- *No Locks:* This method doesn't really mean that the record isn't locked. Instead, No Locks means that the record isn't locked until a user writes a change to the database. This method can be confusing to users because it enables one user to overwrite changes made by another user.

- *All Records:* All Records locks an entire table whenever a user edits any record in the table.

» Access lets you split a database so that the forms, queries, and reports are stored on each user's local disk drive, but the data itself is stored on a network drive. This feature can make the database run more efficiently on a network, but it's a little more difficult to set up. (To split a database, choose Tools ➪ Database Utilities ➪ Database Splitter.)

» Access includes built-in security features that you should use if you share an Access database from a Windows client computer. If you store the database on a domain server, you can use the server's security features to protect the database.

» Access automatically refreshes forms and datasheets every 60 seconds. That way, if one user opens a form or datasheet and another user changes the data a few seconds later, the first user sees the changes within one minute. If 60 seconds is too long (or too short) an interval, you can change the refresh rate by using the Advanced tab in the Options dialog box.

Working with Offline Files

Desktop computers are by nature stationary beasts. As a result, they're almost always connected to their networks. Laptop computers, however, are more transitory. If you have a laptop computer, you're likely to tote it around from place to place. If you have a network at work, you probably connect to the network when you're at work. But then you take the laptop computer home for the weekend, and you aren't connected to your network.

Of course, your boss wants you to spend your weekends working, so you need a way to access your important network files while you're away from the office and disconnected from the network. That's where the offline files feature comes in. It lets you access your network files even while you're disconnected from the network.