Recommended User Local Settings

GENERAL	
Auto Save	YES
Calendar Display	YES
Recent Files	25
Search Result Threshold	100
LEGISLATIVE FILES	
Default Controlling Body	The body you use most, select from drop down
Default File Status	Please leave as draft
Default File Type	The file type you create most, select from drop down
Text Editor Default Font	Arial
Text Editor Default Font Size	Size 11
AGENDA	
The date range needs to be set so you can see agendas for the current time frame. Because you create meeting for the entire year the gap for the days should be short, the recommended days is 10 for both beginning and ending date range.	
Beginning Date Range for Calendar	10
Default Meeting Body	The body you use most, select from drop down.
Ending Date Range for Calendar	10
MINUTES	
Beginning Date Range for Calendar	10
Ending Date Range for Calendar	10
FILE LOCATIONS	
Import Directory	A location that you import from the most.
COLOR SETTINGS	
Date (Future)	The color of a future date.
Date (Past)	The color of a past date.
Date (Today)	The color of a today's date.
Field Focus Color	When you click on a field the color it appears.
Frozen Locked Fields	The color of fields that are locked.
Grid Row Selection Color	When you click on a row, such as in agendas and minutes.
AVS Activated Agenda	Currently you do not use.