

# File Information

Select a file's icon then select the "Get Info" command from the File menu. TeleFinder displays the file's name, size, and date information in the Info window. In addition, a description of the file may also be present. You may also be able to add descriptions to files using this window.

Using TeleFinder's "Get Info" command while you are online shows the file description ( up to 32K of text ) and the thumbnail preview picture if one is available in the file.

## Editing file descriptions

File descriptions are editable by users with the appropriate level of access. You need the global "Make Changes" privilege, or both the "write" and "delete" path privileges to be able to edit file descriptions. (note: these are privileges set by the BBS system operator).

TeleFinder turns the description field into an editable text box when you have sufficient privileges to edit file descriptions. To add or change a description just enter the text into the description text box. Then close the info window while you're still online to save the file's description.

## Receiving files

Click in the Receive button to begin the transfer of the file to your Macintosh. TeleFinder will transfer the file into the default Receive Path. Initially this path is to the same folder that TeleFinder is in. Use the "Set Receive Path" command from the File menu to choose a different location to receive files.