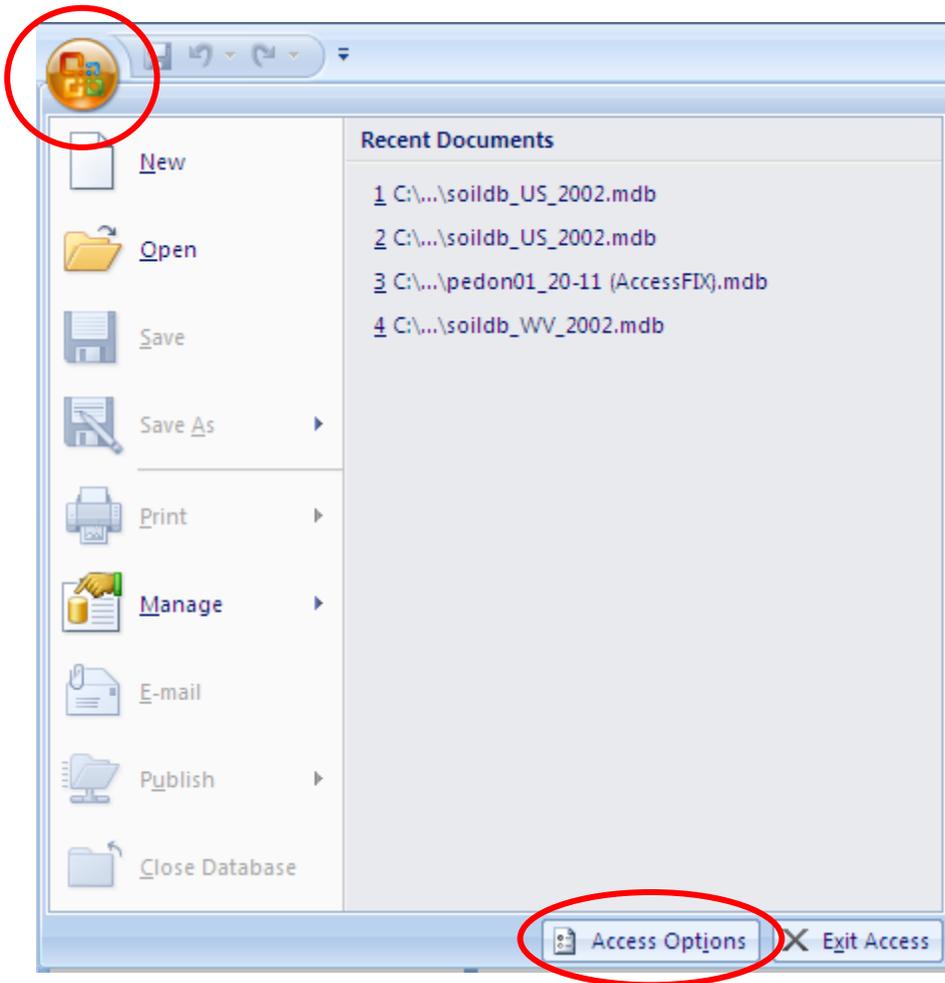# Enabling Macros in Microsoft Access

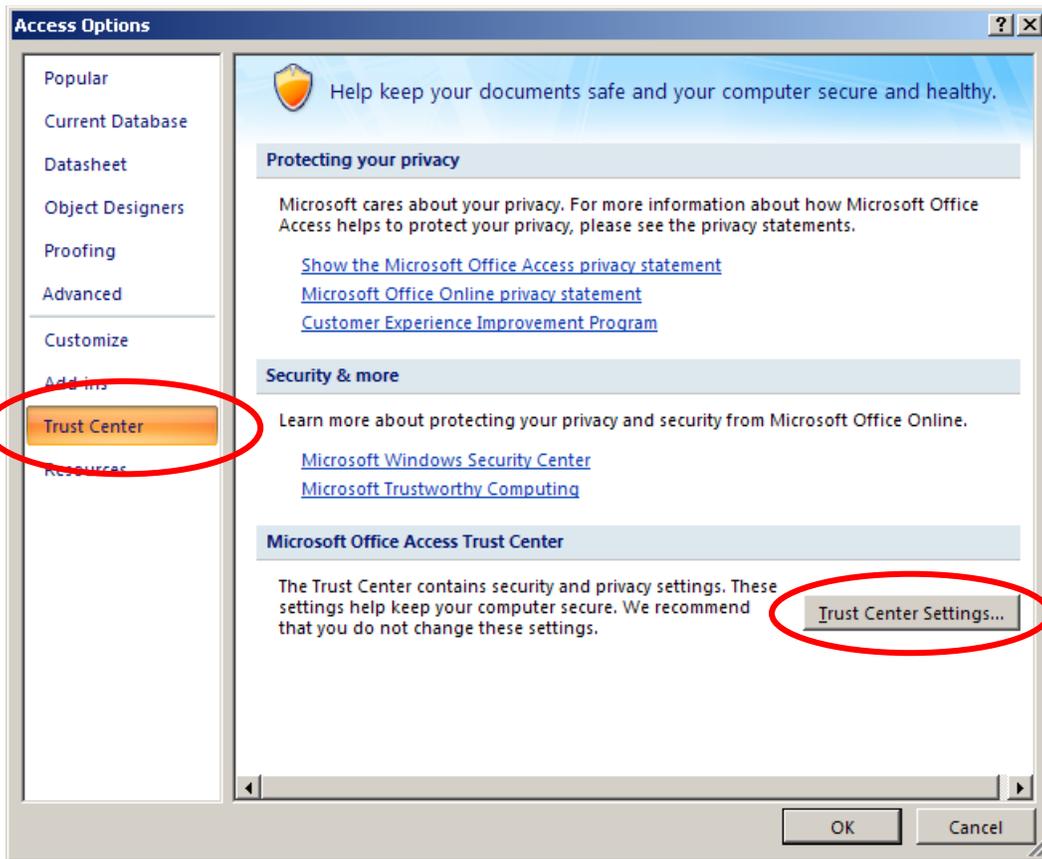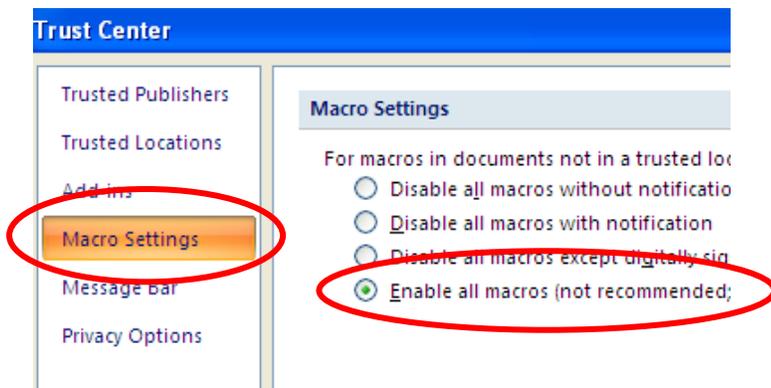Follow these steps before opening the blank template.

1. Open Microsoft Access.

2. Click on the Microsoft Office Button. It is a round button with a red, yellow, blue, green design located in the upper-left corner of the window.

3. Select the "Access Options" button as shown in the screenshot above. It is located in the lower-right corner of the window.

4. In the list on the left-side of the window, click on "Trust Center".

5. Now on the right-side of the window, click on "Trust Center Settings" button.

6. On the left-side of the window click on "Macro Settings".

7. Click on the radio button next to "Enable all macros …" as shown in this screenshot.

8. Click OK and exit out. Exit Microsoft Access.

9. Open the 2003 template and proceed with the data import.

The little pop-up screen that prompts the user for the location of the tabular data should now appear and everything else seems to run okay with the report generator.