



**FIGURE 4-6:**  
Setting the file  
locations.



**TIP**

Although the User Templates and Workgroup Templates settings affect Word, Excel, and PowerPoint, you can change these settings only from Word. The Options dialog boxes in Excel and PowerPoint don't show the User Templates or Workgroup Templates options.

When you install Office, the standard templates that come with Office are copied into a folder on the computer's local disk drive, and the User Templates option is set to this folder. The Workgroup Templates option is left blank. You can set the Workgroup Templates folder to a shared network folder by clicking Network Templates, clicking the Modify button, and specifying a shared network folder that contains your workgroup templates.

## Networking an Access database

If you want to share a Microsoft Access database among several network users, be aware of a few special considerations. Here are the most important ones:

- » When you share a database, more than one user may try to access the same record at the same time. This situation can lead to problems if two or more users try to update the record. To handle this potential traffic snarl, Access locks the record so that only one user at a time can update it. Access uses one of three methods to lock records:
  - *Edited Record:* This method locks a record whenever a user begins to edit a record. For example, if a user retrieves a record in a form that allows the record to be updated, Access locks the record while the user edits it so that other users can't edit the record until the first record is finished.