

AMUG Preferred User Tips

At the request of some of the AMUG Preferred users I have put together a few tips and tricks for Preferred use.

- 1). If you only want the new files to show in a folder since your last log on, hold the option key down while opening the folder.
- 2). If you want the files in your windows to appear with the newest files at the top, select by date in the window menu.
- 3). It is a good idea to check the new files folder in the Files folder each time you log on. This will be the latest files and they are not available on AMUG I yet.
- 4). If you are having difficulty finding a file, download the AMUG directory file in the files folder and do a search by keyword. The Edit DA is very good for this purpose and is available on the BBS in the DA folder. This should give you the path of the file. If that does not work send a request to Michael Bean.
- 5). Files and folders that are new since your last logon will be in Bold. Use this as a guide to view your new files.
- 6). Go to the Echo messages if you want to read messages from around the world. These messages can be responded to or new ones created by pushing the respond button and editing the fields.
- 7). Update you Preferred software as new versions appear in the files folder.
- 8). Send in your preferred renewal fees promptly as the accounts are deleted upon expiration of your account monthly.