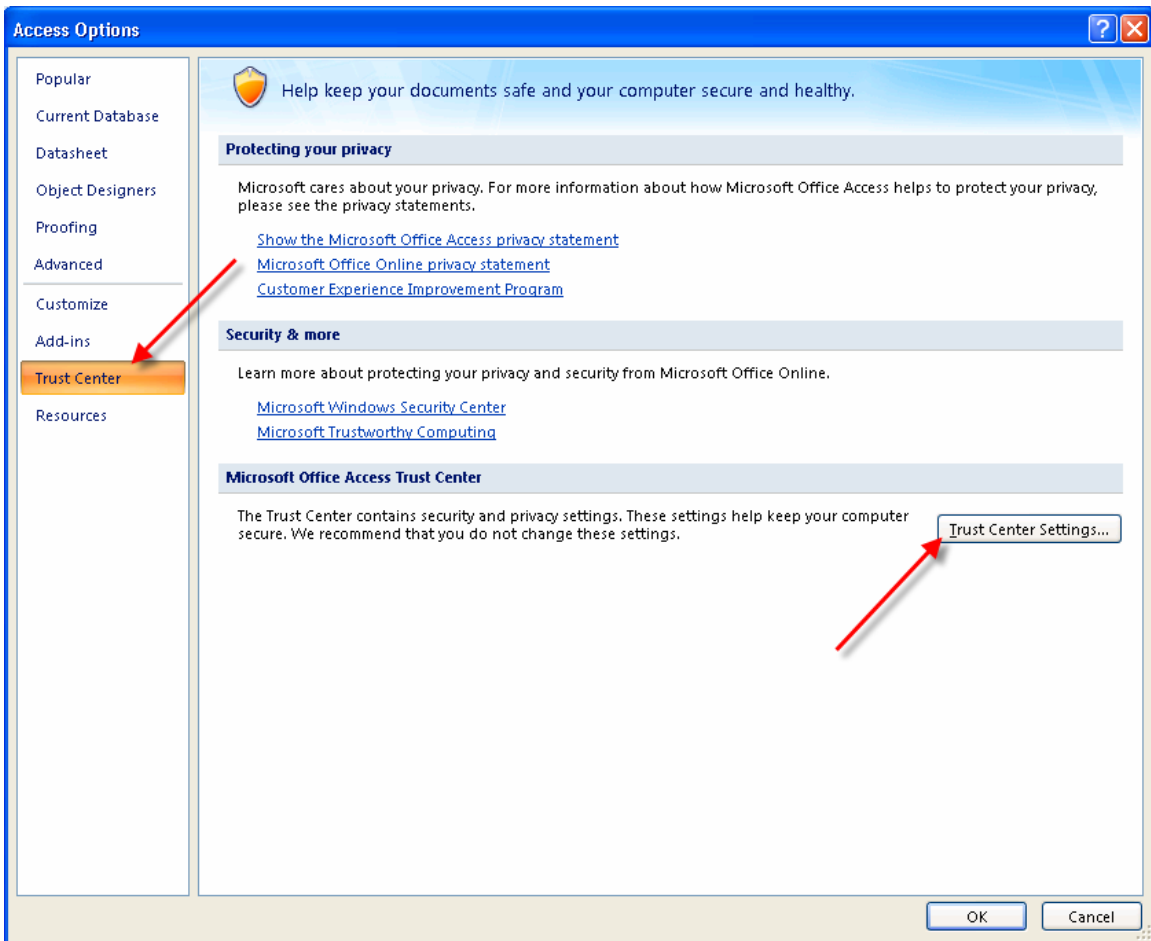


Microsoft Access 2007 Opening Screen

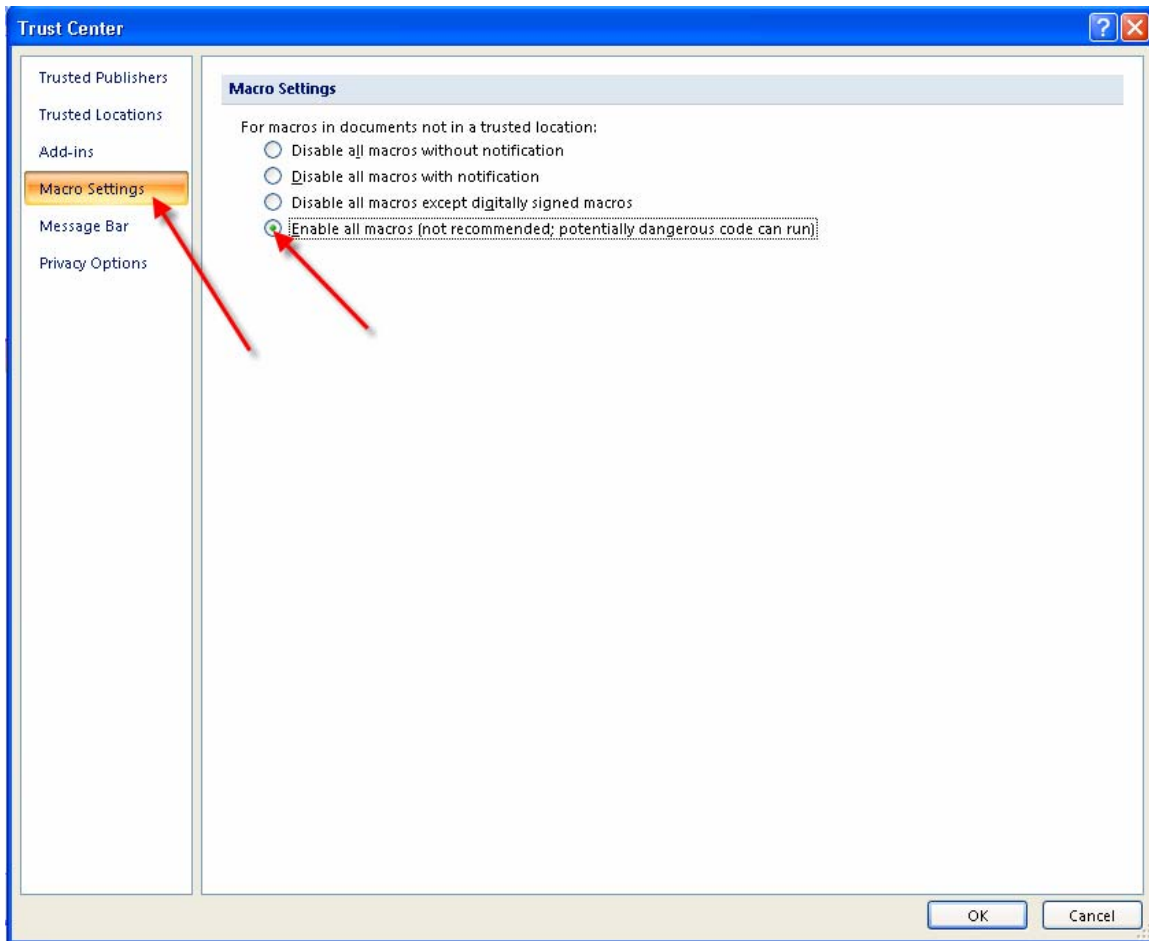
Press the “Office Button”  on the top left of the screen. You will then get the following form displayed.



Now press the “Access Options” button. You will see the form in the next figure displayed.



Press the “Trust Center” selection on the left of the form and then press the button “Trust Center Settings”. You will then get the Trust Center window as shown in the next figure.



On the Trust Center window, choose Macro Settings, and then select “Enable all macros” (...). Now press the OK button.

At this point you can close Access 2007 and start PsychNotesEMR either using the desktop shortcut, or the Start, All Programs button.