

Mac Essential Class

Setting Up System Preferences

Sue Keblusek
sjkeb@pobox.com

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Finder File Edit View Go Window Help

About This Mac
Software Update...
App Store...

System Preferences...

Dock ▶

Recent Items ▶

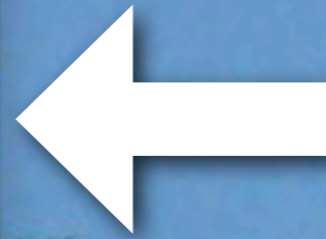
Force Quit... ⌘⌘⌘

Sleep ⌘⌘⌘

Restart...

Shut Down...

Log Out Sue Keblusek... ⌘⌘Q



System Preferences



Show All



Personal

- Appearance
- Desktop & Screen Saver
- Dock
- Exposé & Spaces
- Language & Text
- Security
- Spotlight

Hardware

- CDs & DVDs
- Displays
- Energy Saver
- Keyboard
- Mouse
- Trackpad
- Print & Fax
- Sound

Internet & Wireless

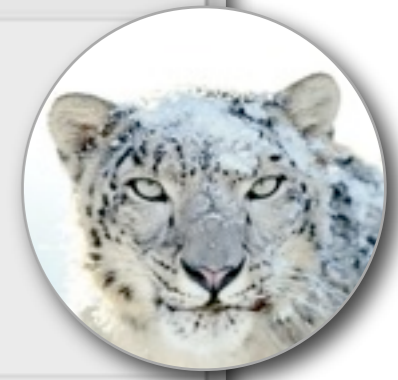
- MobileMe
- Network
- Bluetooth
- Sharing

System

- Accounts
- Date & Time
- Parental Controls
- Software Update
- Speech
- Startup Disk
- Time Machine
- Universal Access

Other

- Carbonite
- Flash Player
- Flip4Mac WMV
- Version Cue CS2



System Preferences

Show All

Personal



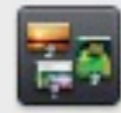
General



Desktop & Screen Saver



Dock



Mission Control



Language & Text



Security & Privacy



Spotlight



Universal Access

Hardware



CDs & DVDs



Displays



Energy Saver



Keyboard



Mouse



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Print & Scan



Sound

Internet & Wireless



iCloud



Mail, Contacts & Calendars



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Appearance



Show All



Appearance:

For the overall look of buttons, menus, and windows

Highlight color:

For selected text

Place scroll arrows: Together

At top and bottom

Click in the scroll bar to: Jump to the next page

Jump to the spot that's clicked

Use smooth scrolling

Double-click a window's title bar to minimize

Number of recent items: Applications

Documents

Servers

Use LCD font smoothing when available

Turn off text smoothing for font sizes and smaller





Appearance preferences

Use Appearance preferences to change the overall look of Mac OS X to make your working environment more comfortable or to give your desktop a unique look.

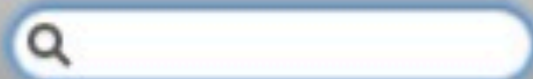
OPTION	DESCRIPTION
Appearance and "Highlight color"	Choose colors from the pop-up menus to make general system color changes.
Place scroll arrows	Select one of the "Place scroll arrows" options to change where scroll arrows appear in Finder and other application windows. To reduce the need to move the mouse, click Together.
Click in the scroll bar to	Specify what should happen when you click in the scroll bar. "Jump to the next page" means clicking in the scroll bar moves the content page-by-page. "Jump to the spot that's clicked" moves to the spot where you're clicking; for example, if you click at the bottom of the scroll bar, you go to the bottom of the document. Tip: Hold down the Option key while clicking the scroll bar to momentarily switch between scrolling methods.
Use smooth scrolling	To see the contents of the window scroll without jumping, select this checkbox.
Double-click a window's title bar to minimize	To minimize a window to the Dock by double-clicking the title bar, select this checkbox.
Number of recent items	The Apple menu has a Recent Items option. Use the pop-up menus to choose how many items should appear in that menu.
Use LCD font smoothing when available	Font smoothing reduces jagged edges for some fonts. If you plan to use small font sizes in your documents, choose a font size from the "Turn off text smoothing for font sizes" pop-up menu. When text smoothing (or "antialiasing") is on, smaller fonts can be harder to read.

Related Topics

System Preferences



Show All



Personal



Appearance



Desktop & Screen Saver



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Show All



Desktop Screen Saver



100_0807

Fill Screen

- Apple
 - Desktop Pictures
 - Nature
 - Plants
 - Art
 - Black & White
 - Abstract
 - Patterns
 - Solid Colors
- iPhoto
- Folders



Change picture: Every 30 minutes

Random order

Translucent menu bar



Desktop & Screen Saver



Show All



Desktop

Screen Saver

Screen Savers

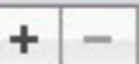
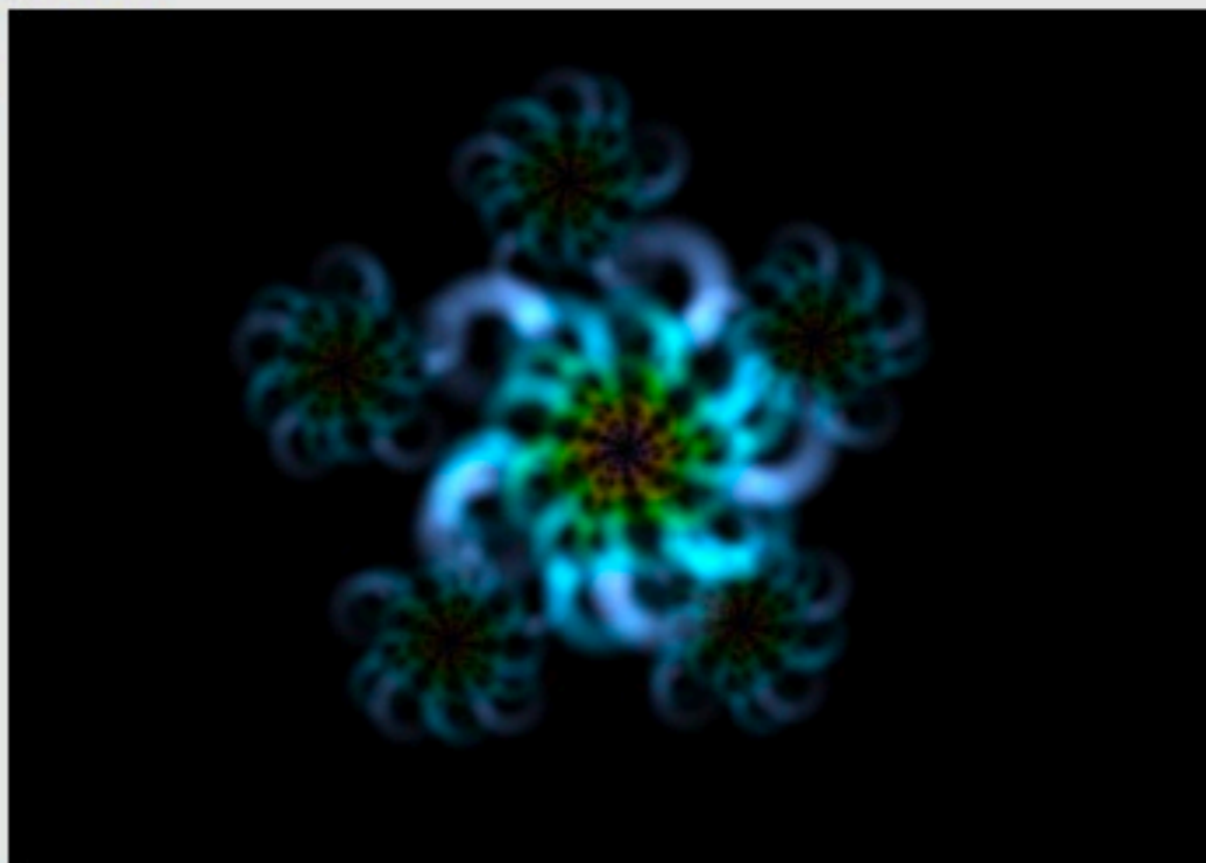
Apple

- Arabesque
- Computer Name
- Flurry
- iTunes Artwork
- RSS Visualizer
- Shell
- Spectrum
- Word of the Day

Pictures

Shuffle

Preview

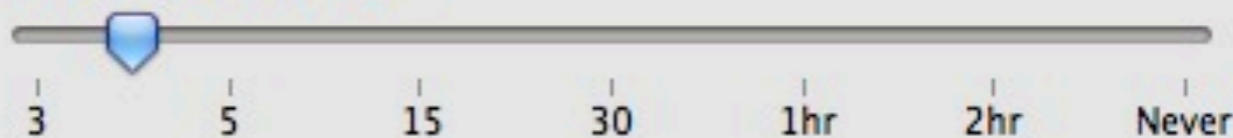


Options...

Test

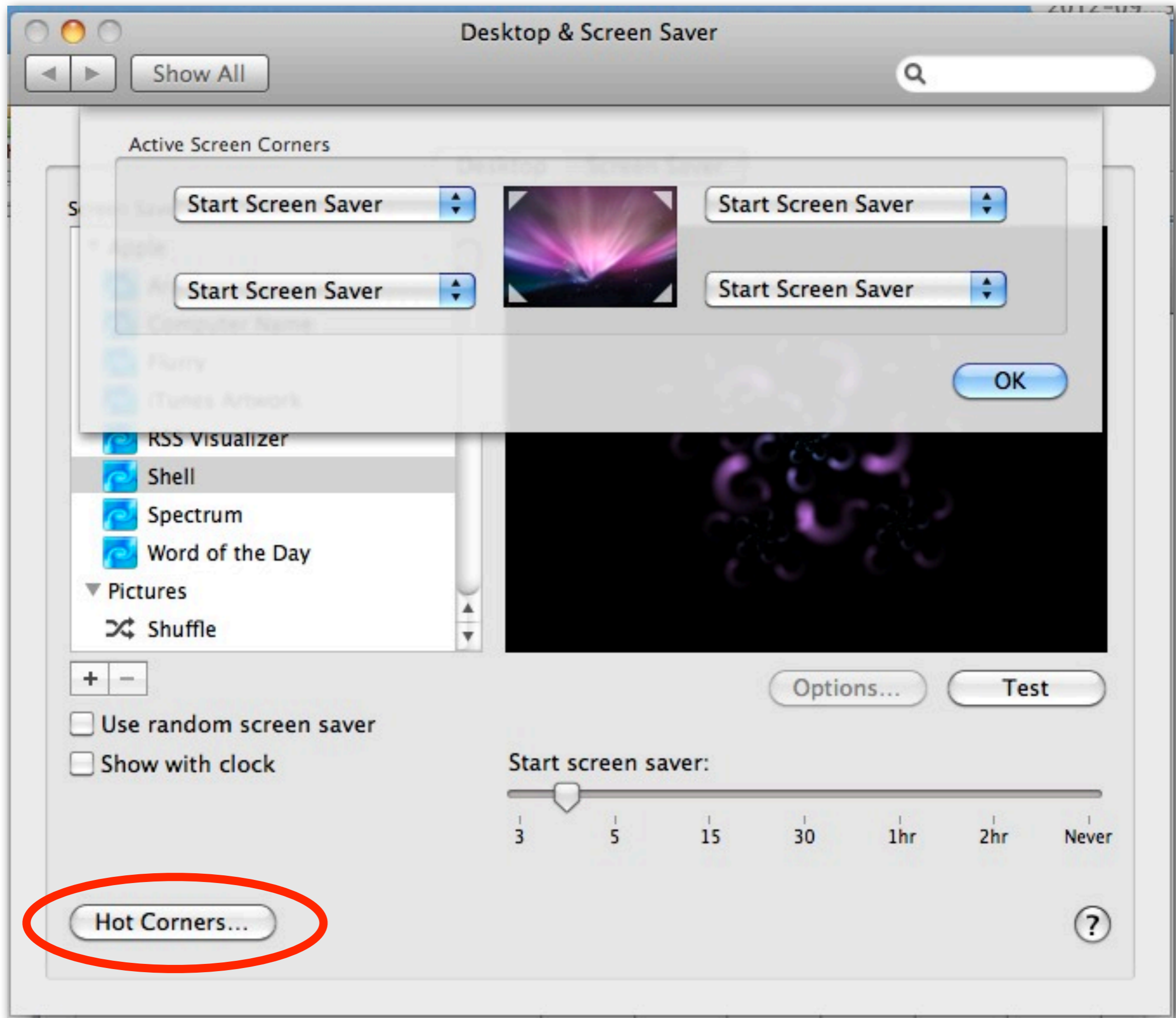
- Use random screen saver
- Show with clock

Start screen saver:



Hot Corners...





Desktop & Screen Saver

Show All

Active Screen Corners

Start Screen Saver

Start Screen Saver

Start Screen Saver

Start Screen Saver

OK

RSS Visualizer

Shell

Spectrum

Word of the Day

▼ Pictures

Shuffle

Options...

Test

Use random screen saver

Show with clock

Start screen saver:

3 5 15 30 1hr 2hr Never

Hot Corners...



Desktop & Screen Saver



Show All



Active Screen Corners

Start Screen Saver



Start Screen Saver

Start Screen Saver

Start Screen Saver
Disable Screen Saver

All Windows
Application Windows
Desktop
Dashboard

Put Display to Sleep

RSS Visualizer

Shell

Spectrum

Word of the Day

Pictures

Shuffle



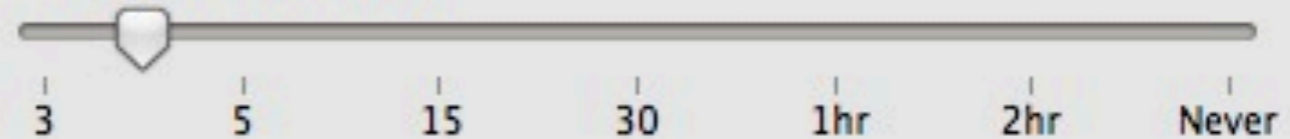
Options...

Test

Use random screen saver

Show with clock

Start screen saver:



Hot Corners...



System Preferences



Show All



Personal



Appearance



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Screen Saver



Dock



Exposé &
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Language &
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Security



Spotlight

Hardware



CDs & DVDs



Displays



Energy
Saver



Keyboard



Mouse



Trackpad



Print & Fax



Sound

Internet & Wireless



MobileMe



Network

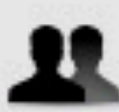


Bluetooth



Sharing

System



Accounts



Date & Time



Parental
Controls



Software
Update



Speech



Startup Disk



Time Machine



Universal
Access

Other



Carbonite



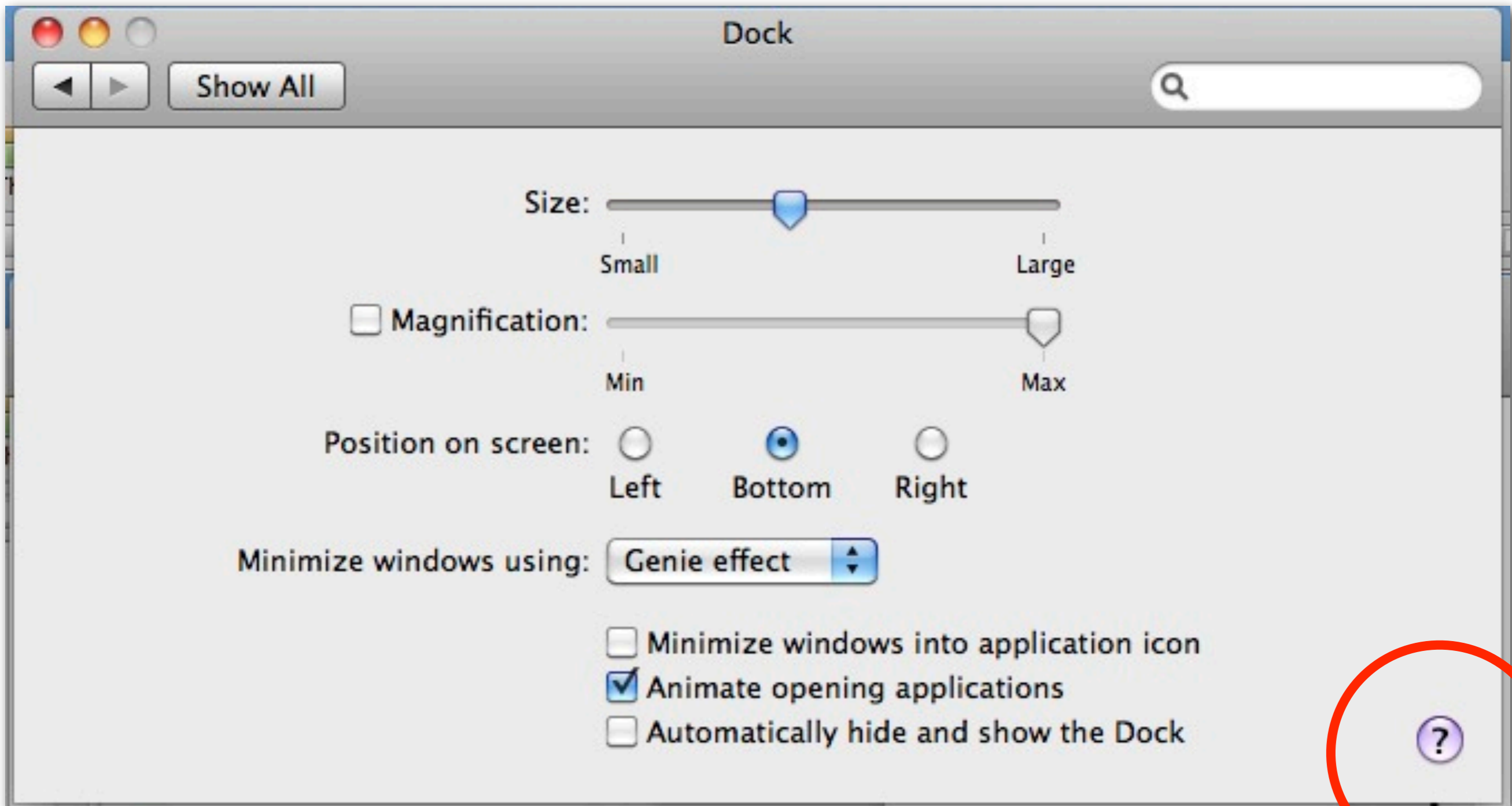
Flash Player



Flip4Mac
WMV



Version Cue
CS2





Dock preferences

Use Dock preferences to change the size of icons in the Dock for better visibility, and reposition or hide the Dock to keep it out of the way.

Before you make changes, deselect "Automatically hide and show the Dock" so you can see the effect of any changes you make.

OPTION	DESCRIPTION
Size	Drag the slider to change the Dock size.
Magnification	Drag the slider toward "Max" to enlarge the icons when the pointer is over them.
Position on screen	Choose a location for the Dock.
Minimize windows using	Choose the visual effect used when you minimize a window. If you're unsure of the choices, try them out.
Minimize windows into application icon	Determine how windows behave when you minimize them. Select to minimize windows into application icons in the Dock; deselect to minimize windows to thumbnails in the Dock.
Animate opening applications	Select this checkbox to make icons bounce when you open applications.
Automatically hide and show the Dock	Select this checkbox to hide the Dock when you're not using it. If you hide the Dock, move the pointer to the bottom or side of the screen to see it.

Related Topics

[Dock](#)

System Preferences

Show All

Personal



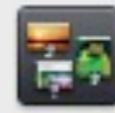
General



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Flash Player



Mission Control



Show All



Mission Control gives you an overview of all your open windows, thumbnails of your full-screen applications, and Dashboard, all arranged in a unified view.

- Show Dashboard as a space
- Automatically rearrange spaces based on most recent use
- When switching to an application, switch to a space with open windows for the application

Keyboard and Mouse Shortcuts

With a single keystroke, view all open windows, windows of the current application, or hide windows to locate an item on the desktop that might be covered up.

Mission Control:	<input type="text" value="^ ↑"/>	<input type="text" value="-"/>
Application windows:	<input type="text" value="^ ↓"/>	<input type="text" value="-"/>
Show Desktop:	<input type="text" value="F11"/>	<input type="text" value="-"/>
Show Dashboard:	<input type="text" value="F12"/>	<input type="text" value="-"/>

(for additional choices press Shift, Control, Option, or Command)



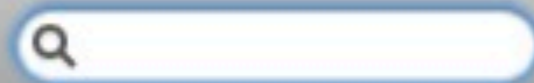
Hot Corners...



System Preferences



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Hardware



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Trackpad



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Carbonite



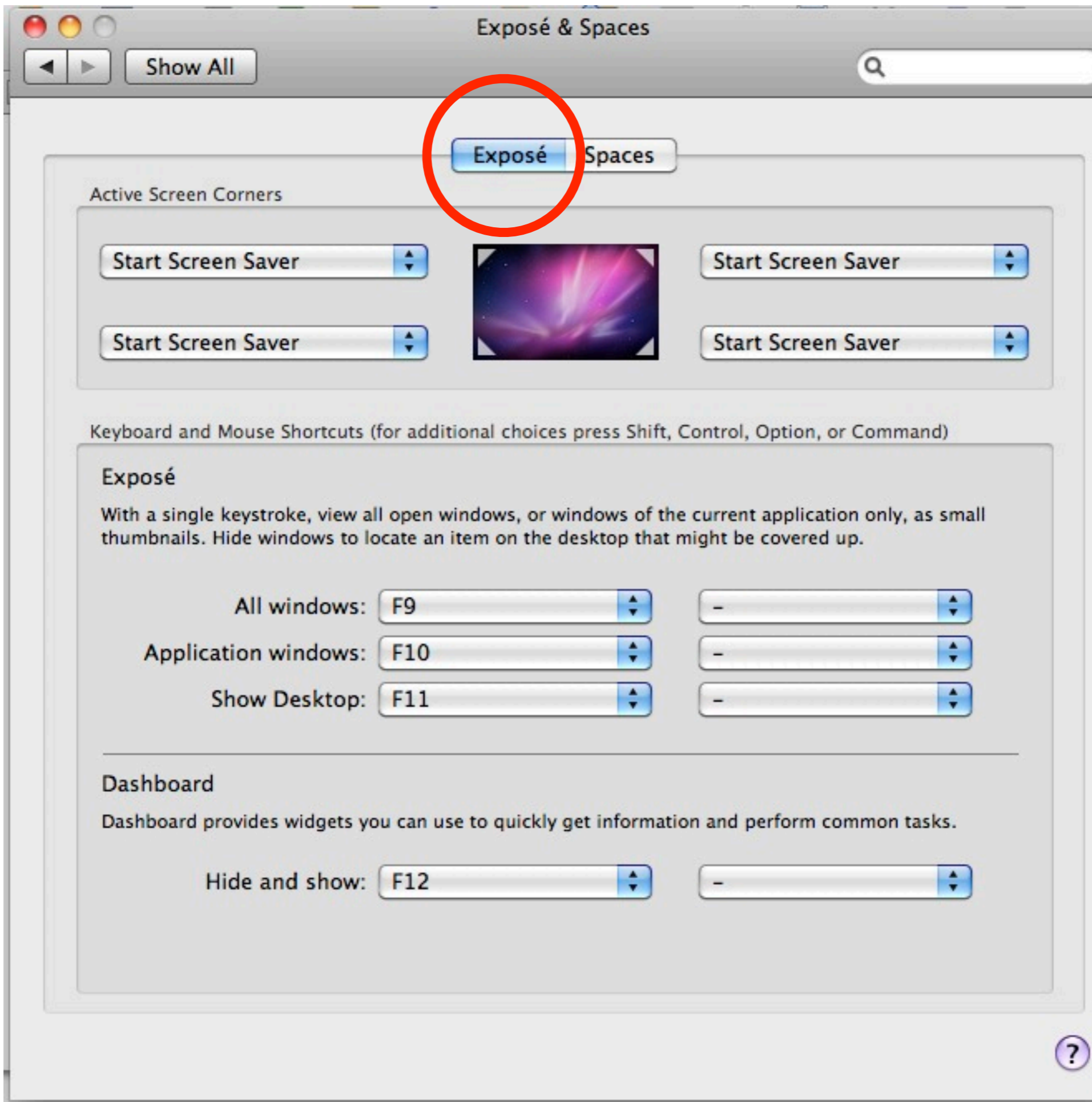
Flash Player

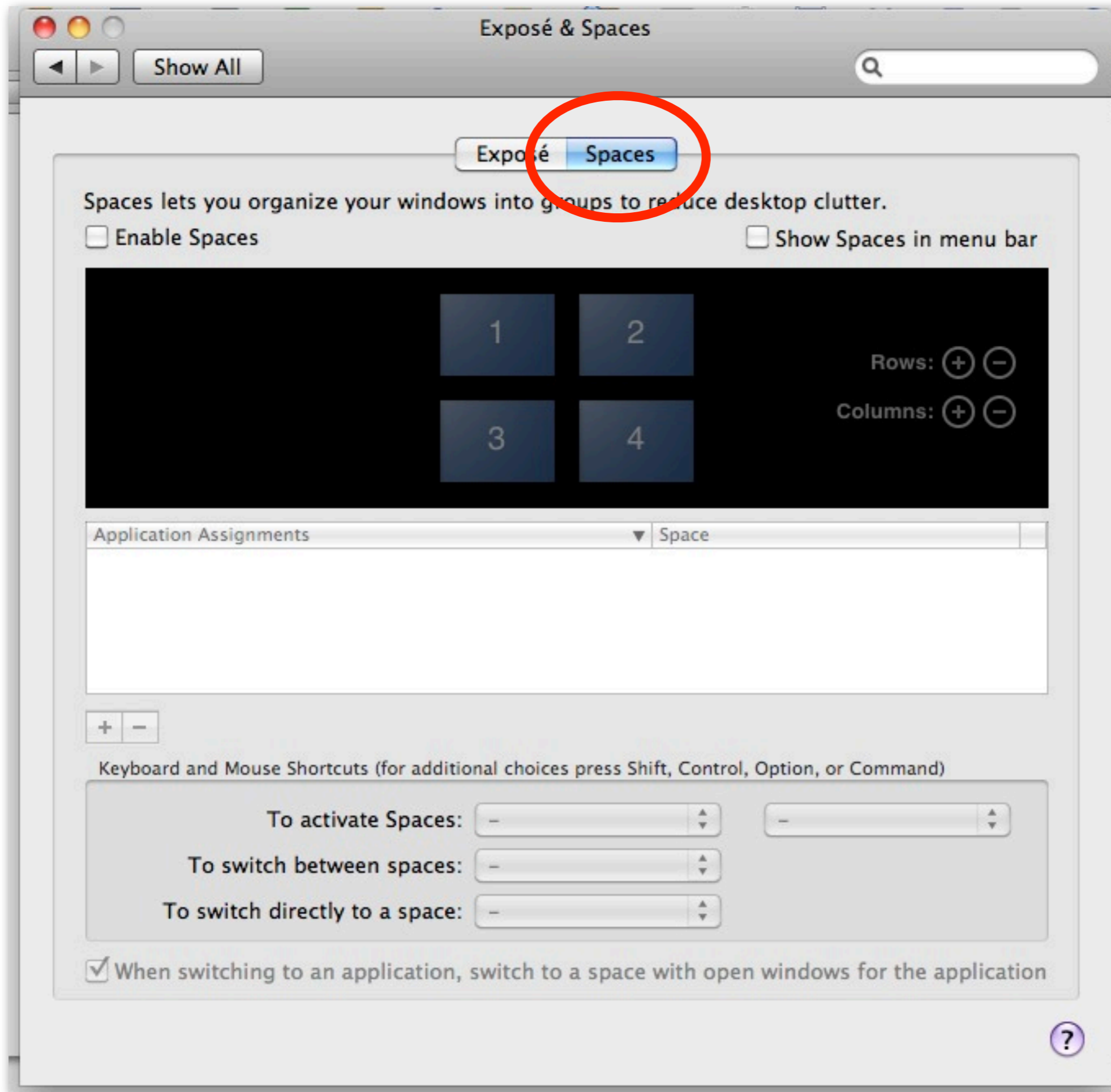


Flip4Mac
WMV



Version Cue
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General

FileVault

Firewall

 **Firewall: On**

The firewall is turned on and set up to prevent unauthorized applications, programs, and services from accepting incoming connections.

Stop

Click Stop to turn the firewall off.

Advanced...



Click the lock to prevent further changes.

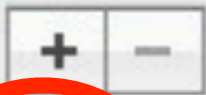


Block all incoming connections

Blocks all incoming connections except those required for basic Internet services, such as DHCP, Bonjour, and IPsec.

Firewall On

File Sharing (SMB)	
File Sharing (SMB)	<input checked="" type="radio"/> Allow incoming connections
canonijnetwork.bundle	<input checked="" type="radio"/> Allow incoming connections ▾
Dreamweaver 8	<input checked="" type="radio"/> Allow incoming connections ▾
Firefox.app	<input checked="" type="radio"/> Allow incoming connections ▾
java	<input checked="" type="radio"/> Allow incoming connections ▾
Microsoft Document Connection.app	<input type="radio"/> Block incoming connections ▾

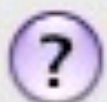


Automatically allow signed software to receive incoming connections

Allows software signed by a valid certificate authority to provide services accessed from the network.

Enable stealth mode

Don't respond to or acknowledge attempts to access this computer from the network by test applications using ICMP, such as Ping.



Cancel

OK

Click the lock to prevent further changes

System Preferences



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Dock



Exposé & Spaces



Language & Text



Security



Spotlight

Hardware



CDs & DVDs



Displays



Energy Saver



Keyboard



Mouse



Trackpad



Print & Fax



Sound

Internet & Wireless



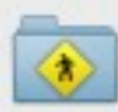
MobileMe



Network



Bluetooth



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Universal Access

Other



Carbonite



Flash Player



Flip4Mac
WMV



Version Cue
CS2

Show All



Spotlight helps you quickly find things on your computer. Spotlight is located at the top right corner of the screen.

Search Results

Privacy

Drag categories to change the order in which results appear.

Only selected categories will appear in Spotlight search results.

1	<input checked="" type="checkbox"/>		Applications
2	<input checked="" type="checkbox"/>		System Preferences
3	<input checked="" type="checkbox"/>		Documents
4	<input checked="" type="checkbox"/>		Folders
5	<input checked="" type="checkbox"/>		Mail Messages
6	<input checked="" type="checkbox"/>		Contacts
7	<input checked="" type="checkbox"/>		Events & To Do Items
8	<input checked="" type="checkbox"/>		Images
9	<input checked="" type="checkbox"/>		PDF Documents
10	<input checked="" type="checkbox"/>		Webpages
11	<input checked="" type="checkbox"/>		Music
12	<input checked="" type="checkbox"/>		Movies
13	<input checked="" type="checkbox"/>		Fonts
14	<input checked="" type="checkbox"/>		Presentations

Spotlight menu keyboard shortcut:

Spotlight window keyboard shortcut:



System Preferences



Show All



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When you insert a blank CD: Ask what to do

When you insert a blank DVD: Ask what to do

When you insert a music CD: Open iTunes

When you insert a picture CD:  Open iPhoto

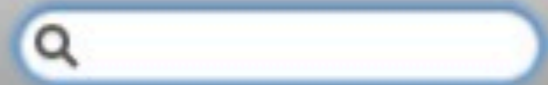
When you insert a video DVD:  Open DVD Player



System Preferences











Show All






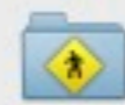
Personal

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-  Dock
-  Exposé & Spaces
-  Language & Text
-  Security
-  Spotlight

Hardware

-  CDs & DVDs
-  Displays
-  Energy Saver
-  Keyboard
-  Mouse
-  Trackpad
-  Print & Fax
-  Sound

Internet & Wireless

-  MobileMe
-  Network
-  Bluetooth
-  Sharing

System

-  Accounts
-  Date & Time
-  Parental Controls
-  Software Update
-  Speech
-  Startup Disk
-  Time Machine
-  Universal Access

Other

-  Carbonite
-  Flash Player
-  Flip4Mac WMV
-  Version Cue CS2

Display Color

Resolutions:

- 960 × 600
- 1024 × 640
- 1024 × 768
- 1024 × 768 (stretched)
- 1280 × 800
- 1280 × 960
- 1280 × 960 (stretched)
- 1344 × 840
- 1344 × 1008
- 1600 × 1000



Brightness

Show displays in menu bar

Gather Windows

Detect Displays



System Preferences



Show All



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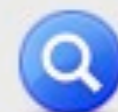
Exposé & Spaces



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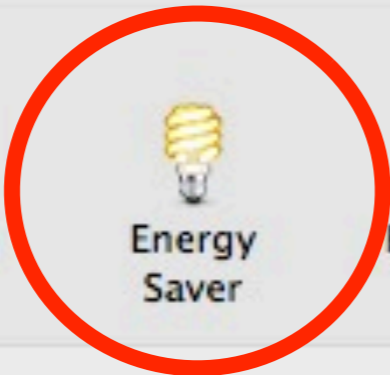
Flash Player



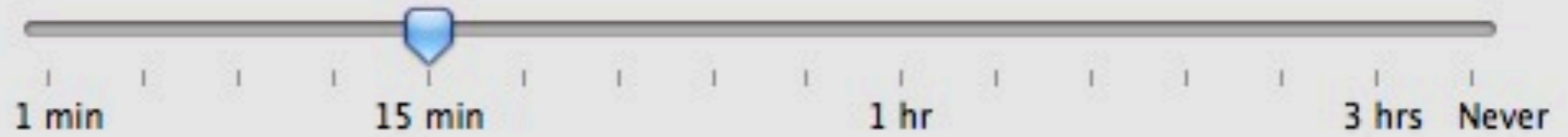
Flip4Mac
WMV



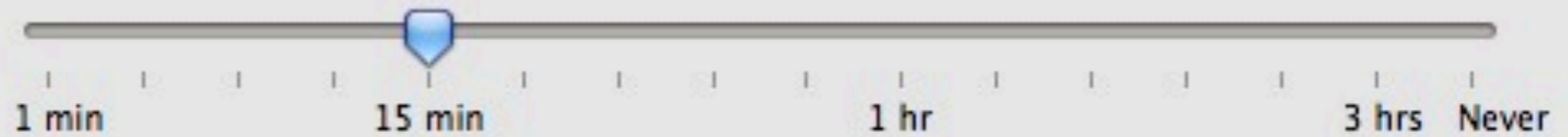
Version Cue
CS2



Computer sleep:



Display sleep:



- Put the hard disk(s) to sleep when possible
- Wake for network access
- Allow power button to put the computer to sleep
- Automatically reduce brightness before display goes to sleep
- Start up automatically after a power failure

Restore Defaults

Schedule...



Click the lock to prevent further changes.



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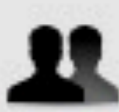


Bluetooth



Sharing

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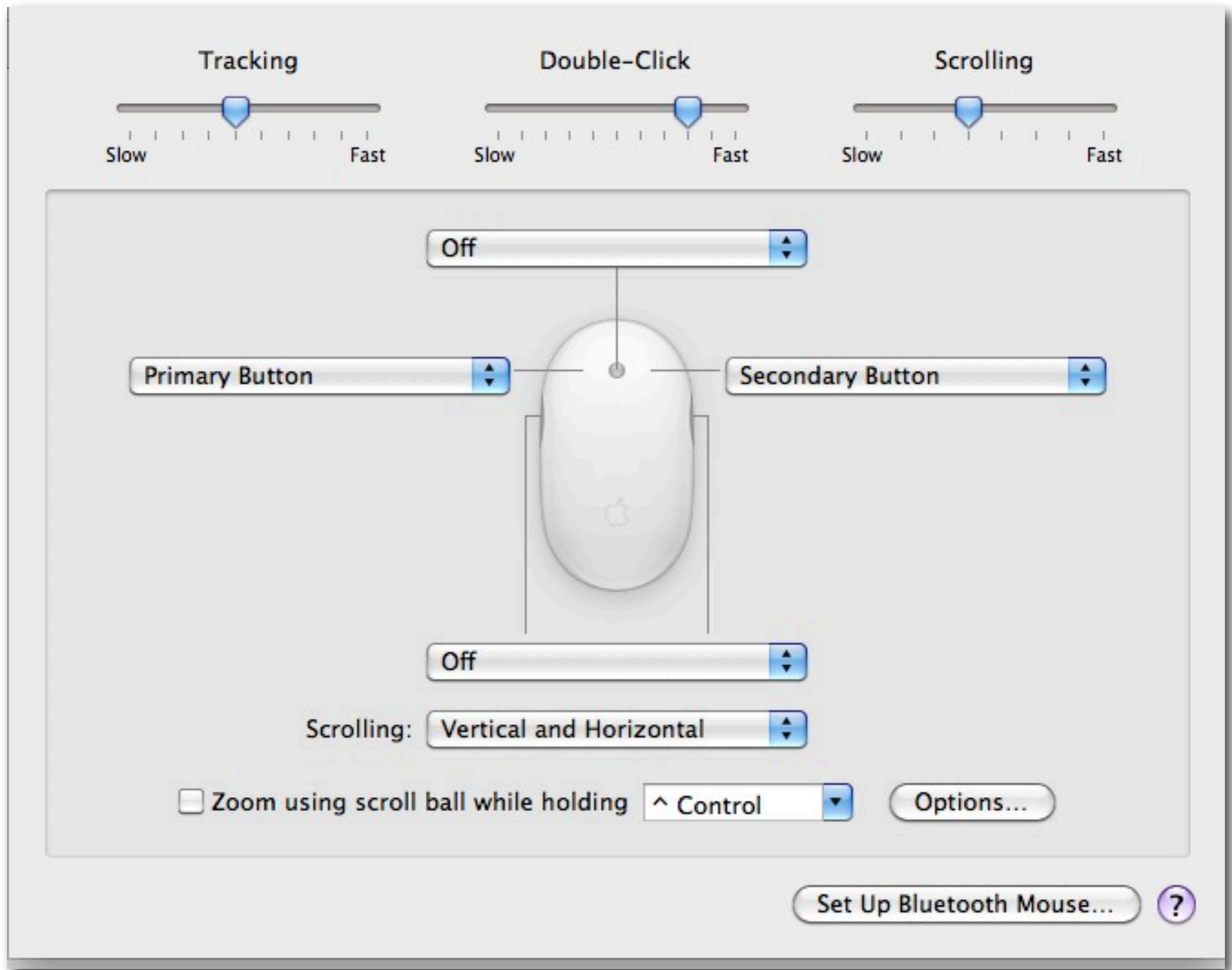
Flash Player



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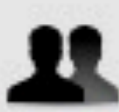


Bluetooth



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Printers

 Canon MX870 series...
● Idle, Last Used

Scanners

 Canon MX870 series

+ -



Canon MX870 series _931478EDCC86

Open Print Queue...

Options & Supplies...

Location:

Kind: Canon MX870 series

Status: Idle

Share this printer on the network

Sharing Preferences...

Default printer: Last Printer Used

Default paper size: US Letter



Click the lock to prevent further changes.



Computer Name: Sue Keblusek's iMac

Computers on your local network can access your computer at: sue-kebluseks-imac.local

Edit...


On	Service
<input type="checkbox"/>	DVD or CD Sharing
<input type="checkbox"/>	Screen Sharing
<input checked="" type="checkbox"/>	File Sharing
<input type="checkbox"/>	Printer Sharing
<input type="checkbox"/>	Scanner Sharing
<input type="checkbox"/>	Web Sharing
<input type="checkbox"/>	Remote Login
<input type="checkbox"/>	Remote Management
<input type="checkbox"/>	Remote Apple Events
<input type="checkbox"/>	Xgrid Sharing
<input type="checkbox"/>	Internet Sharing
<input type="checkbox"/>	Bluetooth Sharing

Printer Sharing: Off


Printer Sharing allows others on your network to use printers connected to this computer.

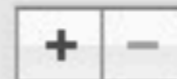
Open Print Preferences...

Printers:

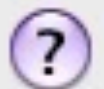
<input type="checkbox"/>	 Canon MX870 s...
--------------------------	---

Users:

 Everyone	Can Print	⬆
---	-----------	---



Click the lock to prevent further changes.



System Preferences



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Version Cue
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Sound Effects

Output

Input

Select an alert sound:

Name	Type
Glass	Built-in
Hero	Built-in
Morse	Built-in
Ping	Built-in

Play sound effects through: Internal Speakers

Alert volume: 

- Play user interface sound effects
- Play feedback when volume is changed
- Play Front Row sound effects



Output volume:  Mute

- Show volume in menu bar

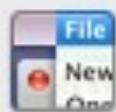
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Flip4Mac
WMV





Version Cue
CS2

Location: Automatic

 **AirPort**
Connected 

 **Ethernet**
Not Connected 

 **FireWire**
Not Connected 

+ - ⚙


Status: **Connected** Turn AirPort Off

AirPort is connected to WTC#B and has the IP address 192.168.2.4.

Network Name: WTC#B

Ask to join new networks
Known networks will be joined automatically. If no known networks are available, you will be asked before joining a new network.

Show AirPort status in menu bar Advanced... ?

 Click the lock to prevent further changes.

Assist me... Revert Apply

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My Account



Sue Keblusek
Admin

Other Accounts



Emergency
Admin



Guest Account
Sharing only



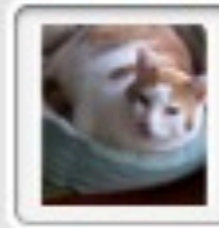
Login Options



Click the lock to make changes.

Password

Login Items



Change Password...

Full Name: Sue Keblusek

MobileMe user name: skeblusek

Change...

Address Book Card: Open...


Allow user to administer this computer

Enable parental controls


Open Parental Controls...



My Account

 **Sue Keblusek**
Admin


Other Accounts

 **Emergency**
Admin

 **Guest Account**
Sharing only

 **Login Options**







 Click the lock to make changes.

Password

Login Items

These items will open automatically when you log in:

Hide	Item	Kind
<input type="checkbox"/>	 Mail	Application
<input type="checkbox"/>	 iCal	Application
<input type="checkbox"/>	 RealPlayer Downloader Agent	Application
<input checked="" type="checkbox"/>	 iAntiVirus	Application
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

To hide an application when you log in, select the checkbox in the Hide column next to the application.



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Version Cue
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Date & Time

Time Zone

Clock

Set date and time automatically: Apple Americas/U.S. (time.apple.com) ▼

9/28/2012 ▲▼

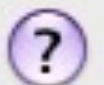
5:53:48 PM ▲▼



To set date and time formats, use Language & Text preferences. [Open Language & Text...](#)



Click the lock to prevent further changes.



Date & Time

Time Zone

Clock

Show date and time in menu bar

Time options: Digital Analog

Display the time with seconds

Flash the time separators

Use a 24-hour clock

Show AM/PM

Date options: Show the day of the week

Show date

Announce the time:

On the hour



Customize Voice...



Click the lock to prevent further changes.



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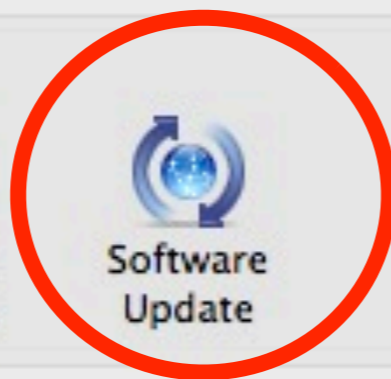
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Scheduled Check

Installed Software

Software Update checks for new and updated versions of your software based on information about your computer and current software.

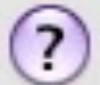
Check Now

Last check: Software Update ran successfully.
Sunday, September 23, 2012 8:14 PM

Check for updates: Weekly

Download updates automatically

You will be notified when the updates are ready to be installed.



MOUSE

NETWORK

BLUETOOTH

SOUND

Scheduled Check

Installed Software

Date Installed	Name	Version
9/23/12 8:26 PM	Security Update 2012-004	1.0
9/16/12 5:50 PM	iLife '11	
9/16/12 5:26 PM	Optional Installs	
9/14/12 9:10 PM	GarageBand Update	6.0.5
9/14/12 9:10 PM	iDVD 7.1.2	7.1.2
9/14/12 9:10 PM	iMovie 9.0.4	9.0.4
9/14/12 9:10 PM	iPhoto Update	9.2.3
9/14/12 9:10 PM	iWeb Update	3.0.4
9/14/12 9:10 PM	Safari	5.1.7
9/14/12 9:10 PM	Digital Camera Raw Compatibility Upd	3.14
9/14/12 9:10 PM	Java for Mac OS X 10.6 Update 10	10.0

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Select the system you want to use to start up your computer



Mac OS X, 10.6.8
on Macintosh HD



Network Startup

You have selected Mac OS X, 10.6.8
on the disk "Macintosh HD."

Restart...

Click to restart this computer in target disk mode

After you restart this computer in target disk mode, you can connect it
to another computer using a FireWire cable and use it as a hard disk.

Target Disk Mode...



Click the lock to prevent further changes.

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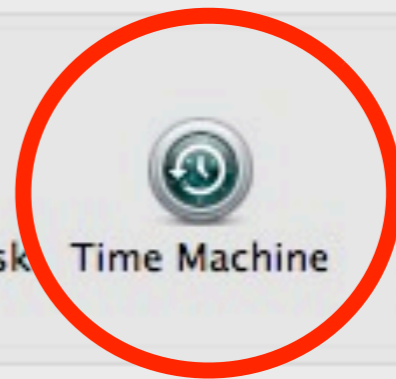
Flash Player



Flip4Mac
WMV



Version Cue
CS2





Time Machine

OFF



ON



Name: Timemachine BU

Available:

Oldest Backup: May 29, 2009

Latest Backup: Today, 7:50 AM

Next Backup: When disk is connected

Select Disk...

Options...

Time Machine keeps:

- Hourly backups for the past 24 hours
- Daily backups for the past month
- Weekly backups for all previous months

The oldest backups are deleted when your disk becomes full.

Show Time Machine status in the menu bar



Click the lock to prevent further changes.



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When using this computer, I would like assistance with:

Seeing

Hearing

Keyboard

Mouse

VoiceOver: Turn VoiceOver on or off: ⌘Fn F5

On Off

Open VoiceOver Utility...

Zoom:

Turn zoom on or off: ⌘⌥8

On Off

Zoom in: ⌘⌥=

Zoom out: ⌘⌥-

Options...

Display:

Switch to white on black: ⌘⌥8

Black on white

Use grayscale

White on black

Enhance contrast:



Normal

Maximum

Reduce contrast: ⌘⌥,

Increase contrast: ⌘⌥.



Enable access for assistive devices

Show Universal Access status in the menu bar

When using this computer, I would like assistance with:

Seeing

Hearing

Keyboard

Mouse

For difficulties using the mouse

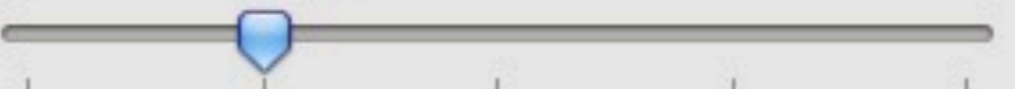
Mouse Keys: On Off

Use the keyboard in place of the mouse.

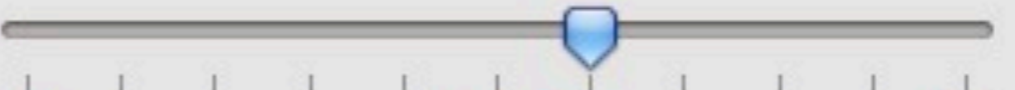
Press the Option key five times to turn Mouse Keys on or off

To control mouse pointer movement:

Initial Delay:

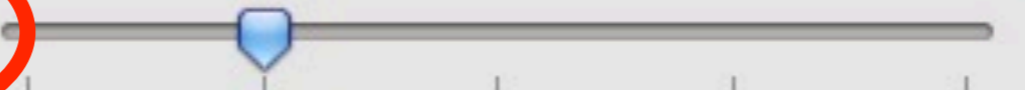
 A horizontal slider with a blue arrowhead pointing to the left, positioned approximately one-third of the way from the left. The left end is labeled 'Short' and the right end is labeled 'Long'.

Maximum Speed:

 A horizontal slider with a blue arrowhead pointing to the left, positioned approximately two-thirds of the way from the left. The left end is labeled 'Slow' and the right end is labeled 'Fast'. The word 'Medium' is centered below the slider.

For difficulties seeing the cursor

Cursor Size:

 A horizontal slider with a blue arrowhead pointing to the left, positioned approximately one-third of the way from the left. The left end is labeled 'Normal' and the right end is labeled 'Large'.

To enable full keyboard access: [Open Keyboard Preferences...](#)



Enable access for assistive devices

Show Universal Access status in the menu bar