

Training Session 9 – MacIntosh System Preferences Part 4 – Accounts– 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 start to look at the fourth row of icons.

Click on **Accounts** to open the **Accounts** pane. This is a complex system preference where you establish yourself as the **Administrator** and control your **Password**. This may have already been set up when you got your computer or it may have been done when you first started your computer and worked through the **Setup** procedure. Under **My Account** in the left panel, your name should be shown with **Admin** below. There is provision for you to have a picture alongside. Below this will be **Other Accounts** and **Guest Account** and **Disabled**, with an icon of a person. At the bottom of this panel is **Login Options**, and below that are **+** and **-** buttons, then a locked **padlock**.

Click on the **Password** option in the right-hand panel. Click on the **picture place-keeper** to drop down a panel of pictures where you can chose one, or click on **Edit Picture...** This lets you **Take a photo snapshot** using the built-in camera, or you can **Choose...** a picture already on your computer. You can adjust this picture before you **Set** it to be your picture when you start up your computer. **Full Name:** will show your owner-name. Below may show **MobileMe user name:** with a **Set...** button. **MobileMe** is being superseded by **iCloud**. Below this is **Address Book Card:** with an **Open...** button. This will take you to your card in your **Address Book**. Greyed out is a button to **Allow user to administer this computer** (you are the administrator!) Below this is another greyed out button to **Enable parental controls** with an **Open Parental Controls...** button. This allows you to set up restrictions for use by children.

Alongside the picture at the top of this panel is a **Change Password...** button. To make changes to these settings, you may need to **Click the lock to make changes**. This will change to **Authenticating...** and open a pane where you must **Type your password to allow System Preferences to make changes**. Type in your Administrator's password and click **OK** to open the lock. Click on the **Change Password...** button to open a pane where you enter your **Old password:** then your **New password:**. (If you click the button with the key you open the **Password Assistant** with advice on choosing a more secure password. Check out the **Type:** options. As you type in your new password, the

Quality: colour strip will change from red to yellow to green. You should aim to have a green strip, indicating a secure password.) Then **Verify:**. Enter a Password hint: (recommended), and click the **Change Password** button. This opens a new pane with the message **The password for your "login" keychain will be changed to your new password**. Click the **OK** button. I will explore the **keychain** in a future Training Session. Close the **Password Assistant** pane.

With the **lock** open, Click on **Login Options** to open a new right-hand panel. I have set **Automatic login:** to **Off**. This means I must login every time I start my computer - recommended. If you click the up-down arrows you see an option to log you in automatically. This means anyone can access your computer. Set **Display login window as:** to **List of users (Name and password** is if other users have accounts). Tick the box for **Show the Restart, Sleep, and Shut Down buttons**, and **Show password hints** but leave the other three un-ticked. **Network Account Server:** is for power users!

With the **lock** open, you can also set up a **Guest Account**, which is now **Disabled**. Click on **Guest Account** to open a new pane. Read what is there and see how **Disabled** changes when you tick and un-tick the boxes. You cannot set a picture for a guest.

With the **lock** still open, click on **My Account**, then **Login Items** option. This is where you can have applications or documents automatically open when you login. Use the **+** and **-** buttons to add or remove items, and hide or unhide the item's window. I have some items, but I don't remember how they got there! **Click the lock to prevent further changes**. Click on **Show All** to return to **System Preferences**. We will look at the other **System** preferences next time.

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	⌘