

Training Session 10 – MacIntosh System Preferences Part 4 – System (cont) – Ian Stringer

In this Training Session, we continue to explore the **System Preferences**, which allow us to set the way our computer looks and operates. Open **System Preferences** which is in the **Dock** and also under the **Apple** menu. We continue looking at the fourth row of icons.

Click on **Date & Time** then click on the **Date & Time** option. Leave **Set date and time automatically**: un-ticked; keep control of your settings. The left-hand items allow you to set today's date by clicking on the day, then the up and down arrows to scroll to the wanted date, the same with the month and then the year. Similarly, you set the time in the right-hand items. The computer clock will drift over time, and here is where you tweak it back to the right time. You selected your date and time formats in the **Language & Text** System Preference, (see Training Session 6). Click on the **Time Zone** option, don't click the **Set time zone...** button, but click on where Brisbane is on the map to show our **Time Zone**: and **Closest City**: as Brisbane - Australia. (Experiment with clicking your cursor on other spots on the map to see other zones.) Click on the **Clock** option. Tick **Show date and time in menu bar** to have this information in the menu bar. You can then select if you want digital or analog **Time options**: Check out other options; I have ticked **Show AM/PM**, **Show day of the week** and **Show date as Date Options**: Play with **Announce the time**: and check out Customise **Voices...** Click on **Show All** to return to **System Preferences**.

Explore **Parental Controls** if this is an issue for you. Unlocking the **Padlock** allows you to **Open Account Preferences...**, which takes you back to the **Accounts** preferences. Remember to lock the **Padlock** again. Click on **Show All** to return to **System Preferences**.

Click on **Software Update** then the **Scheduled Check** option. Read the text. You need to be on the Internet to **Check Now**. Read the message below. You can opt to **Check for updates**: and set the frequency. Some software updates can be very large, and may use up your Internet allowance. I prefer to retain control of my time and downloads off the Internet, so I manually check when I want to. Click on the **Installed Software** option. This gives you a detailed list of your software with **Date Installed**, **Name** and **Version**, going back to day 1 when you bought your computer! Click on **Show All** to return to **System Preferences**.

Click on **Speech** then the **Speech Recognition** option. My **Speakable Items**: is **Off**. When I clicked

On, there was a new icon on the desktop which disappeared when I clicked **Off** again. Have a look. Click on the **Settings** option to allow you to chose your **Microphone**: input. Default is **Internal microphone**, with up-down arrows to let you chose **Line In** if you have a microphone plugged into the stereo socket on your computer. Have a look at what **Calibrate**: offers, and **Change Key...** Look at the other options in this pane. If you click on the **Commands** option you get more choices. **Open Speakable Items Folder** lists a large number of predefined **Speakable Items**. Check out the **Helpful Tips...** Click on the **Text to Speech** option. From **System Voice**: you can chose a male or female or novelty voice, and set the **Speaking Rate**:. The lower part of this pane allows you to select additional options. Apple have long provided aids for people with disabilities. Click on **Show All** to return to **System Preferences**.

Click on **Startup Disk**. Normally when you start your computer, it starts from your computer hard drive. There are times when you may want to start from some other start-up source. Typically, you may need to re-start your computer from your original **OSX** disk, which has diagnostic files to allow you to do some repairs. This is where you set this up. A bit advanced. Click on **Show All** to return to **System Preferences**.

We covered **Time Machine** in Training Session 5. Click on **Show All** to return to **System Preferences**.

Click on **Universal Access**. For many years Apple has provided for the needs of people with disabilities, and these preferences allow such folk tailor their computer to make it user friendly. Check out the various options available for **Seeing**, **Hearing**, **Keyboard** and **Mouse & Trackpad**. We looked at making the cursor larger in Training Session 6.

Note, there is extensive Help available in all these panes; just click on the button with a ? in it.

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Control	^
Option	⌘
Command	⌘
Shift	⇧
Caps Lock	⇧
Escape	⌫
Eject	⏏
Delete	⌫
Apple	🍏