


## Training Session 7 – MacIntosh System Preferences Part 2 – Hardware – 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 look at the second row of icons.

**Hardware:** Click on **CDs & DVDs** to open its pane. Here you click on the up-down arrows to see what you can get when you **insert a blank CD** or **blank DVD**. Notice the preferred actions for when you insert a **music CD**, a **picture CD** or a **video DVD**. This is why these applications automatically open (as if by magic) when you want to add music to **iTunes**, or connect your digital camera to download pictures to **iPhoto**, or insert a DVD to watch a video on the **DVD Player**. You can safely stay with the default settings for the time being. Click on **Show All**.

Click on **Displays** and then the **Display** option. This pane displays your screen **Resolutions:** and lets you select a different value, e.g. for a projector. Notice the **Brightness** slider. This mirrors the action of pressing the **F1** and **F2** keys on your keyboard. Tick the **Show displays in menu bar** box to put an icon in the right-hand end of the menu bar. **Detect Displays** will search for other displays connected to your computer. The **Color** option shows the colour setting for your Computer; leave as is. Click on **Show All**.

Click on **Energy Saver**. If you have a MacBook (i.e. uses battery), you will have a choice between **Battery** and **Power Adapter**. The two choices allow you to set how long before your computer goes to sleep, mindful of the battery life. Slide the **Computer sleep:** slider along to a time to suit your needs. When you slide the **Display sleep:** slider along it carries the other slider with it. The time chosen is displayed at the right hand end. Experiment with the sliders. Below the sliders are further options you can set. I put the hard disk to sleep when possible, and use the power button to put my iMac to sleep (same as    on the  **Apple** menu), and automatically reduce brightness before sleep. I don't use network access or start up after a power failure. For MacBooks, just close the screen to put the computer to sleep. **Restore Defaults** sets both times to 10 min on my iMac; on MacBook, 10 min & 2 min. **Schedule...** opens a pane where you can chose settings for **Start up or wake** and **Sleep, Restart** or **Shut Down**. The boxes need to be ticked to use these schedules. Once you have selected your settings, you can **Click the lock to prevent further changes**. MacBooks will have additional options to conserve battery power; click on **Show battery status...** to put a battery icon in the menu bar. Click on the **?** to look at

the **Help** file. Click on **Show All**.

Click on **Keyboard**, then the **Keyboard** option. Here you can set how fast or slow the **Key Repeat Rate** should be, and **Delay Until Repeat**. These can be useful settings; try them out. Depending on your keyboard, you may have a box to check for using the function keys. I have special features on some of my keys along the top of the keyboard. Tick the box to **Show Keyboard & Character Viewer in menu bar**. This gives you a shortcut to extra fonts. Click on **Modifier Keys....** This shows you your keyboard, and the symbols for **Caps Lock**, **Control**, **Option** and **Command** used for keyboard shortcuts. I suggest you leave them as are. Click **OK**. Click the **Keyboard Shortcuts** option to open the list of the many shortcuts available for a number of applications. Take time and have fun checking out these many options to find the ones you want to use (or didn't know were there!) Check out **Keyboard & Text Input** which allows you to operate your computer without a mouse or trackpad! Also experiment with the options available below the table. Click on **Show All**.

Click on **Mouse** if you have one. Depending on the model, there are a number of settings for the way the mouse buttons work. Try them out. You can set up for left-handed use if needed. I have **Primary Button** as left click, **Secondary Button** as right click, **Scroll Ball** off and **Side Buttons** off. All personal choices. Tick the **Zoom using scroll ball while holding** and leave as  **Control**. Check out **Options...** MacBooks usually have only trackpads but you can plug a mouse in. Click on **Show All**.

Click on **Trackpad** if you have one. Please take the time to explore the many options possible with the **Trackpad**. The different possible actions are displayed as video clips. They can take some time to get used to, but can make your work much more efficient. Click on **Show All**.

Click on **Print & Fax**. If you have Printers and/or a Fax, they should show up here. There are many options, depending on your hardware, so take the time to poke into all these nooks and crannies. Click on **Show All**.

Click on **Sound** then the **Sound Effects** option. Here you can **Select an alert sound:** from the built-in list, and what the **sound effect** is to be played through. **Internal Speakers** is the default, but you can use other hardware such as headphones, depending on what you have plugged into your sound output socket. **Continued Page 10**

## Bits & Pieces

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You can set the **Alert volume:** for sound effects and how the sound is to be handled; you have three choices. **Play feedback...** is worth having on. On MacBooks, **Use audio port for:** can be set to either **Sound Output** or **Sound Input**; they only have one socket so you can input sound to your MacBook (my iMac has two separate sockets). You can set **Output volume:** separately. The **Mute** box can be checked if you want no sound out.

Click on the **Output** option to open the pane where you **Select a device for sound output:**. You may have **Internal Speakers** or **Headphones**. You can adjust the **Balance:** and the **Output volume:** to the levels you want. Click the box to **Show volume in the menu bar**. The volume can be changed using keys on the top row of your keyboard.

Click on the **Input** option to open the pane where you **Select a device for sound input:** You have an **Internal Microphone** and may have a separate **Line In**, where you can plug in an external sound source. Again, you have settings for **Input volume** and **Output volume:**. Click on **Show All** to return to **System Preferences**.

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

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### Cyber Security Awareness

(From ASCCA - (<http://www.ascca.org.au/>) Open Forum)

1. Explain the differences between viruses, Trojan horses, adware & software, worms, phishing.  
[http://www.ascca.org.au/images/ascca\\_pdfs/Open\\_forum/viruses\\_1.pdf](http://www.ascca.org.au/images/ascca_pdfs/Open_forum/viruses_1.pdf)
2. What is a firewall and why do we need one?  
[http://www.ascca.org.au/images/ascca\\_pdfs/Open\\_forum/what%20is%20a%20firewall.pdf](http://www.ascca.org.au/images/ascca_pdfs/Open_forum/what%20is%20a%20firewall.pdf)
3. Is there any real practical value in changing passwords frequently?  
[http://www.ascca.org.au/images/ascca\\_pdfs/Open\\_forum/passwords.pdf](http://www.ascca.org.au/images/ascca_pdfs/Open_forum/passwords.pdf)

### **DON'T BE SCAMMED – Bill Maxwell**

#### **Telemarketing scam: your computer has a virus!**

Don't let a scammer scare you into believing your computer is infected with a virus or is sending them error messages. Even if the caller claims to be a representative from Microsoft or another genuine service provider, you should be very wary of anyone who calls you out of the blue and tries to trick you into letting them gain remote access to your computer.

SCAM watch has heard several variations of this scam, but generally the caller will claim they suspect your computer is infected and that they need remote access to check. If you allow them access, they will then pretend to run a scan and report that your computer is infected. The caller will then try to convince you to purchase anti-virus software straight away to remove the infection. The fee may be a one-off payment or an ongoing subscription.

There are many potential dangers. As well as losing money to the scammer by paying for a service that provides you no benefits, your personal and banking details are also at risk. If you give a scammer remote access to your computer, they can cause all sorts of mischief – including infecting your computer and acquiring your personal information.

If you receive a call like this, just hang up.

Protect yourself

- If you receive a phone call out of the blue from someone about your computer system's security status, hang up.
- NEVER give a stranger remote access to your computer.
- Do not give out your personal, credit card or online account details over the phone unless you made the call and the phone number came from a trusted source.
- Make sure your computer is protected with anti-virus and anti-spyware software, and a good firewall - but only purchase the software from a source that you know and trust.
- If you think you have provided your account details to a scammer, contact your bank or financial institution immediately.